



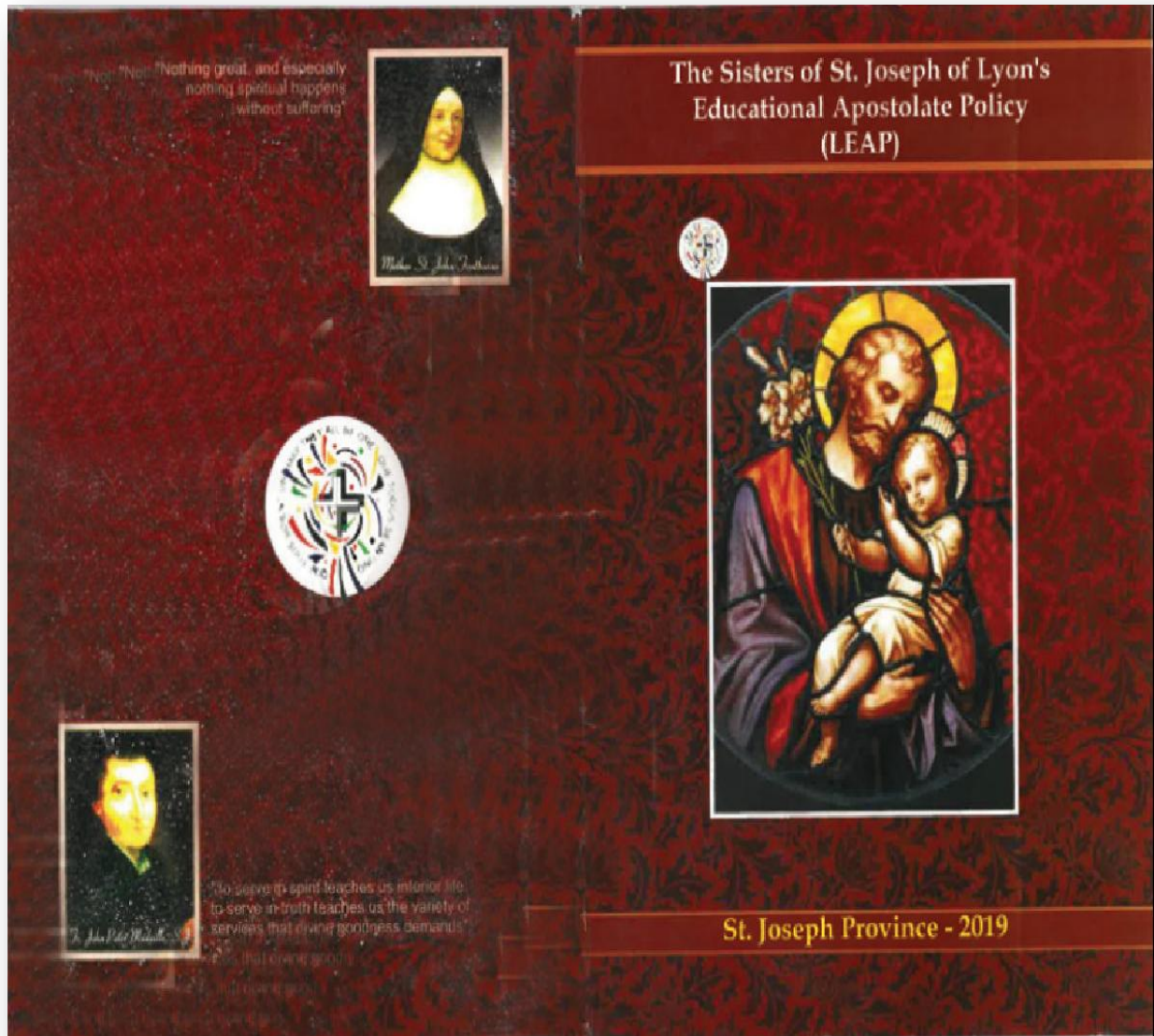
Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



Code of Conduct for Governing body and Administration





Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



8. Our Educational Institutions as Centers of GOODNEWS

Our presence is an evangelizing one. By being grounded in God and in our Christian faith tradition, we create a conducive atmosphere to promote a sense of belonging, purposefulness and unity in our campus. We strive to create a community of faith consisting of members of management, staff, students, parents and alumni. This community will be bound by the values of fraternity and promote Eucharistic communion. Thereby, we enable our students to work towards wholeness and harmony in a world of fragility and brokenness.

PART – II

9. Roles and Functions of the Office Bearers

9.1 The Provincial

The provincial is the president of the St. Joseph's Educational Society.

- a. The provincial ratifies all the permanent appointments.
- b. The provincial shall take the final decision in consultation with her council regarding pay fixation, construction of new building and serious disciplinary actions.
- c. The provincial is authorized signatory of all major documents.

9.2 The Provincial Councillor in charge of Education

- a. In consultation with the Provincial Council, the Councilor in-charge is responsible for incarnating the educational vision of the Province.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



- b. The Councilor in charge keeps herself informed of the changing trends in the field of education and will serve as a pace setter and facilitator in the province making education an effective means of self and social transformation.
- c. The Councilor in charge visits all the institutional communities of the province once a year and is present for a sufficient duration as and when the need arises.
- d. The Councilor in charge plans the program in consultation with Education team for the development of the educational institutions.
- e. The Councilor in charge shares her plans with the Provincial Council and she involves the heads of the institutions to ensure complementarity and active participation.
- f. The Councilor in charge with the Education team organizes relevant seminars, courses and workshops for the teaching and non-teaching staff to ensure an ongoing educational development in our educational institutions.
- g. The Councilor in charge is a member of the appointment Committee for all the Permanent Appointments of both teaching and non-teaching staff in all aided and self – financed institutions,
- h. In ordinary disciplinary actions like memo, show-cause, the committee of the particular institution will take action in consultation with the Councillor. In more serious disciplinary actions like suspension, stoppage of increment, termination, prior information has to be given to the Provincial Council.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



- i. The Councillor in dialogue with the Correspondent and the head of the institution concerned takes necessary decisions with in the autonomy delegated by the Provincial Superior. Information should be given to the Provincial.

9.3 The Role of Education Team

Composition: It is composed of members representing the higher education, higher secondary and primary school of the Province.

Designation:

- a. The team works in close collaboration with the councilor responsible for Education.
- b. Based on the Province Orientation, the team draws up an Action Plan for the Province in consultation with the councilor in charge and gets the approval of the Provincial council.
- c. Committee evolves the practical means to implement the Action Plan. Team members of the respective institutions will prepare annual evaluation report and submit to the team head.
- d. The team meets together for the yearly evaluation of the action plan with the Councilors responsible for the cluster. The Head of the team submits the collated report to the Provincial council.
- e. The team documents the implementation of the yearly action plan.
- f. Gives suggestions to the provincial council to train the sisters and equip them with sufficient knowledge and skills for the ministry.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



- g. In consultation with the councilor responsible for the sector the team organizes.
 - Periodical meeting for the Heads of Institutions and Correspondents / Secretary.
 - Meeting for the sisters involved in the ministry.
- h. The Head of the team will be a member of the Extended Provincial Council and JPIC team.
- i. Head of the team will be the secretary of St. Joseph's Educational Society, Madurai.

Structure:

The team draws up the structure regarding its way of functioning:

- i. Rhythm of their meetings
- ii. Rhythm of meeting with the councilors responsible for education
- iii. Rhythm of their meeting with the Provincial Council.

9.4 The Secretary / Correspondent

The Secretary / Correspondent is nominated by the Provincial Council. Being commissioned, she executes shared responsibility with the Principal / Headmistress, and the Committee. She exercises her authority in a spirit of collegiality, consultation and discernment. She facilitates the decision making process always in favor of the common good, spirit of justice and remains a unifier and actualized in view of the vision of the province and the institution.

- a) The secretary / correspondent is a link between the institution and the province timely communication on all matters related to institution must be shared with the Provincial and Councilor in charge.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



- b) The secretary / correspondent works in close collaboration with the principal / Headmistress of our educational institutions and looks after all the temporal administration of the educational institutions concerned. They need to be directly involved in matters related to Property Tax, and Recognition, Building, Finance and Legal matters of the institutions.
- c) The secretary / correspondent is responsible for the salary, monetary benefits of the staff, Fee fixation committee, TSR verification, Provident Fund (PF), EPF, Income Tax particulars, audit and all such matters that are dealt with the Treasury.
- d) The Secretary / Correspondent is a member of the selection committee for staff appointments. In consultation with the Head of the institution and Councilor in-charge she recommends the confirmation of the appointments of the staff and non-teaching staff and the promotions of the non-teaching staff. In case of any disciplinary actions in consultation with the provincial councilor in-charge against any employee, she works in collaboration with the management and seeks legal action if and when needed.
- e) The Secretary / Correspondent is the sanctioning authority for all the leaves other than Casual Leave. It is understood that all such leave should be cleared by the Principal / Headmistress before they are presented to the Secretary / Correspondent who normally sanctions them when approved by the Principal / Headmistress.
- f) The Secretary / Correspondent operates with managers salary, Non-Salary, General Fund and Amenity Funds and all the management accounts of the college / schools.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



- g) The Secretary / Correspondent respects the role of the Principal / Headmistress and work in collaboration with her as a unifier.
- h) The secretary/ Correspondent is in consultation with Principal/ Headmistress responsible for the grievance redressal of the staff members.
- i) The Secretary / Correspondent is in consultation with the Principal / Headmistress answers to the letters received from RTI Acts.
- j) The Secretary of the college is a member of all important policy making body.
- k) The Secretary/Correspondent in collaboration with the Principal/Headmistress reviews the entire functioning of the educational institution through periodic feedback, from teaching and non-teaching staff, students, parents and others concerned with the institution.

Note: Documentation of important documents pertaining to the institution such as Education department circulars, accounts, disciplinary action records / EPF loan register, land, building plans etc.,

9.5 Role of the Coordinator:

Note : The post of the Secretary / Correspondent is usually vested with the Local Coordinator. If the Coordinator and Correspondent are two different persons, the Secretary / Correspondent informs the Coordinator all-important matters of the college/schools especially of appointments, important programmes of the college/schools, construction or major repair to building. In matters involving legal implications the Coordinator is the authorized signatory.

- a. Coordinator is a member of governing body and college/school committee.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020

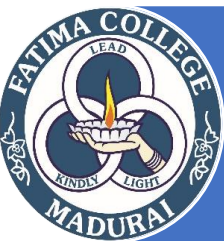


- b. For adhoc meeting Coordinator need not be present but the agenda and decision are intimated on time

9.6. The Principal / Headmistress

Academic leadership that enhances formative aspects of our educational apostolate is obliged and entrusted to the leadership of the Principal / Headmistress in our educational institutions who works with the sense of subsidiarity and collegiality. She is appointed by the Provincial Council in order to realize the educational vision of our congregations in the most concrete manner. She is accountable to the community, Provincial Councilor in-charge and to the Provincial for the mission entrusted to her.

- a. Term of office of the Principal / Headmistress is 5 years subject to Government norms. The Principal / Headmistress shall be only from the members of the St. Joseph's Society of Madurai. Such post can be held by them so long as they continue as members of the congregation of the sisters of St. Joseph of Lyon. Their exit from the congregation, either voluntarily or involuntarily, shall automatically disqualify them, from becoming or remaining in such offices.
- b. The Principal/ Headmistress is the executive authority of the college/school. She is responsible to the education department and the government regarding the educational norms.
- c. The Principal /Headmistress is responsible for the everyday functioning of the college/schools like office administration, staff assignments, discipline in college/school campus, curriculum etc.
- d. The Principal /Headmistress is the primary member of the admission committee and should guarantee that the



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



admission policy of the province is carried out in the respective institutions.

- e. The Principal/Headmistress and I & II Vice –Principals/ Asst. Headmistress and Coordinators of each section are in-charge of all student activities, sports and games and other campus programmes.
- f. The Principal/Headmistress operates all accounts that are directly connected with the academic functioning of the college/schools such as special fees, laboratory and UGC funds.
- g. The Principal /Headmistress is the Ex- Officio president of all the Associations in the college/Schools. No association should be allowed to function without her specific permission.
- h. The Principal/Headmistress fulfills her obligation as a teacher keeping in mind the demands of natural justice.
- i. The Principal/Headmistress maintains effective interpersonal relationships with the members of the staff, parents and students and with the educational institutions of the various sectors. She remains as motivating personnel for all academic, moral and spiritual activities of the educational institution.

9.7 The Vice Principal / Assistant Headmistress

The Vice Principal / Assistant Headmistress works in close alliance with the Principal /Headmistress in the spirit of unity and amicability while fulfilling their regular duties and responsibilities. The first Vice Principals of the college are members of all committees.

- a. The specified duties of the Vice Principal/Assistant Headmistress include: maintenance of general



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



discipline of the student community, assistance in admission works, providing an hour of permission to a staff on request and promotion of spiritual animation to the staff and the students.

- b. It is presumed that a common understanding prevails among the Vice Principals/Assistant Headmistress regarding the work specifications and other assignments.
- c. In the absence of the Principal /Headmistress the First Vice – Principal /Assistant Headmistress replaces her and sees to the normal functioning of the educational institution.
- d. In the absence of senior sister with sufficient experience in an Institution a lay Vice Principal I to be appointed and ratified by the Provincial.
- e. The term of office for the Vice Principal /Assistant Headmistress (lay Person) is two years of honorary service, renewable except college / matric schools. The management appoints and the provincial ratifies it.
- f. The II Vice Principal/Assistant Headmistress/school Coordinators work in collaboration with the first Vice Principal/Headmistress in coordinating the Part - V activities / the club activities.

9.8 The Manager in College / Matric Schools

- a. The Managers of the office shall be only from the members of the St. Joseph's Society of Madurai.
- b. The Managers functions as a member of Executive Committee and the college/school committee.
- c. The Managers mediate with the education department and collaborate with the Secretary/Correspondent.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



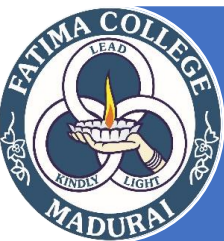
- d. The Managers are directly responsible for the effective administration of the office, maintenance of the infrastructure, operation and upkeep of the accounts and responsible for incoming and outgoing official mail.
- e. The office Managers are fully responsible for the follow up of the attendance of the non-teaching staff and the effective execution of their responsibility. The office Managers deals with non-teaching staff with concern, respecting their dignity and well-being.
- f. The office managers directly maintains the service books, registers of the teaching and non-teaching staff and helps to prepare the Audit Reports and Financial Statements.

9.9 Junior Assistant (Lay Person)

- a. The Junior Assistant mediates with the education department and collaborates with the correspondent.
- b. The Junior Assistant in collaboration with the Managers/Correspondent maintains the service books, registers of the teaching and non-teaching staff and help to prepare the Audit Reports and Financial Statements.

9.10 The Controller of Examinations of Fatima College (Autonomous)

- a. The Provincial Council nominates the Controller of Examinations in consultation with management committee.
- b. The Controller of Examinations works in collaboration with the Principal of the college. Her duties include the planning and the conduct of examination, valuations and ensuring results.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



- c. The Controller of Examinations will exercise discretion and accountability in her dealings since it is specified work entrusted to her. (Refer the office file of the college for the details of the functions of the Controller of Examinations)

9.11 The College/School Managing Committee

- a. In order to live the spirit of harmony and collegiality, which is pivotal to the living of our SJL structures of organization, we ensure participatory decision at all levels.
- b. All who are working in the college/schools and the Coordinators are members of this committee, which is consultative in nature.
- c. Activity involves in the framing and implementation of Admission/Appointment policies and development programmes.
- d. Reflects on matters concerning disciplinary actions, termination of service, and revision of pay scales and evaluation of probationary staff.
- e. Takes up effective planning concerning the animation of staff and students on the basis of the province vision and objectives.
- f. Reviews /evaluates periodically the implementation of the apostolic project. Meets once in a month / as and when necessary. The agenda for the committee meeting is announced by the Secretary /Correspondent sufficiently earlier in consultation with the Principal /Headmistress.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



- g. The Secretary/Correspondent is endowed with the responsibility to give appropriate communication to the community regarding the important Issues, discussed in the management committee.

Note: It is recommended to organize Committee Meeting twice a year with the II Vice Principals (Lay person) and 'Coordinators' of the different Levels (Primary, Secondary, High School, Higher Sec. School) and Invitees based on issues.

PART – III

10. EDUCATIONAL AND ADMISSION NORMS

Policy for Admission of students

We have a mission to pursue and attain transparency, accountability, truth and justice in all our admission processes.

- a. Every educational institution will have an admission committee consisting of the Headmistress/Principal, Assistant Headmistress / Vice Principal, Correspondent / Secretary and a Staff member.
- b. All Catholics are admitted in both school and college
- c. Preference is given to the economically poor of the locality and dalits and all the target groups (Migrants / Children of AA Group) of our rural ministry and Province.
- d. For admission to Std. XI and Under Graduate courses, preference is given to students who complete Std, X and XII in our schools. The minimum eligibility conditions



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



laid down by the Education Department / University are to be followed. in giving admissions to Std. XI ,Under Graduate courses and Post Graduate courses, minimum requirements of marks for each of these categories of students pertaining to our option will be decided every year by the committee.

- e. The cut off mark fixed for catholic students should be lesser than the other categories
- f. Second attempt candidates will be considered for admission in the school and for the under graduate courses in the college if only they are catholic candidates and Christian denominations.
- g. Other minority communities (subject to the decision of the management) are given consideration.
- h. Children of our staff members will be given priority in all our institutions.
- i. All parents are to be met directly either by Principal/Vice Principal, Head mistress / Asst .Headmistress, one in – charge of admission.
- j. The strength of each class should be as per the minimum required by the Education Department /University norms.
- k. The management should give concessions in fees to the deserving poor students, after discerning their credibility in this matter.
- l. Collecting donation at the time of admission or at anytime as a condition for admission is to be totally avoided. During admission, posters will indicate this decision of ours. All relevant records/receipts should be



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



maintained properly for collecting fees, distinction between establishment fees and fees needed for development must be clearly mentioned.

- m. School improvement fund, building fund or any other private collection requires the prior permission of the provincial Council and audited accounts must be maintained for such collections.

Note:

Grievance Cell:

Every Institution must set up a grievance cell at the time of admissions. The aggrieved could use this platform to air their grievances.

11. HOSTEL ADMINISTRATION

The hostels are places that foster an environment for the care of their inmates so as to grow as responsible persons. It is to enable the young to discover the uniqueness and richness in an atmosphere where the family spirit is fostered. Hostels are intended to encourage leadership and social consciousness of the student community. They meant to provide a home away from their homes to experience the universal love of God.

11.1 Admission

- a. All Catholic and Dalit catholic students, economically poor, differently able, the target group of the province and at the periphery are admitted.
- b. Priority is given to students whose parents live in places where there are no schools and colleges.
- c. Students who find it difficult to pursue their studies due to various problems at home are given preference in the hostel admissions.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



- d. Children below the age of ten are not generally admitted but the children without the parental support be admitted in the hostel if need arises.
- e. The medical certificate to be submitted during admission.

Fatima College Hostel:

- a. The autonomy is given to the Chief warden to work in close collaboration with the Coordinator and the hostel team for the effective animation and administration of the hostel.
- b. The hostel admission policy and norms are framed before the start of the academic year in consultation with the principal.
- c. The overall maintenance of the discipline rests on the Chief warden and the hostel team.
- d. The major disciplinary actions should be carried out in consultation with the principal.
- e. Chief warden need to maintain a healthy and sufficient communication with the principal.

Admission norms specific for college:

- a. Admission is given to II and III year of degree courses, provided they fulfill the requirements of autonomous college.
- b. Religious sisters of candidates in formation may be given the course/ subject they ask for in U.G.
- c. Catholics are given preference in the management quota.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



- d. Closing of admission in P.G. and Professional Courses is done in reference to the provincial.

11.2 Fees

- a. Hostel fees must be nominal.
- b. Concessions in fees are given to deserving students who are economically poor and socially disadvantaged, in consultations with the hostel committee. But the total freeing of the payment of the fees must be discouraged/avoided, as this practice will damage the self-respect of the individual.
- c. Hostel fees need to be differently fixed in accordance to different regions / areas.

11.3 Facilities

- a. Our hostel rooms and dormitories should be clean, airy and maintained properly.
- b. They should not be over crowded.
- c. Food must be simple, reasonably palatable, nutritious and sufficient. The money allotted for food must be solely spent for this purpose only.
- d. Avenues must be provided for personal study and for both outdoor and indoor games.
- e. Proper medical service, recreation, sanitary facilities, clean bathrooms and adequate water supply are to be provided.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020

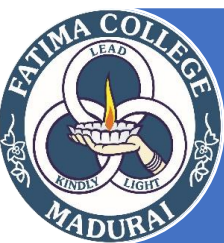


11.4 Formation programmes at our hostels

- a. All formation programme must be impregnated with our vision, mission and province orientation of Srs. of St. Joseph of Lyon.
- b. Healthy atmosphere is to be maintained for the spiritual and psychological upbringing of the inmates.
- c. Opportunities are to be extended to explore and develop their inner caliber and to identify their originality.
- d. The spirit of teamwork and leadership is to be created by allotting responsibilities to student groups.
- e. Different modes of prayer service that could foster a spiritual atmosphere are to be encouraged.
- f. Catholic students need to be encouraged for daily mass and rosary.
- g. Group counseling is encouraged. Need to appoint a counselor for personal counseling.
- h. Province target group could be focused for all outreach programmes

11.5 Hostel committee

- a. The Hostel committee comprises of the Superior, Principal / Headmistress, Correspondent /Secretary and the Wardens.
- b. The lay wardens could be part of the committee in programming day to day administration, animation and evaluation.
- c. The Hostel Committee meets once in a month to discuss the issues regarding the effective and healthy animation and administration of the hostels.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



- d. Periodically reviews the admission matters, hostels' accounts, mess fees and other establishments.
- e. Improves hostel facilities if found inadequate.
- f. Reflects and implements programmes for quality formation of the inmates.
- g. Decides fee concessions for the deserving candidates.
- h. Takes up corrective / disciplinary measures in cases of discrepancies.

Note: It is recommended to organize Committee Meeting twice a year with lay wardens.

11.6 Role of the Coordinator

- a. The Coordinator is the part of hostel committee.
- b. The Coordinator and the Wardens work in collaboration for hostel administration.
- c. She is directly responsible for the hostel staff.
- d. She is to be consulted in all disciplinary matters of Lay - Wardens and hostel helpers.
- e. In collaboration with the hostel committee appropriate decisions can be made regarding the concession.
- f. She ensures that the warden provides timely communication of the functioning of the hostel to the community.

11.7 Role of the Principal/Headmistress

- a. Officially the Principal / headmistress is responsible for the hostels.
- b. She is a member of the hostel committee.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

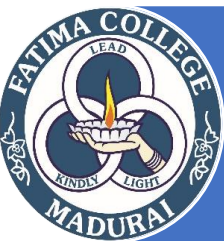
Year : 2015 - 2020



- c. She is responsible for hostel admission and any other terminations if necessary.
- d. She is directly involved in the disciplinary actions on the students.
- e. She has the authority to grant long leave for hostel students.
- f. She meets the students occasionally.

11.8 Role of the Wardens

- a. According to the norms of the province, the care – taking power of the hostels is delegated to the Wardens who in turn work in collaboration with the Principal / Headmistress / Correspondent / Secretary and Coordinator, on matters such as admission, concessions, discipline and dismissals.
- b. Wardens have to work as a team among themselves and with the Coordinator and the Principal / Headmistress.
- c. Wardens have to make conscious efforts to be kind and firm and impartial in their dealings with inmates.
- d. Wardens are guided by Christian values in all their dealings with the students, understanding the psychology of the youth of today. They make efforts to discover the potential of each student and provide opportunities to grow. They foster in the students a sense of belonging of being loved and instill family spirit.
- e. Wardens are directly responsible for daily verification of the attendance of the hostel inmates.
- f. Wardens are accountable to the local Coordinator for financial administrations and functioning of the hostel.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



12. Working Women's Hostel / Crèche Attached

12.1 Managing Committee Members

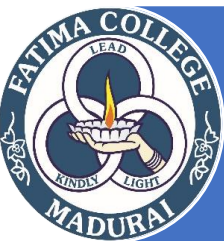
1. District Social Welfare Officer
2. Provincial
3. Provincial Councillor-in-charge
4. Provincial Treasurer
5. Superior
6. Warden 1
7. Warden 2
8. One of the residents (Leader of the hostel)

12.2 Norms of admission

- a) Working women are admitted
- b) Religious sisters from other congregation are accepted.
- c) Research students and examination going students (private) can be accepted for duration shorter than one year.
- d) Students of Fatima College are admitted.
- e) Students from other institutions and other categories can be admitted if there are vacancies, provided they abide by the rules and regulations of the hostel and subject to the decision of the hostel managing committee.

12.3 Conditions

- a. Women/Student seeking admission must have normal health condition. Medical fitness certificate should be provided.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



- b. Reference letter from the authority of the place of work is required for admission.
- c. Reference letter of the local guardian is also to be produced.
- d. Admission has to be renewed every year.

13. Appointment of Staff

(Teaching and Non - Teaching)

The effectiveness of education imparted in our College / Schools mostly depends upon the academic and moral caliber of the staff who are appointed in our institutions. Hence utmost care must be taken in the selection and appointment of staff according to the following guidelines:

1. The Selection Committee for Staff Appointments must consist of the following members;
 - a. Provincial Councilor (for the selection of the permanent staff)
 - b. Secretary / Correspondent
 - c. Principal / Headmistress
 - d. Vice Principal / Assistant Headmistress
 - e. External subject expert
2.
 - a. when number of candidates is more, screening can be done through written test.
 - b. Interviews need to be conducted with more objectivity keeping in mind the welfare of the institution.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



c. In the College VP can be present for interviews in respect to their shift alone.

VP I - Regular - Shift I

VP I Self Finance - Shift II

3. Appointment of sisters as Principal /Headmistress /Lecturers/Administrators in permanent vacancies is primarily bound by the norms and regulations prescribed by the Provincial Council.
4. Selection is to be based on the eligibility rules fixed by the Education Department / University and according to the existing norms fixed by the College / School committee.
5. Quality and Academic Excellence of the staff gains priority in the appointment. Catholics and Dalit Catholics are given preference without sacrificing quality of performance. Consideration is given to the local people.
6. No capitation fee is received for any appointments as well as for admission.
7. Transfer of staff from one institution to another under our management is not encouraged. However the Provincial Council could make exemption.
8. Taking into account a fair distribution of employment opportunities of different competent people, we follow the policy that no appointment will be given to the relatives (Brother, sister, niece, nephew, first & second cousins) of those who are already employed in permanent aided post vacancy in any of our institutions. They shall not be called for attending any interview and



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



this fact has to be clarified while filling up the proforma of application, before accepting the candidate for the interview.

9. One family member (Brother, sister, niece, nephew, first & second cousins) of a sister of our province can be given appointment in our institutions. However in case of specific requirement in self – financed courses of the respective institutions a second member can be considered. It is also applicable for the lay staff of our institutions.
10. Staff employed in self finance courses can be allowed to appear for an interview in an aided school when regular vacancy arises. There is no age bar for our own staff employed in Self Finance.
11. In the event of death, resignation, voluntary retirement or retirement, posts are not to be given to legal heirs.
12. A candidate who has not been selected in one institution can be allowed to appear the interview in another institution, the following year, since there is the possibility for improvement.
13. Those who are sent out due to disciplinary action from one institution will not be called and allowed to attend the interview in another institution. Such cases must be brought to the knowledge of the councilor. The Councilor will intimate the other institution about the staff concerned.
14. During the probationary period, the performance of the probationer must be carefully observed and assessed by the college / school committee.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



- a. Periodical monitoring and assessment to be done and proper records to be maintained for every feedback given based on the observation from the day of appointment.
 - b. At the end of the first year, if the management is not satisfied with her performance, termination is encouraged.
 - c. If a faculty is permitted to continue for another year with certain condition written acceptance must be sort out.
 - d. Feed back in terms of teaching ability, interpersonal relationship, participation in co-curricular activities etc, from college /school /department/ students would facilitate objectivity in confirmation of appointments.
 - e. Both for regular and management staff:
 - Documents on oral and written warnings to be maintained to pursue further disciplinary action
 - it is applicable not only for newly appointed but for all the staff of the institution
15. Encourage all the newly appointed staff to complete the NET/TET, the necessary qualification prescribed by the government/UGC
16. For the Non-Teaching Staff vacancy, appointment is done by a selection committee consisting of
- a. The councilor (for permanent posts)
 - b. Secretary / Correspondent
 - c. Principal/Headmistress



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



- d. Vice Principal/Assistant Headmistress and Superintendent.
 - e. Sister Junior Assistant / Office Manager
 - f. For all appointment an expert from outside.
17. Merit and competency are the main criteria. Work experience, additional qualification, achievements, talents will be taken into consideration.

13.1 Probation, Promotion, Benefits and Leave Rules

13.1.1. In Aided College/Schools

- a) In the Government-aided college/schools, the Government/Education Department norms are to be followed for pay Fixation, Probation, Promotions, PF, Gratuity, Pension benefits and leave rules.
- b) Medical and earned leave, Salary payment for substitutes will be as per the norms proposed by education team and approved by the provincial council. The staff who avails the leave should pay the substitute, salary fixed by the province.

13.1.2 In Unaided College/ Schools

- a) In Unaided college/schools, after the selection of the candidate, appointment should be made by issuing an Appointment order by the Secretary/ Correspondent ratified by the provincial.
- b) If and when the candidate accepts the post, an agreement between the management and respective candidate should be signed in the prescribed manner and format. Service in any other institutions shall not be considered for the purpose of any benefits. Exceptions are made in consultation with the provincial council.



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



- c) Probationary period is Two years for college/schools.
- d) Resignation or Termination during the temporary period requires one month's prior notice on either side, or else, one-month salary has to be paid. (strictly adhere to this norm)
- e) Resignation of the permanent staff requires three months prior notice or else three months salary is to be paid.
- f) In both cases (d & e) exceptions to be done in consultation with the provincial council.
- g) Service register could be opened and counter signed by the Correspondent/ Government officials.

13.1.3 Pay Fixation/Benefits for [Management Appointees, Aided and Unaided Schools.

- a) For the Teaching and Non-Teaching Staff appointed by the Management, the Provincial Council revises the Scale of pay based on the 7th pay commission for ten years.
- b) Pay fixation is done based on the norms fixed by the province in dialogue with School/College committee team. Committee consisting of Secretary / Correspondent, Principal / Headmistress, vice principal/ Assistant Headmistress, Manager and the Councilor-in-charge.
- c) Increment is given every year. EPF Contribution is made from both sides. It is subject to the maximum of Rs.1800/- from the management.
- d) EPF loan can be granted by maintaining due records



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



- e) The management staffs are entitled to get Pongal Bonus/Onam as per the management norms.
- f) Temporary staffs are eligible for vacation salary, provided they have put in eight months of continuous service.

Note : Exception to the existing norms should be referred to the Provincial Council.

Retirement Benefits (unaided schools)

- a) Age of retirement is as per the norms of each state.
- b) 50% of the last drawn salary (basic + D.A.) is multiplied by the number of years of service is given to the retiring person.

Category:

- * Retired / voluntary resignation (5 years above) / VRS.

13.1.4 Leave Rules for Permanent Staff in SF Section

Maternity Leave:

- a) Maternity leave can be availed after one year of service.
- b) 6 months of maternity leave is granted with salary.
 - * First 3 months substitute salary to be paid by the management.
 - * Next 3 months substitute salary to be paid by the staff concerned.

Medical Leave:

- a) Medical leave of 18 months in total service up to the retirement.
- b) Medical leave is sanctioned on medical grounds, when



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



the person/family member is sick. (Family members: Husband, Children, dependent parents and Father and Mother in law)

- c) Medical leave can be availed only after 2 years of continuous service.

3 to 5 years: 3 months

6 to 10 years: 6 months

11 to 15 years: 9 months

16 to 20 years: 12 months

21 years and above 18 months can be availed.

- d) College / school is eligible for 12 days of casual leave and 3 days of RH spread through January to December. But it may vary according to each state.

Note : RH can be availed subject to religion.

Earned Leave:

- b) Earned leave of 180 days in total service up to the retirement. (Not encashable)

c) 3 to 5 years: 30 days

d) 6 to 10 years: 60 days

e) 11 to 15 years: 90 days

f) 16 to 20 years: 120 days

g) 21 years and above 180 days can be availed



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



CONDITIONS

1. This leave is granted for other than medical reasons. 6 days are allowed for every 12 months completion of service.
2. This leave is independent and addition to medical leave.
3. This leave should not be combined with medical leave.
4. There should be 15 days of break before the combination of medical and earned leave.
5. Substitute is appointed by the management and paid by the concerned staff.
6. This leave can be accumulated over the period of service.
7. At a time, less than 10 days and more than 30 days are not allowed.
8. Unavailed leave will be exhausted at the time of retirement without cash benefit for the same.
9. The sanctioning of this leave should be by the correspondent in consultation with the principal.

14. Epilogue

- “Teach and instruct each other with all wisdom”. (Col.3:16)
- We have put the focus on our commitment to the poor and the marginalized, in true Christian tradition inspired by our founders, so that integral quality education for self and social transformation is achieved.
- We have urged the shift of focus from mere



Criterion : VII – Institutional Values and Best Practices

Metric : 7.1.10 – The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Year : 2015 - 2020



administrative and maintenance mode to mission mode in order to reconstruct a just society based on the values of our Catholic Education Policy 2007. “Building a new India, where every child is educated, where the marginalized are empowered, where the educational system seeks to transform society is our dream. We are confident that with the Divine guidance and with our dedicated commitment to service of the needy in collaboration with persons of 'good will' our dream will become a reality”. (All India Catholic Education Policy 2007, p.58-59)

- “I prayed and Understanding was given to me. I entreated, and the spirit of Wisdom came to me”. (Wis. 7.7)

Note: All these policies/norms/guidelines are binding to all educational institutions owned and managed by the Sisters of St. Joseph province.