



THE REGULAR TERTIARY FRANCISCAN SISTERS OF OUR LADY OF BON SECOURS CONGREGATION

HIGHER EDUCATION POLICY

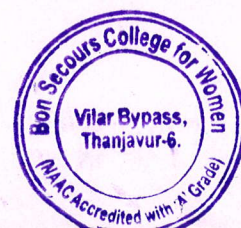
1. Introduction

Bon Secours Congregation founded by Rev.Fr.Julian Charles Lehodey M.E.P in 1858 at Pondicherry has now spread its luminous wings to hold in its fold thousands of Sisters to realize its vision of empowering the poor and the marginalized, especially women. The Congregation is one of the first indigenous congregations in India. It is now 160 years old and it has been divided into Chennai, Thanjavur and Dindigul Provinces with the aim of expanding its service. The congregation is also involved in various formal and non - formal educational services in North India. In addition, the congregation has extended its activities to other countries like Italy, France and Germany.

Evangelization has been the main apostolate of the Congregation in addition to their concern for the poor. The Congregation is also involved in health care, social service and education, with the aim of effecting a total transformation in the lives of the poor.

However, there has been at the heart of their charism a call to educate and empower the poor and the destitute especially women, to uphold their dignity as human beings and thus, become sisters of God's love for them. Having been in the field of education for more than 160 years, it has been the long cherished dream of the elders of the Congregation to enter the domain of higher education, with the sole aim of bringing about a transformation in the lives of the rural women.

The dream and desire to enter the realm of higher education, especially for women was accelerated by the fact that violence against women in the country are on the increase and alarmingly huge. The Congregation as a whole has always believed that, and that education is a potent tool for the emancipation and empowerment of women the greatest single factor that can incredibly improve the status of women is higher education. This led to the establishing of



the first higher education institution for women by the Congregation.

A group of institutions of higher education, now run by the congregation is a gift of God, and an answer to the prayers of the sisters of the congregation who have been committed to the welfare of women for decades. But for these institutions, most of the girls in their neighborhoods would have remained at home deprived of the opportunities of higher education. True to its vision and mission, the congregation does everything possible to empower women through higher education.

Our institutions give professional and personalized education and train the students to equip them academically, with professional ingenuity and social commitment. Besides academic accomplishment, our institutions focus on the holistic development of the students. The primary purpose of higher education is to help the girls grow as responsible learners for an active life commitment. Our institutions aim at catering to the spiritual and moral needs of the learners. Retreats moral instruction classes and formation and training are integral parts of our programmes. Thus, we bring about a change in their mindset and to make them the agents of social change, courageously fighting against inequalities, injustice and victimization of women. Thus, we definitely make a difference in the field of higher education.

1.1. Higher Educational Institution

Bon Secours College for Women, Thanjavur was established in 2002. It is a milestone in women empowerment, as it enfold thousands of young women every year, prepares them to respond the challenges of life, to confront the traditional role and change their lives. Higher education for women is the need of the hour and the concern of the whole country. Bon Secours Congregation realized its long cherished dream by establishing in Bon Secours College for Women at Vilar village, Thanjavur.

Bon Secours College of Education was stated in the year 2004 at Vilar Bypass road, Thanjavur with the sole aim of promoting excellence in the sphere of teacher - education. The college with a missionary zeal is involved in the preparation of teaching personnel who are social minded, rooted in spirituality and committed to quality.

Nursing care in India needs to be more sophisticated and specialized. A nurse, besides



providing medical care for the sick, needs to be a spiritual guide. Realising the significance of the role of nurses in the health care system, Bon Secours Congregation started the Bon Secours College of Nursing in September 2014, at Molasur, Kancheepuram District.

With a view to expand its service in the field of higher education, the congregation has established four more Arts and Science colleges - One at Mannargudi in the year 2018, at Dindigul in the year 2019, and in Salem and Bangalore in the year 2020. We propose to establish one more in Chennai.

2. Vision

To transform the women learners especially rural in academic excellence with knowledge and skills to ensure intellectual, social and moral exercises, empowering them to meet the challenges of the world tomorrow.

3. Mission

Offering quality education, skill based training to enable the level of global competencies.

- i. Aiming at academic excellence and sustainable growth in all spheres of knowledge.
- ii. Updating technology enabled teaching and learning strategies.
- iii. Providing opportunities to create social consciousness, responsibility for national building.
- iv. Imparting moral, ethical and spiritual values for holistic development of the students.

2.3. Goals and objectives

2.3.1. Goals

To create a new community of efficient and educated young women, conscious of their rights and dignity, by providing them a multi-faceted learning and offering them adequate leadership training, to become worthy citizens and competent leaders.

2.3.2. Objectives

- To give them subject proficiency by adopting learner-centric teaching methodology.
- To supplement their theoretical knowledge with practical training to make their learning experience comprehensive.



- To enforce technology aided teaching methodology to ensure quicker and wider acquisition of knowledge.
- To equip the students with professional skills and talents to enhance their employability.
- To empower the students by developing leadership qualities, and inculcating, moral values and social responsibilities.
- To help them become global citizens by improving their communication skills.
- To inculcate optimism in the young minds and make them self – reliant.
- To make them realize the importance of health and hygiene so as to make the world a better place to live.

2.3.3 Means to achieve the goals and objectives

The management, the staff and the religious community stand together as one to achieve the goals and objectives by carrying out the responsibilities assigned to them with energy and enthusiasm

4. Administrative Setup (Organogram)

All the educational institutions of the Congregation of the Sisters of Bon Secours, are religious minority institutions functioning under Articles 29 and 30 of the Indian Constitution. The Sisters do not spare any effort to realize the vision and mission of the congregation, imbibed from its founders and elder sisters. The sisters, at all levels, commit themselves to make the education ministry effective, complete and comprehensive. It calls for the united efforts of the entire congregation, to involve at all levels to realize the goals and objectives. The following are the guidelines for the formation of various bodies to ensure better governance and effective administration:

4.1 General Body

- Superior General is the president of the general body
- General educational coordinator is the secretary of the general body.
- All the sisters involved in higher education sector are members of this body, which is consultative in nature.
- The different colleges within the same campus function under one general body.



4.1.1 Functions of the General body

- Takes up effective planning concerning the animation of staff and students on the basis of the higher education policies of the congregation
- Survey and analyse the educational needs of the institutions and make appropriate recommendations to initiate new ventures, courses, open new institutes, departments or close the existing ones.
- Reflect on matters concerning disciplinary actions, termination of service, revision of pay scales and evaluation of probationary staffs;
- The general body meets once in a year. The President can also convene the general body meeting at any time, if there is an urgent necessity.
- The general body discusses various issues connected with higher education and takes policy decisions.

4.2. Governing Body

In the context of the emerging social, economic, political and cultural changes arising from globalization, privatization, saffronization, commercialization, communalization, environmental degradation, violation of human rights and the fast changing science and technology – the sisters of Bon Secours in higher education are called to respond in the light of the Gospel values and the footsteps of Our Lady of Bon Secours, through their preferential option for the poor specially the women.

The Governing Body consists of :

- Superior General – President
- Asst. Superior General – Vice President
- General Educational Coordinator – Co-Ordinator
- Principal – Secretary
- Provincial – Member
- Superior – Member
- Superintendent – Member
- Administrator- Member
- Hostel Warden – Member



4.2.1 Functions of the Governing Body

- The management and the control of the society shall be vested in the governing body
- The President's guidance and permission should be obtained in all major issues
- She will give directions to the members of the governing body within the limits of their powers to achieve the objectives of the society.
- The vice-president will regularly keep in touch with the college administration and help in the progress of the college and development.
- The education co-ordinator will act as the President whenever necessary. She will convene the annual general body meeting, and also keep abreast of the development of the college and serve as a mediator in any sensitive matter.
- As the secretary of the college the education Co-ordinator will carry out the day to day administration of the college.
- The governing body meets twice a year and the principal will submit the report to the governing body. All the assessments, recommendations and major decisions are taken in the governing body.

4.3. Executive Committee

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|-----------------------------------|-------------|
| • Secretary | - President |
| • Principal | - Secretary |
| • Superior | - Member |
| • Superintendent | - Member |
| • Hostel wardens | - Members |
| • Teaching & non teaching sisters | - Members |

4.3.1. Functions of the Executive Committee

- The committee meets every month
- Reviews the activities of the institution
- Discusses the activities of the teaching and non-teaching staff
- Discusses departmental functions, meetings, seminars, tours, industrial visits, internal examinations and its quality, syllabus
- Fixes the guests to be invited for the functions
- Involves in the regular activities of the college and discusses the college and hostel problems and ensures the smooth functioning of the college, and reports to the governing body.



4.4. The Secretary

- The secretary is appointed by the Superior General.
- The general educational coordinator is the secretary of the college. The secretary is the administrative head of the institution and she represents the management before the government and civil authorities and the general public.
- She executes shared responsibility with the principal and her community. She takes decisions, based always on the common good in the spirit of justice .
- As the correspondent of the college she has to keep in touch with the educational authorities and seek speedy solutions to administrative problems.
- She must be familiar with all the GOs issued by the government and the rules and regulations of the university.

4.4.1. Functions of the Secretary

- Appointment of the staff – teaching and non – teaching
- Disciplinary actions against the staff
- Salary of the staff
- Sanction of increment
- Provident fund
- Loan and recovery of loan closure
- All kinds of leave except casual leave
- Maintenance of the properties directly connected with the college
- All legal matters of the college
- Property, tax, recognition, buildings and all financial matters

4.5 The Principal

- The principal in an educator and a leader imbued in the love of Christ, the Supreme teacher with the desire to share this love with her sisters, lay staff, students and parents through her God- given assignment.
- The principal is appointed by the Superior General for 6 years and she could be considered for reappointment. She is accountable to the president and the secretary of the college, and to the superior of the community for the mission entrusted to her.



- The Principal is the head of the academic community of the college and is the executive authority in all academic matters. She has to play a vital role in motivating and inspiring the academic community towards excellence.
- The principal should be resourceful enough to create the proper climate for the intellectual pursuit of the staff and students. She supervises all the academic programs of the college and keeps the secretary informed of all the matters connected with the college.
- She represents the college in all academic institutions like the UGC, the university, the AIACHE , the consortium CCMHEI etc.
- The Principal is responsible for the academic planning and its execution.
- The Principal monitors all the curricular, co-curricular and extracurricular activities of the college and periodically submits the progress report to the secretary.
- The Principal constantly encourages the staff and students in all their academic activities, especially research, society related extension activities etc.
- The Principal convenes, the meetings of the H.O.Ds with the Vice Principals , Deans and office superintendent once a fortnight.
- She also meets the students and the Student council members to know about their grievances through interactions.
- The Principal appoints the chief superintendent of examinations, staff council secretary etc., in consultation with the secretary.
- The Principal operates major accounts jointly with the secretary and department accounts and student welfare accounts jointly with the office superintendent.
- The Principal should not operate any personal account on her own.

4.5.1. Functions of the Principal

- Day to day administration of the college
- Prepares the college calendar, general time - table and annual plan.
- Supervises the teaching and non – teaching staff
- Selects the deserving students for the management scholarship.
- Maintaining discipline among students and staff.
- Arranges orientation programmes for the freshers
- Monitors the college and university examinations
- Admission of students.
- Implementation of all academic programmes.
- Curriculum and research development.
- Supervision of all activities in the college – curricular, co-curricular and extracurricular activities.
- Sanctioning of casual leave, and OD to the staff members.



- Recommending medical leave , maternity leave and leave on loss of pay to the Secretary.
- Monitoring the attendance of staff and students.
- Preparation of application, prospectus, college magazine and annual report.
- Purchase of books and subscription of journals to the library.
- Maintenance of discipline in the campus.
- Staff and student welfare
- Organizing academic audit of the college, with the help of IQAC
- Forwarding the AQAR, prepared by IQAC
- Establishing cordial relationship with Industries, institutions, university, college, schools, civil authorities, general public etc.
- Submitting the report of activities to the Superior General and the secretary every month.
- Submission of annual audited statement of accounts to the Superior General and secretary.
- Over all administration of the hostel.
- The president is the president of all committees of the college.
- Forwards the list of annual requirements from various departments to the Secretary of the college.
- She is directly involved in the disciplinary actions against the students
- She has the authority to grant long leave for hostel students
- She may conduct occasional meetings with the students

4.6 Superior of the Community

- The role of the superior of the college community cannot be limited.
- The superior is the spiritual animator of the community and she guides the sisters of the community in their mission.
- She will ensure that the objectives and goals and practices and norms of the institution do not deviate from the educational apostolate of the Congregation.
- She will periodically call for a meeting of those involved in the education ministry and highlight the priorities of the Congregation in running the institution.
- She will ensure a spiritual and moral environment prevails in the campus.
- The superior, through constant motivation enables the religious community to be a model of work ethics among lay staff and students. The superior will also offer them training and opportunities to develop themselves in spiritual, academic and administrative spheres.
- The superior will play a leading role in the smooth functioning of the institution.
- The superior, if necessary will meet the teaching and non-teaching staff individually and collectively to guide and advise them.



- She undertakes the repair, renovation and maintenance work as per the guidelines of the congregation.
- New construction work is undertaken by the superior with the approval of the governing council
- The superior will attend all the functions of the institution.
- The superior will be a member of the management committee.
- She is to be directly consulted in all disciplinary matters against lay – wardens and hostel helpers.
- She is directly responsible for the hostel staff.
- She informs the community concerned of the functioning of the hostel.

4.6.1 The Vice Principal [Administration] Responsibilities:

- A religious sister is appointed as Vice-principal by the Superior General.
- She is responsible for running the College in the absence of the Principal.
- She carries out the duties assigned by the Principal
- She works in close collaboration with the Vice-Principal (Academics).
- Coordinate the professional development of administrative staff.
- Participation in Recruitment of staff and admission of students.
- Supervision of students' code of conduct, welfare and security services and report to the Principal.
- Plan and conduct union elections and student council meeting. Coordinate with students Council at regular intervals and submit the report to the Principal.
- Implementation of Student Induction Programme, internships, fieldvisit and Education tour.
- To ensure that the work done of the classes are marked by the subject teachers/ Duly endorsed and counter signed by the Head of the Department.
- Ensure active participation of students in Co-curricular activities both internally and externally. Recommends attendance concession to students for their various activities.
- Looks after the general facilities for the staff and students. Submit the requirements of equipments, supplies and stationery to the Principal.
- Supervision of library and laboratory services.
- Evaluation of the College's committees work.
- Responsible for prayer service
- Responsibility for conduct of CIA and University examinations and Manage Internal assessment with transparency.
- Address the implementation of the academic and administrative suggestions of the Quality Assurance Cell.
- Communicate with parents and organize Parents Teachers meetings.



- Coordinate with the Part V committees of the college.
- Submit the reports of curricular and co-curricular activities including constraints and recommendations on monthly basis and as the need arises to the Management and Principal.

4.7 The Vice Principal (Academics) Responsibilities:

- A teaching staff is appointed as Vice Principal (academics) for a term of 3 years by the Principal in consultation with the Secretary.
- She is the bridge between the principal and the staff.
- She arranges the staff meeting with the permission of the principal and maintains minutes of it and also she maintains log book of the college.
- Monitors the substitutes arranged by the HODs.
- Helps the principal in preparation of calendar and time – table. Ensures that stipulated examination syllabus and curricular are available and fully implemented.
- She works in collaboration with the Vice-Principal (Administration)
- She carries out the responsibilities assigned to her by the Principal.
- General administration and overall supervision of teaching programmes. Supervision and guidance of teaching staff including organization of classes comprising teaching, learning and evaluation with transparency.
- Supervision of staff code of conduct and healthy ecosystem.
- Coordinating the professional development of the staff and Implementation of Early Academic Intervention Programme/ FIP.
- Responsibility for organizing workload of staff including teaching assignments.
- Oversee the implementation of the ICT enabled teaching and learning practices.
- Review and report the staff performances.
- Participation in Recruitment of staff with precision.
- Does regular and formal classroom visits.
- Ensure the completion of the course book/diary appropriately at regular intervals.
- Review and Maintenance of permanent records of the staff.
- Preparation of reports (academic progression reports) and submit to the Management and Principal.
- Perform public relation duties for the College

4.8 .Deans Responsibilities:

- Coordinate teaching and learning initiatives of the programs, including supplemental meetings and instructions.
- Ensure that all academic staff updates their knowledge and keep abreast of developments in their respective discipline through active participation in refresher and



orientation courses, seminars, workshops and conferences where relevant.

- Monitor and report the association activities of the deanery.
 - Coordinate research and innovative ecosystem of the deanery.
 - Amplifying the range of learning opportunities through value added, certificate/ Diploma courses and online courses like Swayam, NPTEL etc.
 - Supports innovative instructional pedagogy, special programmes for advance learners and slow learners and submit the report to the Principal periodically.
 - Facilitates the nomination of staffs and students for awards, e.g. the Dean's Excellence Staff Awards, outstanding student award etc.
 - Manage placement opportunities and Entrepreneur programmes for the deanery.
 - Coordinate with extension activities with valuable outcomes and sustainability.
 - Guide and promote the best practices of the deanery in academics.
 - Visit the departments regularly and ensure healthy ecosystem.
 - Coordinate with the alumni association of the college.
 - Be regular in documents and records verification and manage internal academic audit with IQAC.
 - Review and submit the overall execution of academic plan [Year Plan] of the deanery to the Principal.
- Coordinate with common celebrations and programmes of the college.

4.9. The Heads of Department

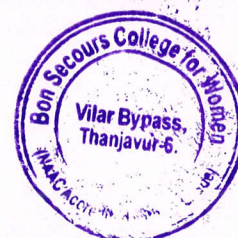
- The head of the department is appointed by the Principal with the consent of the secretary for a period of 3 years.
- Prepares the time table and allots the work to the staff members.
- Looks after the day to day administration of the department.
- Monitors the activities of the department association and organizes seminars, conferences, special lectures etc with the cooperation of all the staff members.
- Convenes the department staff meeting at regular intervals to discuss academic matters.
- Attends the meetings convened by the Principal, deans and passes on the necessary information to the staff of the department.
- Submit the question papers on time to the office and assists in the proper conduct of tests
- Ensures effective handling of classes by faculty members
- Listen to the grievances of students and redresses them
- Prepares a list of things to be repaired and discarded
- Maintains a stock register and takes steps for stock verification
- Forwards the details about the educational tours and field trips of the students to the vice-principal



- Shares all the communications with all staff members
- Arranges remedial classes for weak students
- Is incharge for the department accounts and submits the accounts to the principal and the Secretary

4.10. The Controller of Examination

- 1) The Controller of Examination shall be the Principal Officer in-charge to conduct examination, tests and the declaration result. He shall discharge his functions under the direct superintendence, direction and guidance of the Principal, affiliating university.
- (2) The COE will be the supervisor of Examination Committee constituted by the Academic Council;
- (3) The Controller of the Examinations may inform the proceeding of Examination Committee to the Principal as and when required;
- (4) The Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations, tests and timely declaration of results of the test,
- (5) Subject to prior approval of the Principal, the Controller of Examinations shall perform the following duties and responsibilities namely)
 - a) To prepare academic calendar including examination schedule and implement the same;
 - b) To appoint examiners and moderators as prescribed in the rules & regulations;
 - c) To arrange for printing of question papers and answer books and their safe custody;
 - d) To arrange to evaluation and to process the results;
 - e) To arrange for timely declaration and publication of result and to refer, if, deem necessary any matter before the examination committee prior to declaration of results;
 - f) To postpone or cancel examination in part or in whole, in the event where such need arises;
 - g) To ensure confidentiality and to make assessment/ improvement in the process of the University examination/ evaluation;
 - h) To finalize the mode of examination for different courses in consultation with concerned Faculty/ School/ Department/ Academic Council;
 - i) To appoint external agency(s)/ observer(s) for conducting and monitoring the examinations;
 - j) To appoint external agency(s)/ evaluator(s) for evaluation of examination;

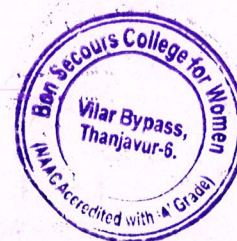


4.11. Role of IQAC Director

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Help to ensure internalization of the quality culture.
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- Provide a sound basis for decision making to improve institutional functioning.
- Act as a dynamic person for quality enhancement of the institution.
- Build an organized methodology of documentation and internal communication.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education from various sources through proper channel.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a medium of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

4.12. Role of Librarian

- Search standard reference materials, including on-line sources and the Internet, in order to answer patrons' reference questions.
- Keep records of circulation and materials.
- Supervise budgeting, planning, and personnel activities.
- Check books in and out of the library.
- Explain use of library facilities, resources, equipment, and services, and provide information about library policies.
- Review and evaluate resource material, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources.
- Code, classify, and catalog books, publications, films, audiovisual aids, and other library materials based on subject matter or standard library classification systems.
- Locate unusual or unique information in response to specific requests.
- Direct and train library staff in duties such as receiving, shelving, researching,



- Commitment and dedication for the promotion of the welfare of the students.

4.15. Means to students

- Updated curriculum of the Parent University / autonomous institution.
- Diploma programmes and certificate courses
- Opportunities for developing the talents and leadership qualities.
- Guest lectures
- Seminars and conferences
- Tours and institutional/industrial visits
- MOUs with various industries and institutions
- Counseling cell
- Grievances cell
- Entrepreneur development & placement cell
- Extension activities
- Formation and training
- Self help groups
- Youth parliament
- Placement training
- Campus interview
- Women empowerment cell

4.16. The Office Superintendent

- A religious sister is appointed as office superintendent by the Superior General.
- She distributes and coordinates the work among the non teaching staff and supervises their work.
- Assists the principal in matters related to the financial administration.
- She must keep all the accounts upto date. It should be checked and signed by the secretary and the principal
- She must be acquainted with all the communications of the university and the education department
- She looks after the general maintenance, repairs and cleanliness of the campus along with the principal
- She is the bridge between the principal and the office staff
- She is responsible for the spiritual formation of the non – teaching staff
- She takes care of the non- teaching staff, educates them of the importance of their contribution to the college community, and prepares them to take full responsibility of their respective roles.
- Non – teaching are to be treated with respect by all and their work is given dignity



cataloging, and equipment use.

- Respond to students complaints, taking action as necessary through proper channel.
- Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access.
- Develop library policies and procedures.
- Evaluate materials to determine outdated or unused items to be discarded.
- Develop information access aids such as indexes and annotated bibliographies, web pages, electronic pathfinders, and on-line tutorials.
- Compile lists of books, periodicals, articles, and audiovisual materials on particular subjects.
- Assemble and arrange display materials.
- Confer with teachers, parents, and community organizations to develop, plan, and conduct programs in reading, viewing, and communication skills.
- Compile lists of overdue materials, and notify borrowers that their materials are overdue.
- Design information storage and retrieval systems, and develop procedures for collecting, organizing, interpreting, and classifying information.
- Develop and index databases that provide information for library users.
- Negotiate contracts for library services, materials, and equipment.
- Provide input into the architectural planning of library facilities.
- Collect and organize books, pamphlets, manuscripts, and other materials in specific fields, such as rare books, genealogy, or music.
- Plan and participate in fundraising drives.

4.13. Role of Religious sisters

- Commitment to the charism of the Congregation
- Full understanding of the vision, mission and goals and objectives in real spirit.
- Keep abreast with the recent trends in higher education.
- Willingness to welcome new and relevant changes.
- A thorough understanding of the society and the related issues.

4.14. Role of the lay staff

- Understanding of the vision, mission and goals and objectives.
- Utmost trust in the Management and offering unstinted support to the administration.
- Awareness of social issues
- Willingness to learn and update, and a zest for research.
- Readiness to take up any assignment.
- Resourcefulness to contribute to the growth and development of the institution.



through the appreciation they receive in the college.

- Executes the works related to infrastructure and administration, permitted by the Superior General.
- She would look after all the buses & vehicles and be in- charge of them with the help of a religious nun or lay person.
- She is in – charge for the college canteen.
- The canteen will be given for rent for three years with the consultation of Governing Body.

4.17. Financial Administration

The guidelines for financial management are provided to bring out the transparency and accountability on the part of the secretary, principal and the office superintendent.

Functions of the Finance Committee:

- The Finance Committee shall act as an advisory body to the Governing Body, to consider:
- Budget estimates relating to the grant received/receivable from many source and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
- Audited accounts for the above.(Composition, duration, functions, duties/ role for each).

4.18. The Public Relation Officer

- A staff, preferably male (one or two may be appointed according to the strength of the college) is appointed as public relation officer by the secretary in consultation with the principal & the superintendent
- PRO works in collaboration with the superintendent
- PRO carries out the responsibilities assigned by the principal & superintendent
- Distributes & co-ordinates the work among the drivers, conductors and all kinds of workers and monitors the activities.

4.19. Hostel Administration

- The Principal is the chief of the college Hostel
- She is answerable to the university and govt. on all matters related to the hostel.
- The warden of the hostel is in charge of the administration of the hostel.
- Any major decision is taken jointly by the secretary, principal, warden and the superior of the community.
- Two accounts are maintained in the hostel
- The collection of mess fees and the mess expenditure are kept in one account, which is



maintained jointly by the superior and the warden .

- Admission fees, establishment charges and other collections come under the second account which is also maintained jointly by the secretary and the warden.
- Maintenance of infrastructure is done by the Superior in consultation with the Superior General.
- Necessary steps should be taken to register the hostel.

4.19.2. Hostel Committee

- The Hostel committee comprises of the secretary, superior, principal and the wardens.
- The hostel committee meets every month.
- The decision of the committee is final in all matters.
- Development and improvement in the infrastructure is discussed in the committee and recommended to the management.
- All the financial matters should be discussed in the committee and forwarded to the Superior General for the approval.

4.19.3. The Warden

- A nun appointed by the Superior General will be the warden of the hostel.
- She will be assisted by lay deputy wardens.
- The warden is in charge of the day to day administration.
- The warden is accountable to the hostel committee for financial matters.
- The warden ensures a healthy atmosphere in the Hostel.
- The warden finds immediate redressal for all the grievances of the inmates.
- The warden enforces the rules and regulations of the Hostel
- The warden takes responsibility for maintaining discipline in the Hostel
- The rules and the regulations of the hostel is framed by the committee and approved by the management.

4.19.4. Functions of the warden

- The warden of the hostel is responsible for admission.
- She adheres to the admission policy of the management
- Poor, rural and under privileged students are given priority in admission, to enable them to avail themselves of the government scholarships and loan schemes.
- The admission list will be forwarded to the secretary and to the principal of the college and the superior of the community.



5.0 Appointment of Academic Staff

The real strength of the institution lies in its strong team of highly qualified, competent, dedicated and committed faculty who constantly endeavor to upgrade and update their knowledge, skills and qualification.

5.1. Teaching Faculties

The teaching staff members are an asset to any institution. They are the backbone of the institution and its growth depends on the performance of the teachers. Hence, at the time of selection of the teaching staff, merit, competence, commitment, spirit of dedication, willingness to strive hard, unstinted co-operation etc., will be taken into account. A good beginning is half done. So, if proper selection is made, we are already half way through success.

5.2. Procedure for Selection

- The Principal intimates the number of vacancies in each department to the President and Secretary of the governing council
- The Principal intimates the number of vacancies in each department to the president and Secretary of the college council.
- The Secretary advertises in the newspapers and invites applications from suitable candidates
- Eligible candidates are called for an interview.
- Selection is made by the selection committee.

5.3. Selection Committee

- The selection committee conducts the interview.
- The selection committee consists of the following members.
- The Secretary
- The Principal
- The Vice Principal - academics/ administration
- Deans (Humanities , Commerce & Management Studies , Science & Technology , Computer Studies & Technology)
- The Head of Department of the department concerned.



- One External subject expert.
- The eligible sisters of the congregation are appointed by the President.
- Preference is given to catholic candidates.
- Knowledge of the subject, communication skill, research experience and teaching ability of the candidates are given due weight age.
- Local candidates and alumnae are preferred.
- The eligibility norms are followed as per the norms of the University Grants Commission
- Appointment order is signed and given by the Secretary.
- Salary will be fixed as per the direction of the Governing Council.

5.4. Appointments

5.4. Appointments of The Head of the Department

The Head of the department is appointed by the Secretary in consultation with the Principal on the basis of seniority and merit for a period of 3 years.

5.5. Appointment of Lay Staff

- Lay staff can be appointed to the posts of dean and vice principal
- These appointments are made by the secretary on the recommendation of the principal
- The appointed candidate is placed on probation for two years and the period of probation may be extended, if necessary.
- On satisfactory completion of probation, the employee is confirmed; otherwise the employee is relieved of her duty.

5.6. Non-teaching Staff

Non-teaching staff are pivotal to the smooth-functioning of any educational Institution, and they form an integral part of the college community.

5.7. Norms for Selection Non-teaching Staff

The following are the norms for the selection of non-teaching staff:

- Qualification matching the job requirements
- Suitable skills and talents for the specific post
- Enthusiasm and interest to take up any post



- Preference to catholics / local residents / the poor/ widows

5.8. Selection Procedure

- Candidates with necessary qualification can apply for the job.
- Interview will be conducted by the secretary, the principal and the superintendent who is in charge of the non-teaching staff.
- The secretary appoints the selected candidates.
- The appointed candidate is placed on probation for two years and the period may be extended, if necessary.
- On satisfactory completion of probation, the employee is confirmed; otherwise the employee is relieved of her duty.

6.0. Staff Service Rules

a) Academic

1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Staff members are encouraged to take up Research projects.
3. Staff members should also attend Faculty Development Programmers, Quality Improvement programmers etc. to update their knowledge.
4. Staff members are encouraged to undergo Training and can take consultancy Work.
5. Absence to the duty for the above matters will be treated as on duty and may be suitably rewarded at the discretion of the management
6. Staff are encouraged to conduct research on their topic of interest in their discipline will provide necessary infrastructure for the same up to some extent



b) General Rules

1. No Staff should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
2. Teachers Associations should not be formed.
3. No Staff should involve himself or herself in any form of political activity inside the campus.
4. Staff should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Should wear over-coat inside the College campus.
5. Staff should not participate in any strikes or demonstrations either inside or outside the campus.
6. Any instructions issued by the Competent Authority through Circulars or orally from time to time must be complied with.
7. No Staff shall send circulars / distribute handbills to the staff and students to organize meetings in the campus without permission from the Principal.
8. Staff are barred from using cell phones.
9. Staff must always wear their identity badges while inside the college premises.
10. Each Department Association must conduct at least three special events for every year.
11. Staff members are expected to attend Department, Academic Association meetings, seminars ect. and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail. No leave or permission will be allowed.
12. Staff members are expected to Volunteer, to take up extra classes for students of Certificate and other Career Oriented Programs.
13. No representation to any Government authority or University in the name of the College should be made by any Staff without Management permission.
14. Staff are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipment, chemicals, electrical appliances) must be reported to the Campus Minister immediately.
15. Staff in charge of Associations, clubs and forums should plan well in advance their activities and submit the same to the Principal with the budget.



16. The staff shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity

6.1.Privileges & Benefits

As per the existing norms of Central Government, EPF (Employee Provident Fund) scheme implemented for the teaching and non teaching staff.

- Three years of out station experience will be calculated as one year. Increment for every year will be given.
- If a staff working in our institution is transferred to another institution on need, the same experience and all the benefits will be continued.
- Every year the management will present a gift of Rs.1000 to the teaching & non teaching staff
- For part time workers the gift will be Rs.500
- Teaching and non teaching will be given free bus pass, on the completion of 5 years of service.
- Free uniform is given to the drivers & conductors

6.2. Research Allowances

- FDP ,seed money 50% by the Management
- Leave to pursue Ph.D.,will be considered as leave on loss of pay ;however the leave period will be counted as service.
- They have to publish at least one publication in a reputed journal and, - no increment will be given till the staff publishes papers in journals.

6.3 Leave.

6.3.1 Casual Leave

- Twelve days of casual leave is granted per year and this will be calculated from January to December. No one can take more than 3 days of casual leave at a stretch.
- If any staff exceeds 12 days the excess days will be counted as leave on loss of pay.
- Those who wish to avail themselves of casual leave should produce the leave letter along with the work allotment, for the students the previous day itself. If they need to take casual leave on an urgent requirement they should inform the principal .

6.3.2 Medical Leave

- Medical leave is granted only for sickness.
- Probationary/ temporary staff can take medical leave just for one month without salary.
- Staff who have completed 12 years of service are eligible for one month of medical leave



with half pay. For others medical leave is a leave without salary.

6.3.3 Maternity Leave

- Probationary/ temporary staff are permitted to avail themselves of 3 months of maternity leave without salary.
- After completion of 6 years of service, a member of the staff is eligible for 3 months of maternity leave with half pay.
- Permanent staffs are permitted to avail themselves of 2 months of maternity leave for which they will get salary for one month only.
- The staff who needs maternity leave has to apply to the secretary & inform the principal well in advance. She has to produce the required certificates when she resumes duty.
- All the staff are permitted to avail maternity leave only twice in their service.
- All the staff must be present on the first and the last working days of every semester, failing which those days will be considered as leave on loss of pay.
- Late attendance register will be maintained in the office. The teacher who comes late should sign in the late attendance register. Three day of late coming in a month will be considered half a day of casual leave.
- All the leave facilities given to the teaching staff are applicable to the non- teaching also. The non teaching staff have to be present on all Saturdays. They are allowed to go on summer vacation for 15 days at a stretch.
- All the leave facilities given to the teaching staff are applicable to the retired staff also.
- If a retired staff exceeds 12 day casual leave the excess days will be counted as leave on loss of pay.
- Staff may be appointed /hourly basis, according to the need of the department.

7.0. Functional Procedures

7.1. Students Admission

The admission policy of the Congregation is the prerogative of the management The decision is taken in favor of the poor, oppressed, marginalized, linguistic and communal minority, with preference to catholic students.

We have the minority- institution status and hence we have 100% freedom in admission. As per the Judgment of the Supreme Court in which it states that a minority institution could enjoy the privilege without prejudice to secularism. Therefore we have no obligation of following the Tamil Nadu policy of quota or reservation system in the admission process. Hence we give priority for catholic and other suppressed groups in admissions.



7.2 Admission Criteria

Norms for admission are fixed by the governing council of the management. Students are selected for various programmes on the following basis.

- Academic performance in the qualifying examinations.
- Performance on the basis of established principles.
- Preference to the first generation learners particularly those hailing from rural areas , and educationally and economically, socially backward classes.
- Daughters of the teaching and non- teaching staff working in any of the institutions of the Congregation would be given preference
- Priority would be given to orphans, disabled, and the daughters of the destitute women and poor widows & transgender.
- Daughters / sisters of the alumni will be given preference.
- The admission responsibility is vested with the Principal, who decides the
- Procedure in consultation with the members of the governing council of the
- college. All the admissions must be approved by the admission committee.
- The final list of admission is submitted to the secretary of the college.

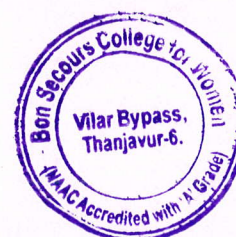
7.3. Members of the Admission committee

The committee consists of the following members:

- The Principal
- Vice Principal - Administration
- Vice Principal - Academics
- Deans (Humanities, Commerce& Management Studies, Science &Technology, Computer Studies & Technology)
- Head of the Department

7.4. Functions of the Admission Committee

- The committee strictly adheres to the admission policy of the governing council
- The committee decides the cut off marks for each programme.
- The committee reports to the Secretary
- Spot admission is made for deserving students.
- Counseling is given to the students and the parents.



7.5. Recommendation for Admission

Recommendation for admission from the management, well-wishers, authorities, alumnae etc. are considered, and preference would be given.

7.6. No Donation

It is the policy and practice of the management not to accept donation for admission.

7.7. College Fees

The semester fees for various programmes (UG, PG, M.Phil, Ph.D and diploma) will be fixed by the governing body of the college.

7.8. Hostel Admission

- Poor and rural students are given priority in admission.
- Admission is made by the hostel warden and the list is forwarded to the Secretary, Principal and the Superior of the community.

7.9. Fees

- Fees will be fixed by the management committee
- Concessions in fees are extended to the deserving students in consultation with the Secretary, Principal and Superior.

7.10. Facilities

- Rooms and dormitories are available
- Palatable and nutritious food is provided in sufficient quantity
- Perfect atmosphere is ensured for study.
- Indoor and outdoor games
- Adequate water supply
- Clean rest rooms and bathrooms
- Recreation hall
- Medical aid
- Prayer hall

7.11. Extension Programme

The extension programme is carried out by the departments both individually and collectively, and they bring about transformation in the lives of rural women. Social responsibility is an integral part of education and hence the students are committed to create awareness and suggest solutions to the issues and challenges faced by rural



woman through the extensions programmes

7.12. Objectives

- Enabling the students to realize the vision of the college, by transforming and empowering rural women in the neighborhood
- Inculcating social awareness and responsibility in the students, thereby, adding another dimension to the system of education.
- Providing opportunities to develop the skills of leadership, team work and cooperative spirit.
- Helping the rural people to help themselves with this newly acquired knowledge and skills and uplift their standard of living
- Contributing to the holistic development of the students.

7.13 Activities

- Adopting nearby villages
- Organizing awareness programmes on health, hygienic, necessity of basic education, self-help projects, cleanliness, etc.
- Basic computer literacy programmes
- Spoken English classes.
- Adult literacy programmes
- Tree plantation
- Orientation on banking knowledge and operation
- Refresher courses for school teachers
- Awareness programmes on government schemes
- Entertaining and thought - provoking cultural programmes
- Free medical camps and training in first aid.
- Swatch Bharat
- The committees of part V activities will be in-charge of the extension activities.
- The Vice-Principal (academics) will supervise the activities and report to the principal periodically.
- The accounts will be operated jointly by the principal and the respective part V committee co-ordinator.

7.14. Student Support Services

a) Management Concession

The Management, as part of its philanthropic activities, extends scholarships to the poor and deserving students every year. The amount of scholarship will be decided by the governing council. The alumnae of our college who pursue post graduate



programmes are extended 10% concession in their tuition fees by the Management.

8. College Association

8.1. Students' Council

The members of the students' council are elected through secret ballot every academic year. The following are the positions in the students' council

1. President
2. Vice president
3. Language secretary
4. Transport secretary
5. Sports secretary
6. Fine arts secretary

A member of the staff appointed by the Principal will be in charge of this council.

10.2. Staff Association

The associations of teaching and non-teaching staff are approved by the management

10.3 Departmental Associations

- Every department has an association of its own and all the activities of the department will be carried out through these associations.

10.4 Alumni Association

- The alumni Association is governed by its own rules and regulations.
- A member of the teaching staff will be in charge of the alumni association.
- The general body of the alumni meets once in an academic year.
- The executive committee members of the alumni will be invited for all the functions of the college.
- All the former pupils of the college are eligible to become the members of the alumni association.
- All the final year students of the college will be enrolled as the members of the alumni



association.

- The well-wishers of the college will be the special invitees.
- All the activities of the alumni should be discussed in the executive committee and should get the approval of the secretary, in advance, by the principal.
- The accounts of the alumni association will be jointly maintained by the secretary and the principal .
- The alumni association will support all the activities of the college.

11. Collaboration

11.1. Collaboration with Parents

- It is essential that all the stakeholders collaborate for the welfare of the students.
- Parent – teachers meeting is held once in every semester.
- The mentor of the students will discuss the progress of the students with their parents.
- The principal is easily accessible to every parent.
- The college takes every effort to make the parents understand the goals and objectives of the college.
- The college is in constant touch with the parents through SMS.
- The parents are informed, if their daughter are absent without prior permission.
- The mentor and the Principal will always give a patient hearing to the parents. Necessary follow up action will be taken.
- The constructive suggestion of the parents are accepted and respected.

11.2 Collaborations/ MOU with Industry/ Organization/ Institution.

- Collaboration with various industries, organizations and institutions strengthens the growth and development of the college.
- Collaboration provides the needed exposure to the students to reach global standards.
- Every department, with the approval of the principal, can enter into MoU with different industries / organizations to share their expertise.
- MoU will be signed for the benefit of the students.



- The college also signs MoUs with universities and institutions to provide wider exposure to the students
- All MoUs are to be signed with the prior approval of the Superior General and secretary.

12.0. Grievances and Redressal

- The Grievance and Redressal cell is established for the welfare of the students and staff.
- The students are free to approach the cell for any of their grievances.
- The students can also convey their grievances through their mentors and students council members.
- The non-teaching staff can convey their grievances through the office superintendent
- The members of the teaching staff can convey their grievances through the staff-secretary, vice principal, and principal also
- The secretary and the principal will take necessary action based on the merit of the grievances.

13.0. Formation for the Staff& Student

13.1. Practices

- Programmes are organized for the formation of the staff periodically
- Orientation programmes are arranged at the beginning of every academic year.
- Resource persons abreast of the latest trends in teaching are invited.
- Programmes on the following subjects are arranged for the staff members at regular intervals:
- Faith formation, counselling and morals and professional ethics.
- Personality development, team work and leadership
- Ecological awareness
- Teaching methods and recent trends
- Research and major and minor projects



13.2 Formation Programs for students

- Suitable environment is created for spiritual, moral and psychological upbringing.
- Opportunities are provided for developing team work and leadership qualities.

Holy Mass, prayer service, retreats and moral classes are conducted often.

(Note: Policies - Manual is available in the website).



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