

POLICY ON HIGHER EDUCATION



**ANANDA COLLEGE
DEVAKOTTAI
TN, INDIA**

2018

CHAPTER - I

INTRODUCTION

1.1 THE EVOLUTION OF THE CORPORATE POLICIES

Sivagangai diocese has taken initiative to offer higher education to the rural and first graduate students from the districts of Sivagangai and Ramnad. This led to a systematic, legal and transparent approach to make higher education more effective. Since college was started in 2004, this is first attempt to put its policies in black and white. This will help to create effective administration and governance in the higher educational institution.

I am sure this Policy handbook will assist the Secretary and Principal and members of our colleges to function effectively and realize the vision of our diocese and practise the charism at every phase of growth of higher education

CHAPTER - II

VISION

2.1. QUALITY AND ACCESS

EMBLEM: Shine in Love

Being enlightened with the creative intelligence acquired from the justified natural and social sciences and humanities along with the cultivation of personality integration, the gentle men and women would illuminate the world with the mantra of love being pulled towards.

VISION

To form students to face the challenges of life in a dignified manner, esteeming fellow humans and the world as sacred and to produce the following vital aptitudes in its students; the ability to think clearly, acquire knowledge of the past and present, envisage the future, develop skill to do service, and continue all these for creating a healthy and self-reliant community.

MISSION

- ❖ To inculcate academic excellence and instill in the young minds a sense of social justice, responsibility, compassion, sensitivity and concern towards everyone in the society.
- ❖ To integrate academic excellence in teaching, research and extension.
- ❖ To offer diverse courses, according to the signs of the time and in keeping with the learning abilities of the students and bring out the best in them to promote national integration and communal harmony.
- ❖ To enhance communicative and soft skills.
- ❖ To enable the socially and academically disadvantaged students with remedial and flexible courses.
- ❖ To form students to integrate moral, social and spiritual values for building self-reliant and responsible citizens.

2.2. HOLISTIC FORMATION OF THE PERSON

Ananda Educational Trust essentially looks at education, not merely in terms of quantity of knowledge, but in terms of quality of knowledge that helps form the character of students, ‘total formation of individual’. The knowledge here is seen holistically. Even the subjects a student learns should be interdisciplinary and integrated. This kind of formation of character emphasises shaping of totality of personality, not only sharpening of mind, but equally also body, heart, and spirit.

2.3. SOCIAL CONSCIOUSNESS

In the process of learning in Ananda, the knowledge leads immediately to forming a social consciousness –This is the reason for the founding of the college. This is its strength. In this sense, social justice forms a constitutive element of the Ananda Education. The type of education Ananda provides should be one of empowering the poor and disadvantaged and should make them also as “empowerers” themselves and to be discoverers of the joy of giving’: *Empowered and Empowering*.

2.5. INNOVATION

Innovation involves new ways of understanding social problems and creates new ways of solving them. Innovation is one of the key competencies that students build in the process in our institutions. Students are trained to gain insight that helps them apply new approaches and new inventions to solve social problems. Education should help students to look at society and its problems differently and provide solutions to them that promote equitable growth in every realm of society.

2.7. VALUES

2.7.1. OTHER-CENTRED

We form people. We do not merely inform or impart theories to our students; we help them shape their character. Education for us is not to give them a degree certificate, which is a ‘paper qualification’. Conventionally, many educational institutions feed the mind with theories. Often, these students face challenges in practice. They remain theoretical, not practical. But our students will be different. For

we form the self for a purposeful life. That purposefulness makes our students contribute to the growth of society. They will participate in every area that needs innovative ideas as well as action to solve problems and engineer growth. The formation we give is a process, not a single act. This process begins from unlearning the negative principles and practices they have learnt. This re-forms them. Then we guide them to relearn to be positively innovative. When they leave our campuses, they will be graduates, who will be *able, capable, and employable* and will generate life around by engaging in creative activities.

2.7.2. COMPETENCY

Our focus is on competence. Competence is a set of behaviours, attributes, and policies that enable people to become agents who work effectively in given situations. Being and becoming responsible for one's life is the fundamental dimension of competency. Ananda education is committed to making its students confident. When one is competent s/he becomes confident. Ananda aims to train men and women to become 'leaders of quality' with corporate social responsibility. These leaders would play vital role in bringing about the desired change in society.

2.7.3. CREATIVITY

Creativity is another important dimension of our commonness. This creativity lies in the ways we form our students to look at reality very differently and provide innovative solutions to problems. This is being creative in thinking and in action. In the corporate world and in society at large, this is read as innovation. Innovation refers to a process by which varying degrees of measurable value enhancement is planned and achieved, in any enterprise. To this end, Ananda education facilitates an atmosphere of freedom. Creativity flourishes in a climate of freedom. More sharply, Ananda believes in being a creative force as an institution in terms of its providing service of education, because when students are free (personal freedom) to conduct enquiry of knowledge they become creative in the way they live and in the way they act and interact in society.

2.7.4. COMMITMENT

Ananda education insists on forming their students who are committed and responsible. Commitment involves the ways by which we make our choices. In fact, life hinges upon the choices we make. To do this, one needs to be responsible. One needs to make responsible choices. And one is committed to that choice. Ananda education expects its students to become committed persons. The college will teach and provide facilities for learning. But it is up to the students to learn and form themselves. Students are responsible for either growth or non-growth and are not at all encouraged to shift responsibility.

2.7.5. COMPASSION

Education should make a student become other-centred, not self-centred. Learning a skill is not merely to increase one's own wealth and make only one's individual life comfortable. But education should contribute to others and to the society while it enhances one's growth. In fact, the real test of a learned person lies in the ways in which s/he is concerned about the welfare of the other who is in a disadvantaged position. Compassion is not just a feeling for the other, but feeling with and into the other.

It is not just a feeling but it is a blend of feeling and action. If you are compassionate you feel with and into the other who suffers and do something to change that situation. Ananda does not want the students in its college simply to succeed in their lives. Instead, It wants the students to succeed *together*. By studying in Ananda, one has to achieve greatness that contributes to the growth of the society, particularly, to the marginalised.

CHAPTER - III TEACHING

TEACHING STAFF

Learning is dependent on teaching. Quality of teaching and excellence in learning are enhanced by the quality, competence and commitment of the teacher. A teaching faculty in higher education is not a dictating machine but a facilitator who identifies the learning ability of the learner and accordingly designs the curriculum and the methodology to deliver the content. Hence proper selection of a teacher is of greater importance in the process of educational endeavour.

3.1. STAFF SELECTION AND APPOINTMENT

- ★ It will ensure a fair selection of candidates and ward off accusations of arbitrariness, casteism and partiality with regard to staff recruitment.
- ★ It will ensure recruitment of talented people for our college.
- ★ It will make the staff (Priests and lay) feel that they all belong to one management with common vision and objectives.
- ★ As regards appointment of priests to teaching posts in our colleges, the present practice will be continued. The Bishop assigns the priest and the Secretary appoints.
- ★ The college makes it known through advertisements in the dailies as receives applications
- ★ Candidates applying for the posts send their applications to the college office.
- ★ The applications will be processed and interview cards sent to the applicants by the college office.
- ★ The interviews will be held in the college for which the posts have been advertised.
- ★ Expenses for the advertisement are met by the college. Dean for Academics checks the certificates of those who appear for the interview.

- ★ The interview board for the selection of the staff consists of the following members: the Secretary, the Principal, the Vice Principal for academics, the Head of the Department concerned and one external expert (if necessary), preferably a Christian. When appointing an external expert her/his competence and familiarity with recent trends in the subject and his understanding of the Ananda Educational Trust's vision and option are taken into account.
- ★ The selection of candidate is based on her/his merit, ability, outlook, vision and suitability for the post.
- ★ Towards the empowerment of women, the appointment of Catholic/Christian woman staff is given due weightage.
- ★ When qualified candidates are not available, the management evolves required qualification in consultation with the Management. M.Phil. is the minimum requirement.
- ★ Preference will be given to candidates:
 - a) Who belong to the first generation learners or Catholics.
 - b) Who reside in the neighbourhood/suffragan dioceses;

The weightage for above factors is inbuilt into the break-up of marks for the interview as given in the table below.

Subject	Communication	Teaching Experience	Level of Education	Written test	Total
30	30	5	5	30	100

- ★ Catholics / Christians have to submit baptism certificate from their parish priests with the application form.

Each member of the Selection Board will assess the candidate for the provided columns, i.e. *knowledge of the subject (30), Teaching skills, teaching experience (05), Communication (30), Written Test (30)*. Care must be taken to choose candidates with histrionic talents, experience in field works and youth activities.

- ★ The candidates provisionally selected are ranked in order by the Board.
- ★ The list of the provisionally selected candidates is submitted to the Secretary and Principal of the college. The Secretary appoints the selected candidates.
- ★ If after the interview, some allegations of a serious nature detrimental to the appointment of the provisionally selected candidate are made, the management takes the final decision.

3.2. APPOINTMENT IN LEAVE VACANCIES

SHORT LEAVE VACANCIES/LONG LEAVE VACANCIES

- i) For short leave vacancies (i.e. less than 10 months) appointments are made by the Secretary from the available list of selected candidates if interviews have already been held for the posts. While making such appointments the rank order must be adhered to.
- ii) If no interviews have been held with regard to certain posts and no lists are available, the Secretary of the college can make such appointments by conducting an interview in consultation with the Principal. At the end of the leave period such candidates are relieved from duty.
- iii) Leave vacancies, arising from medical leave, maternity leave, study leave, suspension, deputation etc can be filled up by appointing persons on temporary basis and they can be relieved at the end of such leave.

3.4. ORIENTATION

- i. Persons appointed shall be placed on probation for a period of two years. Such probationary is liable for assessment at any time during the probation without any prior notice and without stating any reasons.
- ii. When the performance/conduct is found unsatisfactory at any stage s/he can be relieved from service.
- iii. Probationary will be made permanent on successful completion of probation for a continuous period of two years. Then an order of confirmation is issued by Secretary in the presence of two witnesses after duly assessing the academic performance, conduct and character.

3.5. ATTENDANCE REGISTER

- i. Two attendance registers shall be maintained, one for teaching staff and the other for non-teaching staff

3.5.1. TERMINATION – REMOVAL – DISMISSAL

Staff can be relieved from duty/service by giving three months' notice or three month salary on either side.

When the management observes that a permanent staff needs to be either removed or dismissed on disciplinary grounds or mis-conduct / mis-behaviour / unsuitability for continuance in service, the management removes/ dismisses him / her after calling upon the delinquent employee to that course of allegations / charges and in cases where conduct of an enquiry is necessary to prove the allegation / charges and or thereby provide her / him a fair opportunity to defend herself / himself.

In cases where the public interest or the interest of the institution is at risk or endangered the management has the right to place the delinquent employee under suspension for a period of 15 days.

3.6. APPOINTMENT OF THE HEADSHIP

As far as the headship of the department is concerned the headship is a pivotal position which conveys the efforts of the development of the departments. Hence it is highly expedient and essential to appoint a person of eminence in academics and efficient in administration. The management has the right to choose the person of such eminence and efficiency as HoD.

3.7. APPOINTMENT OF VICE-PRINCIPALS / DEANS

1. As a rule one of the Vice-Principals is a diocesan priest.
2. The number of Vice-Principals and Deans is decided by each college.
3. The following common procedures are however to be followed with regard to the appointment of lay persons for the posts of Vice-Principals and Dean for Girl Students.

- The candidates should have proven record of administrative and academic abilities
- The suggested names are considered and finalised in the Executive Board of management meeting.

3.8. NON-TEACHING STAFF

INTRODUCTION

The non-teaching staff form an integral part of the college administration. They also share along with others the common mission entrusted to the academic community of forming the youth entrusted to our care. Thus they become partners in the common enterprise of creating a just and humane society.

In addition to the academic qualifications as prescribed by educational authorities, the following norms should be kept in mind while recruiting the candidates:

- a) Suitability of the person for the job.
 - b) Personal qualifications matching the job requirements.
 - c) Preparedness for hard work.
 - d) Interest in the welfare of the institution.
1. The minimum qualification, for any non-teaching post, below the category of record clerk, is VIII standard. For any service staff i.e., sweepers, it is sufficient that they know to read and write. If one is to be appointed in the feeder category of the record clerk and above the applicant should have a pass in S.S.L.C.
 2. Preference should be given in the following order of priority:
 - a. Catholics
 - b. Children of our employees are given preference.

3.9. APPOINTMENT OF NON-TEACHING STAFF

1. Any candidate seeking appointment as a non-teaching staff should submit the application with relevant particulars.

2. The Secretary, the Principal and Priest Vice Principal will conduct the interview and select the candidate for the post of Non-Teaching Staff for candidates.
3. The Selection Committee will interview the candidates and select a suitable person.
4. The Secretary will issue the appointment order.
5. The appointment of non-teaching staff is on the basis of probation for two years and at the end of completing the probation satisfactorily, the employee is confirmed in her/his job, otherwise s/he is relieved from duty.

3.10. SERVICE CONDITIONS

The service conditions of the non-teaching staff are as prescribed by the rules and regulations laid by the management from time to time.

3.11. TRAINING AND DEVELOPMENT

- I. The non-teaching staff should also share the vision, aims and objectives of the institution. For this purpose opportunities are provided to attend seminars, workshops and training programmes according to their requirements.
- II. Opportunities are also given to them for self-development and professional advancement.

3.12. CONCLUSION

The inclusion of on-going formation of teaching faculty and non-teaching staff, is one of the major conditions for enabling them to be effective staff in their respective academic and administrative positions. This on-going formation not only begins from the entry of a staff but also in every academic year and in every phase of career advancement of staff in the form of workshops, trainings and qualifying examinations along with regular input on pedagogy. This formative training is an essential component for a lay staff to become a collaborator in realising the Anandite Charism in higher education.

3.13. PROCEDURE TO START NEW COURSES

- The Principal presents the proposal to the Executive Board of Management of the college, based on the need analysis.
- After the approval of the EBM, it is submitted with its comments to the Trust for formal approval.
- When a proposal is sent to the Trust the following areas are to be studied and submitted:
 - ❖ Type / Nature of the Course : U.G. / P.G. / Certificate / Diploma
 - ❖ Objectives of the Course
 - ❖ How is it job – oriented?
 - ❖ What are the skills promoted?
 - ❖ Social relevance
 - ❖ The syllabus
 - ❖ Financial viability

3.14. STAFF

- There shall be a board for selection of staff members. It will consist of Secretary, Principal, Vice Principal, HoD/Course – Coordinator and an External Expert. (if necessary)
- The selected staff will be on probation for two years during that time her / his performance is evaluated by IQAC or by a team consisting of the Principal / Vice Principal, the Secretary, HoD / Course-coordinator, Senior staff and students. This evaluation is carried out at the end of each semester.
- In keeping with the recommendation of NAAC, the Internal Quality Assurance Cell holds an evaluation for the staff.
- A database of all interviewed candidates of all our colleges is maintained in the Secretary office for future selection processes and for avoiding the reappointment of rejected candidates.
- The selection process is made transparent by finalizing of the list of selected candidates by the entire board.

3.25. PAY SCALES

- All the staff who have cleared NET / SET or with Ph.D., shall be paid a increment of Rs.500/ in addition to the starting salary.
- College management can fix the salary for the staff employed in teaching and non-teaching.
- The Staff shall be encouraged to attend Refresher/Orientation Courses conducted by the University or UGC sponsored programmes and present papers in seminars/ programmes for which they could avail themselves of On Other Duty certificate. If they publish articles in refereed or international journals they shall be paid as an honorarium Rs.250/- (national journal) and Rs.500/- (international journal).
- It is mandatory for the staff working in Ananda to present or publish minimum of two papers in an academic year

3.26. EAVE

- Maternity leave should be given for women staff, six weeks before the delivery and six weeks after the delivery.
- All staff members both teaching and non-teaching (men and women) are eligible for 12 days of casual leave in a year and woman staff for 3 months of maternity leave with half pay twice during the tenure of service.

3.27. PROVIDENT FUND

All the staff members will join the provident fund scheme; 12 per cent from the staff salary and the management shall pay equal amount (12%) into the Employees Provident Fund.

3.28. TERMINAL BENEFITS

Any permanent staff or his/her legal heir shall be eligible for gratuity on:

- i. Leaving the service,
- ii. Retirement

iii. Disablement: Rendering the person unfit for further service as certified by a medical officer, approved by the management.

iv. Died in harness.

The amount of gratuity payable to an employee shall be at the rate of 15 days' salary (pay and dearness allowance) last drawn for every completed year of service.

CHAPTER - IV LEARNING

ADMISSION

The Government of India is focussing its attention in increasing the 9.6 % of admission to Higher Education into 15.6 %. Such a focus calls for excellence, access, inclusion, gender equity, expansion and quality in higher education.

4.1. MINORITY RIGHTS IN ADMISSION

As a minority institution we are eligible to admit 100% at our discretion in keeping with the constitutional provisions in the Constitutions of India No. 31, 1a and 2. “To establish and administer”. Therefore we are not at all bound by the norms of the Department of Higher Education, Tamil Nadu Government to follow the Quota System of reservation such as 31% to OC, 30% to BC, 20% to MBC, 18 % to SC and 1% to ST. The Supreme Court in its judgement by the Eleven Judges Bench clearly states that the minority colleges shall have the sprinkling of other communities in admission to keep the spirit of secularism Therefore our college admits maximum number of Catholics, Christians, and other religious minorities and a sprinkling of non-minorities.

4.3. OUR STAKEHOLDERS

- Preference is given to Catholics in admission
- Special consideration is granted in admission to the physically disabled students, visually unpaired and polio victims.
- The first generation learners and rural students are given preference in admission.

4.5. APPLICATION FORMAT

- i. The Ananda College Management designs the application form and decides the cost for undergraduate, postgraduate, doctoral and certificate and diploma courses.

- ii. All application forms for the above mentioned courses and others, contain a specific column for Catholic students and the Parish Priest's Attestation is required.
- iii. The application form indicates that the Management provides financial assistance to the Poor / Catholic students.

4.6. ADMISSION PROCEDURE

We, the Christian Minority Colleges, form an admission Committee for each of our college, consisting of the following members for UG and PG courses:

PRINCIPAL	:	CHAIRPERSON
ADMISSION OFFICER	:	CONVENER
RECTOR	:	MEMBER
PRIEST VICE PRINCIPAL	:	MEMBER
LAY VICE-PRINCIPAL	:	MEMBER
WOMAN STAFF	:	MEMBER
DEAN FOR ACADEMIC AFFAIRS	:	MEMBER

- ★ The above committee functions taking into considerations seriously and consistently the above mentioned preferential option for the poor, the Catholics, the first generation learners, women, the rural students, and the differently-abled.
- ★ The member of the committee, except The Principal, the Priest Vice-Principal, and one women staff may be rotated once in three years.

4.7. COUNSELLING

Prior to the purchase of application and appearance of the applicants before the admission committee, a team of two Professors guide the applicants according to their ability and aptitude.

4.10. THE FUNCTIONS OF THE ADMISSION COMMITTEE

- i. The committee decides the cut-off marks for each course and ensures that college office provides all the particulars needed for the selection process according to the admission policies of the AET.

- ii. It displays the selected and admitted candidates on the notice Board of the college.
- iii. It also submits the admission status to the AET in the prescribed format.

4.12. ADMISSION TO HOSTELS

- i. Hotels in Ananda College are Home away Home. It is a house of integral formation in faith, individual development, Communal Harmony and community living and sharing.
- ii. Admission to local poor students from the neighbourhood districts is granted in order to benefit from the government scholarships and loans.
- iii. Like that of admission to the college, admission to the Hostel reflects the same option in the following order of preference:
 - a. Catholic
 - b. Disabled
- iv. While U.G. students are admitted to hostel, admission of more number of PG / M. Phil and research students is taken care of.
- v. The composition of the hostellers is to be to mixed and well-distributed to promote communal and religious harmony and integration during their stay in the hostel.
- vi. A cost effective simple mess is conducted to suit the poor students. There are only vegetarian and non-vegetarian messes.

4.13. ACADEMIC AND COUNSELLING ASSISTANCE

- At the beginning of the entry into the college, entry level tests are conducted for each course. Accordingly students are counselled and supported to study the subjects with ease and confidence.
- Weaker students in the subjects are encouraged to attend remedial classes both in the college and hostels as the case may be.
- Poor students who deserve academic guidance are given regular and periodical coaching and their progress is monitored.

4.14. FINANCIAL SUPPORT

Poor and Catholic students who need financial support over and above the government scholarship are assessed and supported accordingly through REEPS.

No student will receive two or three scholarships from the management and the government.

4.19. APPLICATIONS

- The cost of application forms should be affordable.
- Information regarding financial assistance to the poor students should be mentioned in the application forms.

4.20. EVALUATION

- In order to ensure quality education there must be regular evaluation and reorganisation of the courses every three years.
- When courses lack in quality, student strength, competent staff, and service to the poor, the management must be ready to rectify the deficiency or wind up the courses accordingly.

CHAPTER - V

GOVERNANCE

5.1. INTRODUCTION

This section intends to give an overall view of how Higher Education is organized and decisions are made in a democratic way. It gives a clear picture of the role of diocesan priests, college community, Secretary, Principal and other office bearers. It also deals with Institutes on campus. These contents were differently grouped in the previous editions of the policy. Now they are brought under one umbrella term GOVERNING. The reason for bringing all related matter into one section is for easy reference.

ROLE OF THE COMMUNITY

- Every member of the community has a shared responsibility with regard to the functioning of the institution and happily exercises that responsibility.
- As the Secretary is the head of the campus, the Principal and the Director of the Hostels will have to meet him regularly and brief him about the developments of the college and the hostels at least once in a fortnight.
- The members need to be clear about the mission of the college and its concrete expression and rise above personal interests that run counter to the mission of the college.
- A Priest, being a member of an academic community, has an obligation to collaborate with the Secretary, Principal and follow their directives faithfully and cheerfully.
- We believe in the Divine providence. We extend fullest cooperation to the Secretary and the Principal. We are sent to work and labour together as one team under the leadership of the Secretary.
- Anything of importance must be discussed in the EBM of the college before implementation.

5.12. THE SECRETARY

- The Secretary is the Administrative Director of Work in the college and he represents the Management before the Government. He is appointed by the Bishop, Chairman of Ananda Educational Trust. He deals with the University, the Government and the Director of Collegiate Education on all matters relating to the general administration of the college. It is his duty to play a supportive role to the academic community headed by the Principal and complement their work with his help and encouragement.
- As the Secretary is the Head of the campus, the Principal meets him twice in a week to brief the developments of the college.
- The Secretary is met by the Hostel Director along with the Principal once in a week to inform him of the matters related to the hostels.
- The Secretary is managing director of the AET. He also serves as a member in important policy- making committees of the college.
- As the Correspondent of the college, the Secretary keeps in touch with the educational authorities and seeks speedy solutions for administrative problems. He needs to be familiar with all the GOs issued from time to time.
- He also takes pains to mobilize funds from different sources like writing projects and mobilizing local resources for the development of the college.
- He supervises the maintenance of the college properties and provides facilities for a smooth functioning of the departments. For any extraordinary expenses the permission of the Chairman is needed.
- The Secretary of the college has the following administrative functions: appointment of the staff, both teaching and non-teaching, approval of the probationary period of the staff and confirmation of their appointment; promotion of the staff; disciplinary action against errant staff; maintenance of their service registers; salary of the staff; sanction of increment; provident fund, approval of loan, recovery of loan and closure; income tax; all kinds of leave except casual leave; maintenance of the properties directly connected

with the college, requirements of the departments; offices and classrooms; telephones, electricity, genset and water; stationery; Xerox machines; computer centre and legal matters.

- When there is a vacancy for headship of a department, the Secretary follows the guidelines as enunciated in the corporate policy. It is the Secretary who appoints the Head of the Department.
- The Secretary shall normally function for a period of five years.

5.13. THE PRINCIPAL

- The Principal is the Academic Director of Work in the college, and is the executive authority of the college. He is appointed by the Bishop. As the leader of the academic community of the institution, he provides a climate necessary for the intellectual pursuit of the staff and the students. He has to play a vital role in motivating and inspiring the academic community towards excellence. His administration is governed by discernment, emotional maturity, team work, mutual trust and inner freedom that do not seek any personal goals.
- He supervises all the academic programmes of the college and keeps the Secretary informed of all matters of general and financial administration. He represents the college in all academic bodies like the University Grants Commission and the University.
- The Principal has the following functions in the college: day-to-day administration of the college; planning and executing all academic programmes; supervision of the teaching and non-teaching staff; allotment of work to the teaching and non-teaching staff in consultation with the Secretary; routing of the leave applications to the Secretary; drawing up the calendar and timetable; curriculum and research; attendance of staff and students; allotment of classrooms; facilitating co-curricular activities and extension services; admission of students; maintaining student and staff discipline; administering scholarships and helping poor students; officially in charge of the hostels; UGC work; Autonomy; examinations and President of all the Associations in the college.

- It is the duty of the Principal to establish clear channels of communication and facilitate interaction. The Vice-Principals, the Deans and the Heads of Departments will assist him to form an effective team. Delegation of authority with responsibility together with accountability should mark the style of his administration. The Principal elicits the opinion of the academic community with regard to the selection of lay Vice-Principals, lay Controller of Examinations and Deans. The proposals are discussed EBM.
- A manual of work book for the different officials of the college is prepared in each institution and made available for reference. The role responsibilities and rights of all the different officials who assist the Principal should be clearly defined.
- The Principal is the Secretary of the AET.
- The Principal shall normally function for a period of five years.

5.14. FINANCIAL ADMINISTRATION

- After analysing the various factors affecting the financial administration, the following guidelines are given for financial administration. All accounts of the institution are in the name of Chairman/Secretary and not in individual names.
- The Secretary operates the staff salary account. He is accountable to the Government and hence he supervises the clerical work of the account with great care.
- The Secretary operates the non-salary account. Though it is a Government audited account, the income for this account comes from the management and other college sources. Careful attention, therefore, is to be paid for maintenance of this account. The grant to be given by the management to this account is clearly spelt out in the budget. The income from the endowment deposited for the affiliation of courses is credited to the non-salary account. If the hostels are shown as endowment for the courses in the college the Director of the hostels will credit the specified amount to this account. The amount accrued from the sale of application forms and registration fees go into this account. Fees like the

Recognition Fees, University Entrance Fees, Sports Affiliation Fees and Official Caution Deposits are credited to this account. Transfer from the Management Account of the Secretary to the non-salary account is done as per the budget proposals. The amount spent in the non-salary account but not assessed for grant may be shown as establishment fees in the Financial Statement.

- The Principal operates the Special Fees Account. As it involves mostly the collection from the students and is audited by the Government, it is spent according to the strict regulations prescribed by the Government. Contributions to the Special Fees Account from the Management sources (for Games, Laboratory, Library, Magazine etc.) are budgeted at the beginning of the year by the Principal. A copy of the statements of accounts is forwarded to the Secretary at the end of every financial year.
- All the three accounts namely salary, non-salary and special fees accounts are statutory accounts and care must be taken to utilize them according to norms. If expenses are incurred in some areas of these accounts which are disallowed, the college has to face the risk of deduction from the grants due to it.
- All grants received from the University Grants Commission (Autonomy, Basic, Development, Building, Research etc.) are operated by the Principal in accordance with the UGC regulations. Care may be taken not to multiply accounts. Advance grants if received from the Management sources are refunded as soon as the grants are received or kept as further advance grants for expenses. Copy of the audited statement of accounts sent to the UGC is forwarded to the Secretary.
- Research grants received from various agencies are operated by the Principal in a separate bank account.
- A copy of the audited statement of these accounts sent to the various agencies is given to the Secretary.

- The Examination Account is operated by the Principal. The amount collected for the audit administrative purpose along with examination fees is kept in a separate account for purposes. Excess money, if any, is transferred to the Secretary's account.
- The Secretary also operates the accounts of the Rentals and the Computer Centre.
- The Vice-Principal, the Controller of Examinations, the Deans and the Library Director do not operate any bank account on behalf of the college.
- At the beginning of the year, the Secretary and the Principal present the plan of financial expenditure.
- The sanction of the EBM is necessary to open any bank account apart from those mentioned so far by the Secretary or the Principal.
- The EBM is kept informed of the transaction of all the accounts operated by the Secretary and the Principal. The statement of accounts is submitted to the EBM once in three months.
- All Endowments invested in fixed deposits of the college are operated in a joint account of the Secretary. The interest from these fixed deposits will be credited as mentioned earlier. A list of all the endowment fixed deposits of the college are maintained at the office of the Secretary with updated copies supplied every year to the Principal.
- Investments are not made in any private person's account. All investments are in the nationalized banks or in the public sector.
- The Secretary arranges to audit all the non-government audited accounts of the Secretary and the Principal and submits the statement of accounts to the EBM and the AET every year.
- At the beginning of the academic year, the Secretary and the Principal will brief the college Community on their financial transactions in detail during the previous year and their proposals for the current year.

- The Secretary is responsible for preparing the Financial Statement of the college at the end of the financial year.
- The Principal and the Secretary are accountable to the AET.
- The Secretary sanctions PF loans after due consideration with the Principal.
- The Secretary sanctions the scholarships from the corpus fund on the advice of the Principal/Vice Principal and the coordinator.
- The Secretary and the Principal work in close collaboration and cooperation, exercising mutual trust and help. Only then our financial administration in the college will be effective and credible.

5.16. HOSTEL ADMINISTRATION

- The Principal is the ex-officio Director of all the college hostels. The Principal is answerable to the University and the Government on all matters relating to the hostel administration. He, therefore, keeps in touch with the hostel administration particularly in its major and serious events.
- The Director of the hostels is independent in the day-to-day administration of the hostels. He makes admissions to the hostels and plan the regular programme for the year in consultation with Assistant Director. The number of Assistant Directors is decided by the EBM. All major decisions in the hostel are taken only in consultation with the Principal and the Secretary. The Secretary and the Principal are taken into confidence and are briefed on any serious developments in the hostel administration.
- The financial transactions of the hostels is maintained in two separate account books. The first one contains all details of receipts and expenses connected with the mess.
- The second account book has all details of receipts and expenses that are not connected with the mess. This is strictly the management account and it includes all collections due to the management, like admission fees, establishment charges and all other miscellaneous collections. The bank account is to be operated by the Director and the Secretary.

- All major expenses from the establishment charges and from other collections are done with clearance from the EBM. Statement of accounts once in three months for both the accounts are made known to the Principal and the Secretary. The hostel accounts are audited separately.
- The model considered suitable for accounting purposes, can be evolved by the consultation with the Director of hostel and followed.
- All fixed deposits in the hostels are in the joint accounts of the Director and the Secretary. Disbursal of concessions and scholarships are done according to norms and guidelines given by the Secretary. Loans to hostel workers are given if necessary by the Director in a limited way.
- The Director of the hostel can operate a bank account for cashing D/Ds of the mess bill, scholarship transaction, etc.

5.20. FUNCTIONS OF OFFICE BEARERS

ROLE OF THE ADMISSION OFFICER

The Admission Officer takes charge of the process of admission right from the beginning till it is finished.

He works in close collaboration with the Principal.

The Admission Officer sees to it that the following are done:

- Admission work is systematised,
- Admission work is decentralised,
- HoDs are given importance,
- Counsellors are appointed to guide the students,
- An Admission Information centre is set up to disseminate information,
- The admission committee decides on the cut-off marks for each category.
- The purpose of having admission officer is to relieve the Principal of the burden of admissions.
- Perfect understanding, trust and confidence between the admission officer and the Principal are needed.

RESPONSIBILITIES ASSIGNED TO THE VICE-PRINCIPALS, AND JESUIT VICE-PRINCIPAL

RESPONSIBILITIES ASSIGNED TO THE PRIEST VICE-PRINCIPAL

- In the absence of the Principal, the Priest Vice-Principal is responsible for the running of the college.
- The Priest Vice-Principal should work in close collaboration with the Lay vice Principals and is mainly responsible for the general discipline of the students.
- He is in charge of students' discipline, leave letters of students, late chit, coordinating student activities and orientation programme for newcomer's requirements of staff (teaching and nonteaching).
- He monitors the attendance and regularity of the students. He is responsible for all that concerns their attendance, regularity, leave of absence, leave on duty, medical leave, late coming, absence without leave and discipline.
- He supervises the class representatives, department secretaries and their activities in close collaboration with the Students and the Lay Vice-Principal. He convenes the council meetings two or three times a semester and looks after their needs.
- He studies the results of the students and keeps in touch with the weaker students.
- He also meets the parents of the students, weak in studies, to discuss the progress of their wards.
- He selects the students for prizes and medals.
- He approves the class tours and field trips of students in consultation with the Principal.
- He visits the exam halls during internal tests and semester examinations.
- He looks after the general discipline during functions.
- He attends to the general needs of the students.
- He identifies the poor students and recommends them for scholarships and concessions.

- Blood donation by students and staff comes under his control. Care is to be taken in selecting the needy and deserving cases who request blood donation.
- He keeps the Secretary informed of all the general facilities to the staff and the students like the canteen, furniture, electricity, drinking water and other requirements.
- He meets the Principal regularly and keeps him informed of all developments. He is also in constant touch with the Heads of Departments.

LAY VICE-PRINCIPAL

- He is responsible for academic matters, Students' discipline, leave letters of students, late chit, exam, bus concession, conduct of Mid and End Semester Examinations, and Coordinator of elective courses.
- He is responsible for Campus maintenance
- Students' discipline, leave letters of students, late chit
- Arranging for photos/video recording in function, electricity, noon-meal scheme,
- Signing bus passes, and permission for re-tests.
- In charge of all the government scholarships
- Signs the OD form
- Arranges the college functions like inauguration of all associations, Deepawali, Ramjan, Christmas, Pongal and Valediction of all associations in collaboration with the Priest Vice Principal
- He meets the Principal regularly and keeps him informed of all developments.

THE DEANS

THE DEAN FOR ACADEMICS

- The Deans deal with all matters related to the University Grants Commission and Autonomy. Grants received from the UGC are handled in the Dean's Office. Allocation and supervision of these funds are done by the Dean. All the communications from the UGC are dealt with by them. They also look after the FIP and other fellowship programmes of the UGC.

- They plan, coordinate, supervise and arrange the meetings of the following: Governing Body, Academic Council, and Boards of Studies of all Departments, Finance Committee, Planning & Evaluation Committee, Curriculum Development Cell and Research Cell. The minutes of these meetings are maintained in the Dean's Office.
- The agenda and the minutes for the weekly meeting of the Heads of the Departments and for the monthly meetings of the staff Council are prepared by the Principal and the Deans.
- All the Research Departments and the Research Scholars deal with the Principal and the Dean's Office. All grants received by them are handled in their office and they deal with all communications and announcements in this regard.
- All deputations of staff members to different programmes, staff participation in seminars, meetings, conferences and programmes within and outside the college are arranged in the Dean's Office.
- Visiting commissions from different agencies like the Government, the University, the UGC, the NAAC, and others are received by them. They also take up the preparation and the follow-up measures to these commissions.
- Supervision of the Extra-Departmental Courses and the maintenance of their accounts are done in the Dean's Office.
- Preparation of Annual Report, College Calendar, Staff Seniority list is entrusted to the Dean's Office.
- The syllabi for UG/PG courses are maintained in the Dean's office.
- The preparations of prospectus and application forms for various courses are supervised by the Deans. Applying to the University for New Courses / additional seats are handled by the Dean's Office.

DEAN OF GIRL STUDENT'S AFFAIRS

- In charge of the welfare of the all girl students of the College.
- Heads the grievance redressed cell of the girl students and resolves the issues connected with sexual harassment.

- Organizes programs on women health education.
- Organizes motivational programs for the girls every month.
- Meets the girl students individually and in groups to find out their problems and guides them. If professional counselling is needed refers to Fr. Principal
- Organizes state level seminar at least once a year on women issues.
- Involves the girl students in voicing the women issues with the help of NGOS and women organization.
- Meets Fr. Principal periodically and briefs him of the problems faced by the girls and helps him to manage the College in a smooth way.

STAFF COORDINATOR

- Appointed by the Management for the period of three years.
- Is expected to show maturity and prudence
- Acts as a bridge between the management and the staff
- Represents the staff to the management and the management to the staff
- Plans yearly tour of staff
- Arranges staff uniform dress for the year
- Looks after staff welfare
- Redresses the grievance of the staff

HEAD OF THE DEPARTMENT

- Allotment of workload to teaching and lab assistants for each semester.
- Preparation of timetable for each semester by constituting a committee of three staff members.
- Looks after the day-to-day administration of the academic work of the department.
- Forwards CL, ML and OD of teaching and lab assistants to the Principal and ensures the work adjustment.
- Constitutes a committee of three staff members to finalise the list of scientific equipments and books to be purchased and UGC Grant and forwards the priority list to the Principal for ordering.

- Maintains a stock register and takes steps for stock verification every year.
- Initiates steps for the upkeep and maintenance of scientific equipments once a year with the prior approval of the Principal.
- Prepares a list of equipments (not in working condition and beyond repair) to be discarded.
- Monitors the Association activities, Endowment lectures and participation of students in academic activities organised by other Institutions.
- Forwards the students' educational tour plan to the Principal.
- Issues letter of certification and consent to students for field visit/training programme/project work.
- Collects the question papers for the mid-semester and the end-semester tests and forwards them to the Principal / Controller.
- Checks the semester examination question papers.
- All kinds of requests of department staff may be submitted through the Head of the Department.
- Prepares the total workload of the Department.
- Reasonable suggestions of Heads on departmental matters must be given due consideration.
- Functions as a member of the Staff Selection Board.

ROLE OF THE CONTROLLER OF EXAMINATIONS

INTRODUCTION

The right to design and execute an appropriate and effective method of evaluating the academic achievement of the students is central to the implementation of Autonomy of an Educational Institution. The Academic Community headed by the Principal / Director, has the ultimate responsibility for ensuring that the evaluation system is administered without any flaw. However, as a way of sharing of responsibility, the task of administering the evaluation system is delegated to an Examination Cell headed by the Controller of Examinations. The latter functions

under the direction of the Academic Council and is answerable to the Academic Council of the College/Institute. He has an independent office with the required number of co-workers of various categories.

APPOINTMENT

The Controller of Examinations may be a teaching Priest or a teaching lay Faculty. The term of office of the controller and the Assistant Controller will normally be 3 years. The persons chosen must be of proven capacity, with personal integrity and ability to maintain confidentiality. Though the Controller is not entitled to any special privileges except for a concession in the teaching workload as are the Heads of the Departments at the discretion of the Secretary and the Principal.

FUNCTIONS OF CONTROLLER OF EXAMINATIONS

CONTINUOUS INTERNAL ASSESSMENT

- The Controller suggests the mode of Continuous Internal Assessment and gets it approved by the Academic Council of the college/ Institute.
- The office of the Controller of Exams is responsible for conducting the written tests and the practicals.
- It gets the question papers from the staff members through the HoD and makes sufficient copies for administering the test.
- It stipulates a date by which the test marks have to be submitted by the teaching faculty.
- At the end of the Semester, it collects the consolidated CIA Mark statement with the break up into various components for each subject.
- In case of CIA failures, the Controller's office will hold the arrear tests.
- He finalizes the dates of Exams in consultation with the Principal and prepares the Schedule of Exams to be announced to the staff and students.
- The Controller monitors the conduct of exams which includes supplying the materials needed, appointing the invigilators and issuing the question papers.
- Once the exams are over, he keeps the answer scripts in safe custody.

- He makes arrangement for entering the CIA marks into the computer.
- The Controller does not operate any account. The Accounts relating to the Examinations are operated by the Principal.
- The Exam Fees and the remuneration payable for the works connected with the semester exams are fixed as per the norms of the Alagappa University.
- The controller sanctions all the amounts payable to the NME/ SBS, the evaluators and other ancillary staff as per the University/ Institute norms.
- He is also permitted to sanction Special Allowance to his own Staff for the Works related to the conduct of Examinations.
- The surplus in the Examinations Account is transferred to the Management Account operated by the Secretary of the College and forwarded to the University.

Role of the IQAC Coordinator

- To conduct IQAC meetings periodically to review all the activities of the Institution and to make recommendations to the Principal and the Management for further progression with respect to quality.
- To organize Staff Enrichment Programmes in a phased manner for the faculty to enhance their professional competence in consultation with the Principal and the Management.
- To conduct Performance Appraisal of Teachers by student-teachers, peers and the Principal in consultation with the Director of Human Resource of the Institution.
- To keep track of all the academic events of the college and maintaining records.
- To update the profile of the staff from time to time.
- To arrange guest lectures for the staff and students on various current issues.
- To organize curriculum oriented seminars and workshops for student-teachers.
- To monitor continuously the institutional processes, conducting evaluation and providing timely feedback to the Principal and the management.
- To undertake all the preparatory works with regard to NAAC peer team visit for the second cycle of assessment and accreditation.

Campus Ministry

- Ananda College organizes various spiritual activities through the Campus Ministry for staff and students.
- At the beginning of every academic year, prayer services are conducted by the campus ministry team for every group (Freshers, Seniors and Graduates) as and when it begins classes. These prayer services are inter-religious in their content.
- Mass of the Holy Spirit is celebrated with much devotion and fervour at the start of every academic year. Apart from this, every month Holy Mass is celebrated for all the Catholic staff and students with specific themes.
- The Mass is organised by different student groups. For the Non-Catholic students, a prayer service is arranged at the same time.
- Catholic students are given an opportunity to experience God during weekend retreats organised year-wise where may persons and priests guide them.
- On the eve of the Feast of St. John De Britto, the Patron of our college, conduct a common prayer meeting, for all the staff and students in front of the statue of St. John De Britto.
- At this meeting reflections on the Saint are shared by some eminent priests who are invited specially for this purpose. On the Feast Day, the Ananda Family (especially the Catholic staff and students) celebrates a concelebrated Holy Mass.
- The Saturday following Ash Wednesday is reserved for the Penitential Walk to Rastha where Catholic staff and students participate. The walk begins at 5 a.m., at the entrance of the campus and ends at the chapel at Rastha after two hours.

5.21. BUDGET

- The budget is prepared with the guidelines given by management.
- Every Department prepares budget and submits to Secretary.
- He presents any proposal for the approval of the house consult when the expenses exceed Rs.1,00,000.

- The Principal / Secretary finalizes the budget for the year.
- Finally budget of the entire institution is submitted to the college community for its approval.
- The secretary sends the consolidated budget to the Bishop at the beginning of every academic year.

CHAPTER - VI SERVICES

EXTENSION SERVICE

6.1. RATIONALE

Social transformation of the neighbourhood of the college is our corporate responsibility and commitment as we are challenged more than ever by the existing inequalities, injustices and the dehumanizing poverty around us. With our institutional resources and power, the extension service centre of our institutions, through their outreach programmes, can lead to the transformation of the college community as well as of the neighbourhood.

6.2. OBJECTIVES

- ❖ To involve the staff and students in the service of the rural and the urban poor, since this exposure and involvement are necessary for the social transformation of the academic community itself.
- ❖ To empower the poor with knowledge and skills for improving their quality of life and for their own liberation.

6.3. ACTIVITIES

EDUCATION AND ORGANISATION

- ❖ Since primary education is very poorly organised, it shall be strengthened by establishing supplementary education to school-going children and dropouts.
- ❖ Placing our infrastructural facilities such as labs, playgrounds, classrooms etc. at the service of the poor we serve.
- ❖ Launching with the help of the local people and Government agencies small income-generating projects such as agro-industries, tailoring, gem-polishing etc.
- ❖ Encouraging students to make use of their cultural talents to promote social awareness among the people.

- ❖ Organising forums for village women and youth so that they undertake developmental activities for improving their quality of life and get involved in social and human rights issues.

HEALTH, HYGIENE AND NUTRITION

- ❖ Organising free medical camps and community health programmes with the help of voluntary doctors, primary health centres and social workers at grass-roots level.
- ❖ Involving students in health education and nutrition programmes for children and women.

ENVIRONMENTAL ACTIVITIES

Organising programmes on environmental awareness and education, social forestry schemes, energy saving and smokeless 'chulas' (stoves), etc.

6.4. LIAISON BETWEEN PEOPLE AND GOVERNMENT

Students shall enable people to identify local problems and represent them effectively to the respective government departments for the speedy redressal of their grievances.

6.5. CAMPUS CULTURE, CAMPUS RELATIONSHIPS AND CAMPUS ASSOCIATIONS

THE PREAMBLE

- ❖ Our basic option which is for a just society - free, fraternal, and non-exploitative – calls for an educational process that leads to an anticipated experience of such a society. This is the principle that should govern campus culture, relationships, celebrations, associations, and elections.
- ❖ While preserving the ethos and individuality of each college, efforts should be made to evaluate the existing campus culture and when needed change it to bring it in line with the present day options and orientations of the A&T.

CAMPUS CULTURE AND CELEBRATIONS

- ❖ Students and all in the campus should be helped to appreciate the basic human values of respect for human persons especially for the poor, respect for nature, simplicity in lifestyle and generosity in sharing.
- ❖ Bold initiative, responsible and adequate participation in decision-making, critical approach to reality and commitment to our basic option should be some of the values to be fostered among the students and the staff.
- ❖ All committees on the campus including those which make rules and guidelines affecting campus culture, relationships, associations and elections, and make decisions on them should be composed of student and staff representatives.
- ❖ We should actively support and enthusiastically promote a culture that is authentically Indian, rooted in the soil, liberating, democratic, and shorn of all elitistic aberrations and not alienating our students from their roots or from the ordinary masses of this great nation.
- ❖ Both staff and students are required to be attired modestly and decently. Sarees and churidhars are the preferred dress for women in our colleges.
- ❖ Cultural festivals and other campus celebrations are times of fellowship and joyous sharing, opportunities to bring out the best talents and values of the students. As such, they should be encouraged and carefully prepared under the guidance of competent staff. Collection and spending of money on such occasions should be carefully monitored. Care must be taken that the celebrations do not degenerate into culturally inappropriate and alienating extravaganzas.
- ❖ The reward system prevalent in the campus should encourage cooperation rather than competition, simplicity of life rather than hoarding. We should selectively present appropriate role models to our students. We should be careful in the choice of people whom we honour or invite to preside over the various college functions.

6.6. RELATIONSHIP IN THE CAMPUS

- ❖ The relationships that exist among the different groups in the campus - students, staff, administration, and management - should reflect respect for persons, equality, cooperation and justice.
- ❖ Campus relationships would also demand:
- ❖ Creating an atmosphere of freedom and fellowship in all our relationships.
- ❖ Adopting a style of administration that upholds the principles of decentralisation and subsidiarity, e.g. forming committees for various responsibilities such as admission committee, sports and games committee etc. We should ensure the effective functioning of these committees in line with stipulated policies.
- ❖ Initiating a corporate decision-making process by involving every group in the campus community. Objective procedures already worked out (corporate policies) and others evolved must be made known to everyone involved in major decisions.
- ❖ Just and Fair Deal: Evolving appropriate machinery and procedures for ensuring a just and fair deal in all administrative and disciplinary matters:
 - i) No one should be punished without being heard.
 - ii) No alleged whether of the management or otherwise should be a judge in his own case.
 - iii) Existing provisions for representing grievances and appeals are made known to our staff and students.

CAMPUS ASSOCIATIONS

STAFF WELFARE ASSOCIATION

The college may have a staff welfare association, an autonomous body entirely managed by the staff according to the constitution and by-laws decided by them. The management will support this association. The objective of this association is to offer to the member's financial assistance, recreational needs, housing loans etc. This applies both to the non-teaching staff and the teaching staff of the college.

STUDENT ASSOCIATIONS

- ❖ We recognize the legitimate rights of students to form councils and associations to protect, promote their welfare, and to experience democratic living on the campus.
- ❖ The students' council should have a staff advisor to guide them. Among other things, he has to ensure that students from the weaker sections get opportunities to become leaders. Moreover, he has to help the students function in a democratic way in all their council decisions and activities.
- ❖ Rules and regulations need to be framed in such a way as to encourage student initiative and genuine criticism.
- ❖ In the elections, care should be taken that the influence of money power and political parties are avoided. If students from the, poor, SC/ST groups and women are not represented among the representatives of the student body, provision should be made to nominate them according to rules and regulations evolved for that purpose.
- ❖ Student organisations like the AICUF and others that are in keeping with our basic values and apostolic thrust should be enthusiastically promoted and supported, and all facilities should be given them to enable their smooth and effective functioning within the campus.

6.7. ALUMNI /AE ASSOCIATIONS

OBJECTIVES

The objectives of the Ananda alumni/ae association are: a) to provide fellowship among the alumni/ae themselves in order to sustain them in living out in their personal and professional lives the values received in our institutions, b) to create opportunities for them to share their talents and expertise for the development and the transformation of the institution, c) to provide them with ongoing formation, and d) to let them help us in our mission by generating a movement to transform society in keeping with the vision of education they received.

STRATEGIES TO REALIZE THESE OBJECTIVES

FELLOWSHIP

The alumni/ae association and the institutions foster the fellowship of the alumni/ae by way of fulfilling their human needs by (i) conducting recreational get-together, (ii) giving recognition to their talents and capabilities and (iii) deepening their sense of belonging.

ONGOING FORMATION

- The fellowship programmes mentioned above should go beyond the fulfilment of human needs and indeed be entry points for sharing our vision as well.
- Besides, the associations and the institutions should provide enough opportunities for retreats, sessions on themes like discernment, inter-religious meetings dialogues etc.

CHAPTER - VII

COLLABORATION WITH VARIOUS GROUPS

SHARED VISION

- ★ The lay staff are made aware of the educational implications of the AET's vision and option. Orientation programmes are organised by the Principal for both priest and lay staff periodically on topics pertaining to the AET vision of education.
- ★ Those who have newly joined the institution are given proper orientation regarding the ideals, goals and principles of Ananda education so that they too participate effectively in the decision-making process.

INVOLVEMENT IN THE DECISION-MAKING PROCESS

- ★ All members of an academic department are involved in the setting of goals of the department, in taking decisions related to their work, and in the evaluation of performance. The department meeting is convened at least once in a week. The Principal occasionally attends these meetings or calls for the minutes of the meetings.
- ★ For the effective functioning of the institution various committees consisting of priests and lay staff are constituted in areas such as admission, discipline, finance, library, sports etc. and these committees are actively involved in the decision-making process in their respective areas.
- ★ The staff council consisting of heads of departments is convened at least once a month in which matters pertaining to the day-to-day administration of the college are decided upon.
- ★ Lay staff members are involved in decision-making not only at the operational level but also at the level of policy making.
- ★ The College administration body consisting of the principal, two Vice Principals, The deans and the co-ordinator meets once in a week to discuss and evaluate and every day activists in the college.

INVOLVEMENT IN ADMINISTRATIVE MATTERS

- ★ The college offers to lay persons more and more positions of responsibility such as those of Vice-Principals, Deans, Heads of Departments, Controller of Examinations, etc.
- ★ These positions of responsibility are endowed with requisite authority and have a clearly defined job description (see the section of Functions of Office-Bearers). The persons appointed to such posts are selected on the basis of appropriate and objective criteria. The criteria and procedures for selection and appointment to such posts are formulated in consultation with the lay staff where possible and made known to all.
- ★ The nature and number of such posts are determined by the management.
- ★ While more and more positions of authority and responsibility are made available to **lay persons the following considerations are to be kept in mind:**
 - i. Ensuring that our lay collaborators are made conscious of their duties and responsibilities and held accountable for their performance.
 - ii. Sufficient authority and control, however, remain with the management to enable them to be faithful to the college traditions.

INTERACTION

- ★ Parents must participate in our efforts to transform our students into men and women for others.
- ★ Parents should be in touch with the Heads of the Departments, class teachers, hostel Director, Vice Principals and the Principal to ensure consistency between the values promoted in the college campus and those promoted at home.

MODALITIES OF INTERACTION AND INVOLVEMENT

- ★ The newcomers are given orientation together with their parents in aspects such as attendance, Continuous Internal Assessment (CIA), additional courses etc., so that they understand better the autonomous set-up.

- ★ We maintain constant communication with parents about the progress of their children.
- ★ Parents could be members in the advisory councils.
- ★ Parents are enabled to share our educational vision and policies.
- ★ Views of parents may be sought regarding cultural activities, extension work, hostel administration and functioning of autonomy.

7.4. COLLABORATION WITH THE DISPOSSESSED IN THE NEIGHBOURHOOD (URBAN AND RURAL)

- ★ In keeping with our apostolic option, we have to maximise the use of our facilities for the benefit of the dispossessed.
- ★ Such a gesture is a powerful symbol of our commitment to the dispossessed of our country and a concrete expression of our willingness to share our resources with them.
- ★ By infrastructure, we mean classrooms, lecture halls, laboratories, places of worship, playgrounds, games and sports facilities, auditorium, library, audiovisual facilities, computer network, canteen and mess facilities, hostels, vehicles, workshop etc.
- ★ Among the dispossessed of the neighbourhood we include all the poor, children of our non-teaching staff and domestic employees.
- ★ Some of the modalities for sharing our infrastructural facilities are:
 - a. Offering the neighbouring poor schools the use of our laboratory and other facilities.
 - b. Providing a place for supervised study for the poor students of the neighbourhood.
 - c. Providing places for the meetings of the local community-organisation groups.
 - d. Making our facilities available to the local human rights groups and movements.

- ★ Some of the steps suggested to facilitate this process are:
 - a. Identifying the target groups in the neighbourhood;
 - b. Planning together with them as to how they could maximise the use of our facilities on a regular basis;
 - c. Encouraging the people to contribute their share in some way in terms of money, time, expertise, labour etc.
- ★ There should be a periodic evaluation of such usage of the facilities, especially with regard to:
 - a. The frequency and duration of usage,
 - b. The extent of the facilities used, and
 - c. The number of persons and groups using them.

7.5. INSTITUTIONAL AND INDUSTRIAL COLLABORATION

Ananda College looks at their partnership not only within their campuses but also extend their partnership off the campus because their vision and mission is to create “Men and Women for Others”.

Forming the student community into a community of “Men and Women for Others” occurs only through partnership. This Partnership with Industry is need of the hour and it is appropriate to provide soft and technical skills to the students within the class rooms and laboratories of the college.

By acquiring relevant and accessible skills during the studies in the college, the students either “earn while they learn” or he is placed at the end of the successful completion of the course.

Therefore the responsibility of the college management is

- a) To identify appropriate and apt industrial partners.
- b) To train students in industry which promote healthy human values and ecology.
- c) To form students in organization that impart not only skills for making money but also skills for making
- d) To make the poor empowered.

- e) To enable students in the campus and off the campus to be sensitive to the developments that estranges or stifles the “image of God”.

The above objectives of Industrial Partnership is realized in establishing either a simple letter of agreement or a simple contract or signing a Memorandum of Understanding (MoU).

7.5.1. A SIMPLE LETTER OF AGREEMENT

It is a letter that expresses its readiness to help the students at his/her request through the college according to the will and wish of the organization. There is no guarantee of continuity and it is very much subjected to the conditions prevailing at the particular time. The organization may not inform its withdrawal.

7.5.2. A LETTER OF CONTRACT

It is a letter that agrees to support and train the students sent by the college. It conditions the trainee in training or Hands on experience for a short span of time. It is not at all responsible for any casualty or eventuality during the training. The organization can withdraw from each other at their will with a very short notice.

7.5.3. MEMORANDUM OF UNDERSTANDING (MoU)

It is an agreement mutually formulated and accepted. It is binding on both the institution and the industry/organization. It demands both the parties to share their resources according to the permissible norms of both the parties.

MoU places responsibly both the parties for the formation and training of the students in a specific area / skills for a stipulated period. The parties concerned withdraw their support and association within a stipulated and agreed upon duration.

This partnership in due course of time results in collaboration between staff of the department and the organization either in terms of Research, Consultation and extension or expansion.

7.5.4. PARTNERSHIP IN RESEARCH, CONSULTANCY AND EXTENSION

When partnership is in research, the advantage of industrial research or applied research is that college receives knowhow, instruments or equipments from the partner

agency forever or for a particular period of time. It is advantageous to the academic institution as well as to the partner agency. This collaboration makes the higher education relevant, accessible, qualitative and people oriented.

Consultancy consists of two partners – the consultant and the organization which is in need of consultancy. It enriches the faculty of the college and the organization as well. In consultancy, the consultant not only owns the implementation of her / his consultancy by the partner agency but also rectifies in times of crisis without counting the cost.

CRITERIA

1. The choice of partnership.
2. The location of the organization.
3. The objectives of both the organization.
4. A transparent modus operandi of both the partners.
5. Partnership results in community participation.
6. A minimum period of 3 years is acceptable and reasonable.

CHAPTER - VIII

GRIEVANCES AND THEIR REDRESSAL PROCEDURE

Ananda College constitutes a local Grievance Cell to address the grievances of the teaching and non-teaching staff who found the authority in the respective college is not justifiably redressing their grievance.

8.1. PROCEDURES TO BE FOLLOWED PRIOR TO SUBMISSION OF THE COMPLAINT TO THE LOCAL GRIEVANCE CELL IN THE COLLEGE

- a. The grievance must be addressed to the immediate authority like Principal and the Secretary.
- b. If the steps or redressal mechanism of Principal and Secretary is dissatisfying, the complaint can be addressed to the Trustees.
- c. If the response or measures of the trustees is not satisfactory, the complaint may be submitted to the local grievance cell in writing with facts and figures in a polite and simple language.
- d. The complaint submitted by the Petitioner (an employee of Ananda College) is related to academic and administrative structure or to campus work of the college or to the AET Higher Education Policy.

PROCEDURES TO BE FOLLOWED BY THE LOCAL GRIEVANCE CELL

- a. The said complaint submitted to the convener of the cell in writing with facts and figures and without any derogatory and abusive language is accepted.
- b. The grievance cell discusses the complaint 'in camera' with the members of the cell and it listens as many times as required with the concerned petitioner only and no assistant or external member is permitted to attend the enquiry.
- c. The proceedings of the inquiry is recorded and finally signed by both the parties – Petitioner and Respondents.

- d. The convener and the members of the Grievance cell study the issue based on the enquiry and testimony and the facts and figures and arrives at the verdict unanimously.
- e. The unanimous verdict is communicated to the aggrieved party in writing through the secretary.

THE COMPOSITION OF THE LOCAL GRIEVANCE CELL

A senior priest from the college

A teaching staff

A non-teaching staff

A lawyer

A member of the Governing Body

N.B. One of them is a woman staff member if the issue in hand is related to women

ABBREVIATIONS

AET	Ananda Educational Trust
EBM	Executive Board of management
AICUF	All India Catholic University Federation
GO	Government Order
Govt	Government
HE	Higher Education
HoD	Head of the Department
NAAC	National Assessment and Accreditation Council
PG	Postgraduate
Ph.D.	Doctor of Philosophy
SC	Scheduled Caste
UG	Undergraduate
UGC	University Grants Commission