

HOLY CROSS HOME SCIENCE COLLEGE, THOOTHUKUDI

CODE OF CONDUCT

ADMISSION

Our Admission Policy is determined by our preferential option for the poor and the marginalized Catholics including Dalits.

Categories of Students to be admitted

The following categories of students are to be admitted in the order of priority (irrespective of results in the Entrance Examination – Higher Education)

- Catholic Dalits / Tribals
- Catholic Non – Dalits
- Christian Dalits, Non-Christian Dalits / Tribals
- Non – Christian Backward Classes and Minorities
- Others
- Fifty percent of the seats are for the Catholic minority community. Another fifty percent of the seats must be filled up according to community reservations as spelt out by the Government.

Besides we need to follow the government rules

(ref. RTE 2009 art. 12.1)

All Catholic applicants are admitted into our educational institutions to the maximum capacity possible as permitted by State / University rules.

All recommendations, obligations and expectations are to be routed through the Secretary and handled by the Principal in consultation with the Management at the Community Level and certain percentage is to be reserved for institutional obligations.

A minimum of 25% of the seats will be reserved for students belonging to the low income and disadvantaged group in the neighborhood.

(ref. RTE 2009 art. 12.1 (c))

No screening procedure to be followed (RTE art 13.2 b)

Physically disabled students and the visually impaired, who seek admission to our educational institutions, deserve special consideration. (ref. RTE art 3.2)

The Colleges run boarding / hostel for students to provide an opportunity for them from distant / rural areas / broken families / street children to get educated. An atmosphere conducive to serious study, family spirit and spiritual formation of the inmates is to be fostered in our boarding / hostels.

Also refer to act. 14, 15 of RTE 2009 for other rules on admission.

ADMINISTRATION

“Exercise of authority is a participation in the Paschal Mystery of Christ”. (ROL 36).

Community and its Role

- A Sister of the Cross being a member of an academic community, collaborates with the Superior / Principal. The Sisters have the right and duty to represent to the Principal or to the Superior any matter they consider important regarding the work, for collective discernment or discussion. On the other hand, the Secretary / Principal is open to such suggestions and is ready to receive their help. This shared responsibility is exercised faithfully and cheerfully.

- The whole community is informed by the Principal about the major events and changes in the apostolic work thus enabling the entire community to participate in the apostolic work.

Education Society / Management at Community Level and its Role

Management at the Community Level

1. Creates a conducive environment in which the youth feel committed to their own growth and are willing to face the challenges of life joyfully.
2. Invests time, money and personnel in the ongoing formation of the teaching and non-teaching community.
3. Assesses the existing System of the educational institution and introduces new ventures.
4. Studies the financial situation of the institution and proposes the necessary fee hike and raise in salaries (*with due approval of PTA/MC – wherever applicable*) to the Education Commission to be submitted to the Provincial for perusal and approval.
5. Decides the mode of collection and expenditure.
6. Plans for (if necessary) a better way of functioning.
7. Deals with the issues of relationships within and outside the institution.
8. Provides facilities and deals with other issues.

Note : For the Functions of the Education Society please refer to the Memorandum of each Education Society.

The College Management Committee shall perform the following functions, namely : -

- (a) Monitor the working of the College;
- (b) Prepare and recommend College development plan;

- (c) Monitor the utilization of the grants received from the appropriate Government or local authority or any other source.
- (d) Perform such other functions as may be prescribed.

General Body of Education (of the Province)

The rationale behind the General body is that every sister engaged in the apostolate of education is actively involved in the process of planning, evaluating and evolving policies. By this each individual gets a sense of belonging and participates whole heartedly in the decision – making process.

Functions

1. The General Body meeting strives to translate the vision of the Educational ministry into concrete action plans.
2. It provides an occasion for sharing of information on new initiatives taken, problems faced and issues to be tackled.
3. The Education Commission Coordinator convenes the General body meeting once a year and in emergency in consultation with the Provincial and her team.

Functions of the Secretary

1. The Secretary is expected to have sufficient if not thorough knowledge of all the Rules and Regulations of the Department of Education and also of the local language.
2. She will work to obtain the Minority Certificate for the institution with the assistance of the Principal from the competent authority.
3. She is responsible for the financial and administrative supervision directly connected with the educational institution.
4. She oversees that the Principal prepares and implements the institution's goal, objectives and action plan.
5. She ensures that evaluation is done in collaboration with the staff of the institution at the end of the academic year.
6. She is responsible for the maintenance of the campus. Any renovation which exceeds the stipulated amount and for any new construction, she seeks the explicit permission of the Provincial and keeps the sisters and staff informed of these, and if need arises, the other staff as well.
7. She is the appointing, confirming, promoting and terminating authority of the staff members.

8. She keeps the Provincial informed of the vacancies in time. Based on the consensus of the selection committee and with the approval of the Provincial, she appoints the teaching and non-teaching staff (where Centralized Selection Committee functions).
9. She appoints the substitutes, in case of leave vacancies from the candidates' list proposed by the Selection Committee according to the rank in consultation with the Principal, the Provincial (or as per the rules of each state government / Central / Council / Board).
10. She is the sanctioning authority for the types of leave except for Casual Leave (or as per rules of each State / Central government).
11. All the disciplinary proceedings against the teaching and non-teaching staff members are handled by the Secretary.
12. She maintains the staff salary account (along with the Principal).
13. She is responsible for all the legal matters pertaining to the institution in consultation with the Principal and the Management at the Community Level.
14. She is responsible to mobilize funds from different sources and create corpus fund for the development of the institution along with the Principal.
15. She organizes the meetings of the Managing / College Committee (the apex body of each institution and is constituted as per the rules of each State / Government / Central / Council / Board).
16. She ensures that the vacant posts are duly filled (**ref. RTE art. 36**) .
17. She needs to be aware that 'no suit or other legal proceedings shall lie against the College Management or any person, in respect of anything which is in good faith done or intended to be done, ...' (**ref. RTE art. 37**)

Note : Besides the above please refer to the Code Book of the state / central government for other functions of the Secretary. Special attention to be paid to RTE art 18 and 19.

Functions of the Principal

1. The Principal is responsible for the all round formation, discipline, and academic excellence of the students and directly answerable to the Government / Education Department.
2. She takes the initiative to update the staff and students with new techniques of teaching and learning through seminars, refresher courses, workshops, retreats, renewal, Orientation programmes etc.
3. In consultation with the Superior, she informs the Provincial when the Sister (Teaching or non-teaching staff) is sent for such courses of long duration.
4. She updates herself by attending relevant seminars, workshops at the Diocesan, State, National (AINACS- Colleges, Xavier Board & AIACHE – Colleges) and International levels.
5. At the beginning of every academic year she plans with the staff, the goal, objectives and action plan in accordance with the vision, mission and the priority of the institution and facilitates the execution of the action plan.
6. She makes herself familiar with the latest department rules and G.Os to function as an enlightened and responsible educator.
7. She is the authority to grant casual leave to all.
8. For her own leave, she applies to the Secretary– Medical, L.L.P., E.L., Private affairs / Personal reasons.
9. She maintains a cordial relationship with the Hostel Warden / Boarding Mistress (*in areas where the state rules stipulate, Principal is the Chief Warden*)
10. She makes known to the Secretary and the Provincial the vacancies well in advance and assists her in the appointment of the staff.
11. She keeps the Superior informed of her plans and programmes regularly for proper coordination and smooth running and better witnessing.
12. She conducts staff meetings monthly for effective cooperation among the staff and maintains a record of the same.
13. She facilitates good relationship between teaching and non-teaching staff and finds to get to know them on a personal level.
14. She maintains a cordial relationship with the public, the officials etc, by being discreet and confidential.

15. She operates directly the Activity Account which is audited by the Province Bursar / Auditors.
16. In consultation with the Vice-Principal, she initiates all the disciplinary proceedings against the teaching and non-teaching staff members and keeps an official record (following the norms of the State / Central / Council Board).
17. She maintains the Service Book of each employee.
18. She keeps the Confidential to give Report of the staff members
19. She is free to decide 50 % of the educational concessions of the total expense of the students. If it is more, permission should be obtained from the management committee at the community level.
20. She submits the account of any Activity Fees that the educational institution collects to the Secretary twice a year i.e. in December and March while the Provincial Bursar checks the accounts once a year.

NOTE : Please refer to the Code Book of the State / Central board for other functions of the Principal.

Functions of Vice-Principal

1. The Vice-Principal whole heartedly co-operates with the Principal for the spiritual and temporal welfare of the Institution.
2. She facilitates smooth relationship between the Principal, Staff and Students.
3. She is in-charge of the institution in the absence of the Principal. She assists the Principal in seeing to the discipline and punctuality / attendance of the staff and students (leave letters of students, late attendance of the staff). She also attends to the following matters :
4. She assists the Principal in conducting Internal and External examinations.
 - Substitute the absent staff
 - Preparing the Time – Table, Class room arrangements
 - Class / public examinations
 - Cleanliness of the College.
5. She will not leave the campus without informing the Principal.
6. She works in collaboration with one another and with the Principal for the welfare and progress of the College.
7. She prepares the time table, supervision lists and plans seating arrangements for every exam.

Functions of the Office Superintendent

1. The Office Superintendent assist the Principal in the office administration by supervising the work allotted to all the non-teaching staff including laboratory and library assistants.
2. She keeps all the accounts up to date, whether it is audited by the Department or not, the accounts should be checked and signed by the Principal and submitted to the Secretary.
3. She is acquainted with all the Communications, G.Os, rules and regulations of the Education Department.
4. She sees to the general maintenance, repairs and cleanliness of the campus along with the Vice – Principal.
5. She is responsible for the spiritual formation of the office staff.
6. She takes care to see that the Non-teaching staff are committed to the College community and they are prepared to take full responsibility of their respective roles.
7. She treats all the co-workers with respect, dignity and appreciates their services.
8. She sets aside to pray with them, to listen to their problems and to share the spirit of the Congregation with them.

Functions of the Hostel Warden

The Hostel Warden undergo a formal training in counseling and Youth Ministry.

1. She informs all important matters of the Boarding to the community.
2. She is available to the students to the best of her ability.
3. She facilitates an atmosphere conducive for study, academic excellence, family spirit, spiritual formation, discipline and total development of the in-mates.
4. She works in collaboration with the Principal / Superior and the Sister in charge of the catering department.
5. She is accountable to the Superior / Principal with regard to all the financial matters and is responsible for the proper atmosphere of the hostel campus.

Note : As per state government rules, wherever applicable the Principal is the Chief Warder of the Boarding / Hostel.

College / College Managing Committee

Members

The Managing Committee consists of –

- Provincial as Chairperson
- Secretary
- Principal
- Vice-Principal
- Office Superintendent
- Staff Representative
- University Representative
- Education Department Representative

The term of office of the Staff Representative, University Representative and Education Department Representative is for a period of two years only.

NOTE :

- i) **This composition will vary as per each state Code**
- ii) **The constitution of the SMC as per RTE 2009 art. 21(1) is not included here in since it is debated in court by the minority institutions and an amendment is awaited.**

Functions

The College Management Committee shall perform the following functions, namely : - (ref. RTE art 21 (2))

- (a) Monitor the working of the College;
- (b) Prepare and recommend College Development Plan;
- (c) Monitor the utilization of the grants received from the appropriate Government or local authority or any other source ; and
- (d) Perform such other functions as may be prescribed.

(Besides the above refer to the State Code Book)

Grievance & Redressal Committee – Purpose

Members

- Secretary
- Principal
- Vice – Principal
- Two lay staff members
- Advocate / Legal advisor
- PTA member
- Student Representatives

Functions

1. It allows the Staff / Students / Parents; feel free to express their grievances in a written form.
2. It analyses and recommends due remedies to the Management at the Community Level once a month.
3. It takes up any specific grievance addressed to it in a written form, duly signed by any staff member / student / parent.

Staff Council

Members

- Principal
- Vice Principal
- All Heads of Department
- Staff Secretary
- Office Superintendent

Note : The composition and function will vary according to the nature of the institution.

Functions

1. Plans the action plan for the institution in the commencement of every academic year.
2. Allots common duties to the staff.
3. Conducts periodical meetings to evaluate whether the goal and objectives are being observed by the institution.
4. Reports to the Management the needs of the students and the institution with regard to the academics, furniture and other equipments.
5. Meets every month and maintains the Minutes Book.
6. Analyses results after every exam and suggests means for improvement.
7. Plans and executes coaching classes for the late bloomers and fast learners.
8. As and when needed, conducts meetings subject wise for the staff to keep them abreast with new developments in their subject and encourages team teaching and corporate learning.
9. The Staff Council plans and selects the books from among the reference copies received from different companies.

Student Council

Members

Principal as the Ex-officio President

Two staff members as coordinators

Elected / Nominated representatives of the students

Functions

1. They will cooperate with the Principal and Coordinators in organizing various monthly meetings.
2. Represent any genuine grievance of the students in the council meetings.
3. Maintain discipline in the institution and during various activities.
4. They serve as a link between management and the student union as representatives.
5. Suggest the necessary developments in academics as well as infrastructure facilities.
6. Stand by the institution at all times.

THE HOLY CROSS TEACHER

The teacher sees self-discipline as a positive value, and trains her/his students to grow in self-reliance and responsibility, challenges her/his students to give their very best and to strive for excellence.

Attitudes and Responsibilities of the Teacher

1. The teacher recognizes and develops each student's special talents and trains the students to grow in self – reliance and responsibility.
2. The teacher makes effort to know the background and is sensitive to the students' needs.
3. Being a person of professional integrity, she/he keeps herself abreast of the new developments in her subject and society, and works towards academic excellence as well as the all round development of each student through a holistic approach.
4. She/He upholds the authority of the Principal in the presence of the students and colleagues.
5. While being understanding and caring in the approach towards her/his students, she/he also upholds her dignity with the students
6. She/He never uses corporal or humiliating punishments (ref RTE 17.1,2)
7. She/He sees self discipline as a positive value, and trains her/his students to grow in self-reliance and responsibility.
8. She/He prepares and delivers her/his lessons in such a way that any average students can cope with it.
9. She/He does not take private tuition (ref.RTE art 28)
10. She/He takes particular care to tap the hidden talents of the students providing opportunities for each one to build a positive self image.
11. She/He makes effort to know the students' background, sensitive to their needs and respects their dignity.
12. She/He challenges her/ his students to strive for excellence while recognizing that each one can only perform according to her/his capacity.
13. She/He conducts remedial coaching for the deserving students. (ref RTE art. 24.1 d & e)
14. She/He provides information on career opportunities in her/his subject.
15. She/He is expected to carry out other duties as prescribed in RTE art 27

16. She/He will generously put in the prescribed 30 hours of service per week including those of preparation and number of working days (ref. RTE Part-I, THE SCHEDULE no.3 & 4)
17. Refer also. RTE art 24.

SELECTION, APPOINTMENT AND PROMOTION OF THE TEACHING AND NON-TEACHING STAFF

Preliminary Observations:

1. The list of staff retiring from our educational institutions within a period of five years is submitted to the Provincial and her team and to the Coordinator of the Education Commission.
2. Applications are called for through advertisements in the local Dailies (wherever applicable).
3. Wherever there is Centralized Selection of staff in a Province, the Province Councilor in charge of Education / Secretary sends out interview cards. In other cases the Secretary conducts the interview as per the criteria given below.
4. Interview cards are sent to all candidates who are qualified and have properly applied.
5. Candidates awaiting results of their examination are not eligible.
6. Candidates known for misconduct and of undesirable character are not considered for the interview. The Secretary should inform the Province Councilor in charge of Education if they have any such information which she verifies before sending the interview card.
7. As for Religious sisters they are assigned by the Provincial and her team to an Institution and the Secretary appoints her.

Selection Committee

- Province Councilor for Education
- Coordinator of Education Commission
- The local Principal where the interview is conducted
- The Principal / Vice Principal of the College for which the interview is being conducted.
- Head of the Department & expert in the subject
- Any additional personnel as recommended by the Education Department / UGC

Criteria for Selection of Staff

The selection of the staff is based on certain criteria. An objective criterion is followed for distribution of marks. The following finds a place in the assessment of the candidate namely

- 1) Social background
 - 2) Qualification – basic and additional
 - 3) Knowledge of the subject
 - 4) Teaching skills
 - 5) Morals and values
 - 6) Integrated personality
1. The committee aims at reaching a consensus regarding the candidate to be selected keeping in mind his / her quality and merit.
 2. All the original certificates are returned after verification. Generally the one who stands first in the consolidated marks list is selected for the appointment.
 3. The Province Councilor in charge of education along with the Principal consolidates the marks of the interview committee and a list is made according to the rank. The rank ordering is done by the committee itself. The Province Councilor in charge of education submits this list of the candidates to the Provincial and her team (Wherever applicable).

Staff Appointment: (wherever applicable – as per the Province / State government / Central Board) (Ref. RTE art. 23)

1. The Provincial and her team make the selection for the appointment. Generally the first on the list is appointed.
2. The Provincial sends the list of the selected candidates to the Headmistress who makes the appointment after entering into an agreement in the form meant for minority Colleges.
3. The Principal gets in writing from the candidate an agreement form.
4. No donation is accepted for appointments.

Appointment in Leave Vacancies :

1. An interview is to be conducted for long leave vacancies (more than two months) as done for permanent vacancies.
2. The appointments are made from the available list, of selected candidates if interviews have already been held for the post. While making such appointments, the rank order in the list of the selected candidates is adhered to.
3. For leave vacancies of two months and less, the Secretary in consultation with the Principal, appoints the candidate.

4. The candidate on probation will be assessed not only for her teaching skills but also for her attitudes.
5. At the end of the leave period / academic year, such appointments have to be terminated.

Termination of Service

1. Termination of service of a probationer is to be done on the basis of periodic assessment of the staff during probation and records of this assessment are carefully maintained.
2. If a permanent teacher / non-teaching staff has to be terminated it can be done only after following the disciplinary action and proceedings stipulated by the Government.
3. For the candidate on probation / permanent, one/ three months notice or one / three month's salary is to be given by the Management / Candidate respectively before termination of service.
4. The Principal gives the relieving order, submits one copy to the relieved employee, gets it signed by him / her and files the same.

Promotion

- There is no automatic promotion in our college.
The following procedures should be followed for promotion (*wherever applicable we follow the government norms*).
- If more than one eligible candidate aspires for the same promotion, an interview is conducted only for them and the best among them is given promotion.
- Any one aspiring for promotion within an institution must have at least five years of teaching experience.
- For promotion within the institution, marks are given only for the teaching experience and not for their social background.

Disciplinary Action / Suspension / Dismissal

- A committee is constituted to study his / her case.
- An enquiry is held and the minutes are recorded.
- To suspend staff member norms of the Education department is followed.
- An official record against the erring member is maintained.

(ref. RTE art. 234.2)

Non-teaching Staff Selection Committee consists of the following :

- Superior / Secretary

- Principal
- Office Superintendent

Criteria / Norms for Selection :

- Suitability of the person for the job
- Personal qualifications in line with job requirements
- Preference for
 - Catholic Dalits / Tribals
 - Catholic Non – Dalits
 - Christian Dalits, Non – Christian Dalits / Tribals
 - Non – Christian Backward classes and Minorities
 - Others

Appointment of Non-Teaching Staff :

- Any candidate seeking appointment as a non-teaching staff has to send an application to the Secretary with relevant particulars.
- The Selection Committee conducts the interview and selects the candidates.
- The Principal appoints the selected candidate and gets the necessary agreements signed by the new employee.
- The appointment of non-teaching staff is on probation for one year.

CAMPUS MINISTRY AND FAITH FORMATION

Campus Animation Team (CAT)

The team includes

- Two religious staff
- Two lay staff

Functions

- Campus Animation team takes care to plan for the faith formation and for the spiritual animation of the institution throughout the year.
- They bring out the significance and the meaning of religious and national festivals through prayers, assemblies, speeches, songs or any other form of meaningful celebration.
- Prepare a calendar of the main events at the beginning of the academic year in consultation with the Principal.

Ethics and Religion:

Teaching of Ethics and Religion is essential to the integral development of the students and this education is an important step towards faith formation.

The Kingdom values are:

- A spiritual vision of the world in the face of materialism
- A concern for others in the face of egoism
- Simplicity in the face of consumerism
- The cause of the poor in the face of social injustice.
- Safeguarding environment in the face of ecological degradation
- Respect for one's body as a temple of God as a against dehumanizing values
- Peace and goodwill in the human family to counter the disparities of globalization.

Faith Formation / Value Education / Life Skills Based

Education / Family Life Education

Faith formation and value education have been an integral part of our curriculum in order to help our students to be committed to God and become agents of social change.

However in the current spate in suicides, pornography and other evils, we adopt Life Skills – Based Education to empower our students in coping with challenging situations.

We nurture in our students convictions about the sacredness of life and help them to make right and prudent choices in matters of life, family and human love. Therefore family life education needs to be emphasized in our institutions.

Faith Formation of Catholic Students:

The Catholic students are trained

- To be firmly rooted in the Catholic faith while being open to God's manifestation in other religions.
- To develop a critical understanding of the Catholic Faith
- To have an experiential knowledge of the Scriptures, especially the Gospels.
- To relate their Christian faith – experience to life situations, community needs and other religions. Opportunities provided to promote Faith formation include:
- Personal / community prayer and retreats.
- Meaningful, participative and culturally appropriate celebration of the Sacraments, especially the Eucharist and feasts.

Value Education / Moral Science for students of other faiths

- Students are encouraged to undertake activities to promote justice and human rights and make these experiences sources of reflection in order to promote inter-religious understanding and cooperation.
- A prayer hall could be provided in every campus where students of all faiths can come together to reflect in silence and pray with devotion.
- We educate the students and the staff to accept and respect differences based on religion, culture or region or any other.

Life Skills Based Education:

Learning to KNOW (Cognitive abilities)

- Decision making
- Problem Solving
- Critical Thinking

Learning to BE (Personal abilities)

- Increasing inter locus of control
- Managing feelings
- Managing stress

Learning to LIVE TOGETHER (Inter – personal abilities)

- Interpersonal communication
- Negotiation and refusal
- Empathy
- Cooperation and team work
- Advocacy

(For details refer to UNICEF & UNESCO)

Family Life Education

- Family Life Education is emphasized in all our institutions
- The institution takes care to impart proper information on family life as per the directives of Catholic Church.

Human Rights Education:

- Human Rights Education is introduced in all our institutions
- We take care that the textbooks on Human Rights Education are used. The teachers who handle Human Rights education are well trained in this field
- Apart from the education in the class room the students engage themselves in activities that focus on human rights issues such as rallies, marches, human chains etc., The Students are well prepared for such activities through sufficient input and reflection.
- A copy of the Indian Constitution is displayed in a prominent place in the library
- We take special efforts to promote the rights of children, especially the rights of the girl child and women.

Counseling

- Counseling is the need of the day. It enhances the potential of the student and promotes integral development.

We witness today a very large degree of fragmented families, poverty, negative influence of media and marginalization. Students from this context need guidance and counseling.

- Every institution provides a well equipped counseling room.
- A full time counselor, sister / lay person is to be appointed by the Provincial and her team to coordinate the teacher – counselors of all our institutions.

Campus Culture

- Our basic option which is for a just society free, fraternal, not-exploitative, calls for an educational process that leads to an anticipated experience of such a society. This is the principle that governs the campus culture, relationships, celebrations, associations and elections.
- Bold initiative, responsible and adequate participation in decision-making, critical approach and commitment to our basic option are the values fostered among the students and the staff.
- All committees on the campus including those which make rules and guidelines, affecting campus culture consists of students and staff representative (wherever applicable), especially from the poor and the marginalized
- Both staff and students dress modestly and decently. Sarees and chudithars 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. Care must be taken that the celebrations do not degenerate into culturally inappropriate and alienating extravaganzas.


PRINCIPAL
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