



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A* Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamil Nadu, South India.

Phone :
Off : 91 416 22 41 774
: 91 416 22 49 670
Fax : 91 416 22 47 281
E-mail :
admin@auxiliumcollege.edu.in
Web Site :
www.auxiliumcollege.edu.in

CODE OF CONDUCT

Role and Functions of Officials

Chairperson (Provincial)

The Congregation of the Daughters of Mary Help of Christians (FMA) in Tamil Nadu has been registered as a Society, bearing Registration S. No. 23 of 1946 – 1947, in the name of “The Salesian Sisters’ Society (India)” under the Society’s Registration Act 1860. The Province has its headquarters at Kodambakkam, Chennai. The Provincial of the FMA Province of Chennai is the President of the Society.

1. The Provincial is appointed by the Superior General of the Congregation of the Daughters of Mary Help of Christians after the previous consultation in the Province and with the consent of her Council, for 6 years and she may be re-appointed for one more term.
2. She is the link between the various institutions in the Province and the headquarters of the Institute of the FMA in Rome.
3. She is the Chairperson of the Board of Management and the Governing Body of Auxilium College.
4. Her functions are:
 - (a) Appointing the Secretary, Principal and Vice-Principals of the College in consultation with her Council.
 - (b) Delegating the power of administration of the College to the Secretary of the College.
 - (c) Taking all major decisions with the consent of her Council.
 - (d) Scrutinizing the list of newly selected staff members and informing the Secretary to give the appointment order to the concerned staff members.
 - (e) Visiting the College at least once a year to become acquainted with the local situation and its needs, to respond to them more effectively.

Secretary

1. The Secretary is appointed by the Provincial, the Chairperson of the Salesian Sisters’ Society (India), Chennai for three years and may be re-appointed.
2. The Secretary is the Administrative Director of the College and represents the Management before the Government.
3. The Secretary is the chief animator of the Institution. The staff and students can approach her freely for support and guidance. She is directly responsible for the animation of the staff and students, particularly the hostel students.
4. The Secretary is the ex-officio member of the Governing Body of the College and also serves as a member in important policy-making committees of the College.

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Vellore District, Tamil Nadu.

Dr. Dhruv R.T.
SECRETARY
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5. Her roles are:
 - (a) Dealing with the University, the Government, and the Director of Collegiate Education on all matters relating to the general administration of the College.
 - (b) Playing a supportive role in the academic community headed by the Principal and complements and supports her work.
 - (c) Helping to administer scholarships, helping the poor students, and sanctioning concessions for deserving students.
 - (d) Sanctioning loans to the teaching and non-teaching and supportive staff of the College in consultation with the Principal and Administrator.
 - (e) Mobilizing funds for the development of the College.
 - (f) Planning the agenda for the meeting of the Board of Management.
 - (g) Working in close collaboration and cooperation with the Principal, exercising mutual trust and help.
6. The Secretary of the College has the following administrative functions in consultation with the Principal:
 - (a) Appointments of staff, both teaching and non-teaching, permanent and temporary
 - (b) Appointment of management staff
 - (c) Approval of the probationary period of the staff
 - (d) Confirmation of the appointment and promotion of staff
 - (e) Disciplinary action against the staff
 - (f) Maintenance of the Service Registers
 - (g) Salary of staff
 - (h) Sanction of increment, Provident Fund, loan, recovery of loan and closure, income tax, all kinds of leave except casual leave, leave on other duty and legal matters
 - (i) Keeps in contact with educational authorities and seeks speedy solutions for administrative problems
 - (j) Is well acquainted with all the GOs issued from time to time
 - (k) When there is a vacancy for a head in a department, the Secretary follows the guidelines of the Institution and appoints the Head of the Department.

Principal

1. The Principal is appointed by the Chairperson of the Salesian Sister's Society (India), Chennai.
2. She is the academic head and executive authority of the College.
3. As the leader of the academic community of the Institution, she should provide a climate necessary for the intellectual pursuit of the faculty and the students. She plays a vital role in motivating and inspiring the academic community towards excellence.
4. She keeps the Secretary informed of all matters of general and financial administration.
5. She is entrusted with the task of executing the shared vision of the Institution.

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6. She is the academic administrator of the College and is responsible for:
 - (a) Day-to-day administration of the College
 - (b) Planning and executing all academic programmes including research, consultancy and certificate courses
 - (c) Supervising of teaching and non-teaching staff
 - (d) Allocating the work to the teaching and non-teaching staff in consultation with the Secretary
 - (e) Routing the leave applications to the Secretary (except Casual Leave)
 - (f) Planning and executing administrative strategies
 - (g) Drawing up the Calendar and Timetable
 - (h) Maintaining Public relations
 - (i) Conducting the College Examinations
 - (j) Facilitating co-curricular, extra-curricular and sports activities
 - (k) Admitting students, following the policy of the Government and the Management Council
 - (l) Maintaining discipline of staff and students
7. She is the authority in matters relating to performance appraisal of the staff, quality of education and training imparted. This involves administrative and academic acumen to see to the:
 - (a) efficient functioning of the Heads of Departments/ Programme Coordinators
 - (b) maintaining the Movement Registers of the teaching and non-teaching staff
 - (c) suggesting the faculty to various committees/positions
 - (d) organizing faculty-development programmes
 - (e) fostering a good relationship between faculty and students and between faculty, students and the Management
 - (f) monitoring the faculty and student timetable, schedule of examinations.
 - (g) improving Library facilities
8. She is directly responsible for the composition and functioning of various bodies and committees under autonomy.
9. She is also directly responsible for quality sustenance and quality enhancement in higher education as per NAAC guidelines.
10. She is in charge of the financial administration of the College; prepares the annual budget for the College and gets the approval of the Management Council.
11. The Principal is officially in-charge of the hostels. She delegates the powers to the Deans of Residential Students.
12. She is the recommending authority for loans to the teaching, non-teaching and supportive staff.
13. To carry out her administrative duties she calls for meetings with:
 - o The College Council
 - o The General Staff Body
 - o The Administrative and Supportive Staff
14. Reviewing the Admission Policy, Recruitment Policies and the general administrative structure and the progress of the College with the Board of Management.

Dr. Suga Senthil
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15. Ensuring the maintenance welfare of the faculty, non-teaching staff and students while executing the policies of the Institution.
16. Handling other work such as the signing of bills, Special Fee allocation, students' certificates, testimonials and attendance registers.
17. Interacting with the Directorate of Collegiate Education, Regional Joint Directorate of Collegiate Education, University, University Grants Commission, All India Association for Christian Higher Education (AIACHE) Xavier Board of Higher Education, and other similar organizations for the growth and smooth functioning of the College.
18. Ensuring that there is a good rapport between the Institution, the parents, the public, industries, NGOs and other civic bodies.
19. Issuing vehicle passes, signing the bus and railway concession forms.
20. Establishing clear channels of communication and facilitating interaction between the Vice-Principals, the Deans and the heads of departments assist her to form an effective team.
21. Delegating authority with responsibility together with accountability marks the style of her administration.
22. Preparing a manual of the workbook for the different officials of the College and making it available for reference. The role, responsibilities and rights of all the different officials who assist the Principal are be clearly defined.
23. She sees to the
 - o Maintaining and updating the Logbook of the College.
 - o Conducting of the monthly College Council and the General Staff Meeting and recording of the minutes.
 - o Conducting of the Inauguration Day, Gratitude Day, College Day, Graduation Day, Valedictory Day and major celebrations in the College
24. She is responsible for the movable and immovable assets of the College.

Controller of Examinations

1. The Controller of Examinations is appointed by the Provincial.
2. She is the Convener for the Examination Committee and ex-officio member of the College Council and Academic Council.
3. She is in charge of examinations, both formative and summative assessment.
4. She is the convener of the committee on malpractices during the formative and summative assessments.
- 5.
6. Her roles are:
 - (a) Convening the Examination Committee meetings.
 - (b) Panning the academic schedule – formative and summative assessment.
 - (c) Getting the copy of the syllabus from the HOD as and when approved by the Board of Study, and model question papers from the departments and question papers for formative and summative assessment.

Dr. Jeyarathnam

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- (d) Appointing the question paper setters and examiners in the name of the College Council in consultation with the Principal and HODs.
- (e) Arranging for scrutiny of question papers by the HODs and/or senior staff of each department and getting them printed.
- (f) Planning a detailed semester examination schedule, verifying with HODs and publishing it on the College noticeboard and College website.
- (g) Coordinating the Examination Committee for the conduct of formative and summative assessments.
- (h) Conducting central valuation with the help of the Camp Officer who will distribute through the chief examiners answer-books to the examiners and receive the assessed answer-books.
- (i) Receiving the marks foil sheets from the chief examiners.
- (j) Preparing an overview of results and presenting the salient features before the Passing Board.
- (k) Arranging for the printing of Statements of Marks and cumulative marks sheets for distribution.
- (l) Presenting the final list of eligible students to the University for issuing the diploma.
- (m) Preparing the budget for the Controller's Office and getting it approved by the Management Council.
- (n) Approving the payment of remuneration to the question paper setters and the examiners.
- (o) Supervising the Controller's Office staff and sanctioning their leave.
- (p) Arranging for the questions and scheme of valuation as the Question Bank was introduced from the year 2020-2021.

Vice-Principals

1. There are two Vice-Principals – one for the Day College (Shift I) and the other for the Evening College (Shift II) – who collaborate with the Principal in the general administration of the College, provide an ambience necessary for the intellectual pursuit of the staff and students. Together they plan the common programmes of the College.
2. The Vice Principals are appointed by the Provincial.
3. They are members of all the major committees of the College, including the Board of selection of staff members and will be part of all the cultural and academic functions.
4. Their functions include:
 - o Organizing orientation programmes for the faculty and students
 - o Coordinating faculty development programmes with the approval of the Principal.
 - o Coordinating the faculty committees in the preparation of the Academic Calendar, College Handbook and College Magazine and printing of the same.

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- o Assisting the Principal by coordinating the faculty committees entrusted with the responsibility of preparing reports including the College Annual Report and Administrative Report.
- o Leading the daily assembly before classes commence.
- o Coordinating the faculty timetable and the student timetable prepared by the heads of departments and the academic deans respectively.
- o Ensuring that the faculty maintains the Lesson Plans and the attendance records.
- o Getting ready for the College Day, Valedictory Day and Convocation Day programmes (allotment of duties to the faculty, compilation of the list of prize winners, merit scholarship)
- o Organizing the Study Tours of the various departments
- o Assisting the Principal in maintaining the discipline of staff and students.
- o Being responsible for prayer services and other meetings.
- o Recommending students for fee concessions
- o Looking after the needs of day scholar students
- o Meeting the parents of students who are weak in studies, to discuss their progress.
- o Monitoring the students who stay in hostels outside the College campus.
- o Conducting the Students' Forum Meetings once in every semester (August/September, December/January)
- o Signing leave letters/ OD forms of students
- o Coordinating the formation of Student leaders.
- o Conducting annual students' evaluations with the help of the Deans of Students.
- o Conducting mentoring session at the end of every month, with the consent of Principal.

Financial Administration

Secretary

1. All accounts of the Institution are in the name of the Secretary / Principal and not in individual names.
2. The Secretary operates the staff salary account and the non-salary account. The income for the non-salary account comes from the management and other College sources. The grant to be given by the management is to be spelt out in the budget. The income from the endowment deposited for the affiliation of courses, the amount accrued from the sale of application forms, registration fees, University Entrance fees, Sports affiliation fees and caution deposits are credited to the non-salary account.
3. At the beginning of the year, the Secretary and the Principal present the plan of financial expenditure and will brief the Community on their financial

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- transactions in detail during the previous year and their proposals for the current year.
4. The Secretary is responsible for preparing the Financial Statement of the College at the end of the financial year and submits the same to the Joint Director of Collegiate Education within three months.
 5. The Secretary arranges to audit all the non-government accounts of the College and submits the statement of accounts to the Board of Management every year.
 6. The Secretary and the Principal are accountable to the Board of Management and the Governing Body.
 7. The Secretary sanctions the scholarships from the corpus fund on the advice of the Principal/Vice-Principals.

Principal

1. The Principal operates the Special Fee Account. As it involves mostly the collection from students and is audited by the Government, it is spent according to the strict regulations prescribed by the Government. Contribution to the Special Fee Account from the Management sources (for Games, Library, Magazine, etc.,) is 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.
2. All grants received from the University Grants Commission (Autonomy, Basic, Development, Building, Research) are operated by the Principal following the UGC regulations. 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. A copy of the audited statement of accounts sent to the UGC is forwarded to the Secretary.
3. 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.
4. The Principal operates the Management Account with the following sources of income - Advances from the Secretary, interest from the Endowments and Prize funds, refundable amounts and caution deposits received from the students, textbook accounts, miscellaneous collections from the Library, the laboratories and the Office, the income from playgrounds and other departments of the College.
5. All Endowments invested in fixed deposits of the College are operated by the Principal. A list of all the endowment fixed deposits of the College is maintained in the College Office, with the knowledge of the Secretary, with updated copies supplied every year to the Bursar.
6. The Finance Committee of the College functions under the chairmanship of the Principal as per the UGC guidelines.

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Administrator / Bursar / Economer

1. The Administrator/Bursar or House Economer is appointed by the Provincial.
2. She helps in the careful, effective financial administration of the College.
3. Investments are not made in any private person's account. All investments are in the nationalized banks or the public sector banks.
4. All the accounts of the College are to be maintained in the Indian Overseas Bank, on the campus. A change of bank, deposits outside the local bank and change of auditor are done with the approval of the House Council and Provincial Council.
5. She has the complete financial accounts of the College.
6. She is the ex-officio member of the Management Finance Committee of the College.
7. Her roles are:
 - (a) Supervising the new constructions and major maintenance of the College.
 - (b) Supervising the maintenance of the property and goods of the College.
 - (c) Ensuring a complete and accurate day-to-day record of financial transactions.
 - (d) Ensuring adequate facilities for the conduct of seminars and workshops.
 - (e) Purchasing new equipment and articles.
 - (f)
 - (g) Involving in the preparation of the annual budget.
 - (h) Presenting to the Board of Management, the annual financial budget of the campus and the monthly report of the financial management.
 - (i) Sending the consolidated budget to the Provincial Bursar.

Head of Department (HOD)

1. For the effective and smooth running of the College, the heads of departments should be persons of academic excellence and efficient administration.
2. The HOD is appointed by the Secretary in consultation with the Board of Management for 5 years.
3. A staff member should have a minimum of 5 years of experience in Auxilium College to be appointed as the Head of the Department.
4. The HOD, in collaboration with the staff members, strives to achieve academic goals and to develop research programmes in the department.
5. Her roles are:
 - (a) Assisting the Board of Management in the staff selection process of the department.
 - (b) Submitting to the Principal the evaluation of the newly appointed staff after one month of teaching.
 - (c) Assisting the Principal during the admission of students.

Sr. Jyoti Sankar

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- (d) Being present on the campus and available to the staff and students as and when required, during the College working hours (Shift I - 8.30 a.m. to 3.30 p.m., Shift II - 11.30 a.m. to 6.30 p.m.). Informing the Principal/ Vice-Principal whenever she has to be away during the working hours of the College.
- (e) Being responsible for the smooth functioning of the department, ensuring the punctuality of the faculty, in executing their assigned duties and sharing responsibilities with the members of the department and builds up a team spirit.
- (f) Allocating the workload of the staff of the Department for each semester in consultation with the Principal and Vice-Principal, distributing the work equitably preferably avoiding, sharing or splitting course-work, unless it is necessary, in consultation with the faculty, distributing the workload to the faculty members and a copy to be given to the concerned Vice-Principal well in advance and communicating immediately any change in the department timetable to the concerned Vice-Principal.
- (g) Conducting faculty meetings once a week and facilitating interaction and sharing among the staff, especially to strengthen the teaching-learning process, evaluating with the faculty the semester results, planning appropriate actions to improve the student performance and keeping a record of these meetings.
- (h) Taking care of the day-to-day administration of the academic work of the department.
- (i) Countersigning CL and forwarding CL, ML and OD of teaching and non-teaching staff to the Principal and ensuring the work adjustment.
- (j) Communicating to the next senior member of the faculty to take charge of the department on taking leave.
- (k) Ensuring that the faculty members report on time for their respective classes.
- (l) Ensuring that the faculty draws up a lesson plan and adheres to it strictly concerning the completion of syllabus, conduct of practical and other academic and scholarly activities as scheduled.
- (m) Signing the weekly Lesson Plans prepared in the format required by the NAAC by the staff of the Department.
- (n) Organizing and following up remedial teaching for slow learners.
- (o) There will be one Board of Studies for every Department. As the Chairperson of the Board of Studies, suggesting the names of experts to be members of the Boards of Studies, names of external examiners for various subjects, to the Controller of Examinations.
- (p) Discussing the modified syllabus with the entire staff of the Department, scrutinizing the final draft along with staff and two undergraduate students (from different levels of learning ability) and one postgraduate student if PG exists.
- (q) Calling for Board of Studies Meeting whenever necessary and monitoring the updating as well as introducing new syllabi/courses.
- (r) Undertaking steps for the revision of syllabi when due.

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- (s) Checking the semester examination question papers with the help of the senior staff of the Department, if necessary.
- (t) Collecting CA question papers of the department, verifying and forwarding to the Controller of Examinations.
- (u) Suggesting names of examiners (Department Staff) for arrear examination and supplementary examination to the Controller of Examinations.
- (v) Being the Chief Examiner for the semester Valuation Board, sharing this duty with other senior staff of the Department, if necessary.
- (w) Checking the applications of students for the semester examinations, affixing her signature and forwarding them to the Controller of Examinations.
- (x) As a member of the Academic Council, presenting the report of the Board of Studies to the Academic Council.
- (y) Being responsible for the academic matters of staff and students, submitting all kinds of requests of department staff and students to the Principal.
- (z) Briefing the staff on decisions made at the College Council.
- (aa) Planning and conducting FDPs, conferences, seminars, workshops, special lectures, in collaboration with the staff and students and submitting the accounts to the Principal as required by the funding agencies.
- (ab) Helping the staff in charge of the Association to carry out association and extension activities, monitoring the Association activities, Endowment lectures and participation of students in academic activities organised by other Institutions.
- (ac) Consulting the faculty members and preparing the list of books and list of requirements for the department and submitting them to the Principal before the end of March every year.
- (ad) Meeting the students individually and monitoring the attendance of students of the department and calling the parents of defaulters for counselling and guidance.
- (ae) Being responsible for the completion of projects, questionnaires and other activities of the Department and works assigned by the Principal, from time to time, regarding the curricular, co-curricular and extra-curricular activities.
- (af) Being responsible for informing the Principal regarding the disciplinary action that needs to be taken against errant students.
- (ag) Issuing letter of certification and consent to students for field visit/training/summer project and submitting the accounts to the Principal.
- (ah) Obtaining a letter of consent from the parents when the students are taken for a field trip.
- (ai) Listening to grievances of students regarding department matters and redressing them in consultation with the Principal/ Vice-Principal.
- (aj) Facilitating the faculty-student relationship.
- (ak) Assigning tutors and mentors for counselling and guidance of the students.

Dr. Sujatha Sundar

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- (al) Making herself aware of the personal needs and requirements of the deserving and economically disadvantaged students and helping them by giving necessary information on the financial and other helps available to them.
 - (am) Ensuring proper conduct of practical classes by giving in advance the requirements to the lab assistants.
 - (an) Maintaining the stock register of the Department with the help of lab assistants and taking steps for stock verification every year.
 - (ao) Initiating steps for the upkeep and maintenance of scientific equipment once a year with the prior approval of the Principal.
 - (ap) Preparing a list of equipment (not in working condition and beyond repair) to be discarded and submitting to the Principal.
 - (aq) Managing the funds of the Association and submitting the accounts to the Principal every semester.
 - (ar) Maintaining general law and order during College functions.
 - (as) Marking the attendance of students with the help of tutors during College functions.
 - (at) Preparing the prize list of the Department, being is responsible to inform the Principal.
 - (au) Following up with the Alumnae Association of the Department and updating their contact and placement details.
 - (av) Besides being HOD or after completing her term as HOD, being ready to take up other responsibilities such as Coordinator/member of various committees in the College.
 - (aw) Identifying students who need scholarships, screening their applications and reporting to the Secretary of the College.
 - (ax) Handing over all registers to the Principal and giving the details to the next one in charge at the time of retirement or end of the term of office as HOD.
 - (ay) Not holding other religious meetings or prayer meetings on the campus with the staff members or students.
 - (az) Not inciting staff members or students to agitate or protest against the Management and College.
6. Maintaining the following registers in the Department:
- a) Current Syllabus of all the subjects offered by the Department.
 - b) Semester-wise course staff and the workload of faculty members, additional responsibilities are given to faculty members.
 - c) Minutes of the faculty meetings.
 - d) Minutes of the Board of Studies Meetings.
 - e) Class-wise list of students.
 - f) CA marks and semester results copies.
 - f) Department Calendar and the Department activities.
 - g) Records of meetings with the students who have less attendance and poor performance in studies.
 - h) Leave letters of students.

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- i) Annual Report of the Department following the 7 criteria of the NAAC and NIRF, etc. (Reports with evidence - all the seminars, remedial programmes, research, consultancy and publications, placements, awards, extension activities and innovations and best practices).

Tutors / Mentors

Mentoring transforms lives. It serves as a positive influence in the life of another person and a constant source of support. Clear behaviour expectations for the mentees are set and ensured that they are met. It provides a reliable and comprehensive support system, to motivate students to excel in both academic and non-academic fields in the College.

A mentor can have an indelible impact on the life of a student in many different ways. Her duties include:

1. Monitoring the attendance of students.
2. Participating in the mentoring programmes.
3. Valuing the mentee as a person and developing mutual trust and respect.
4. Maintain confidentiality about the mentees.
5. Help the mentee solve her problem, rather than give solutions and focus on the mentee's development.
6. Sharing with a mentee, if needed, information about her career path, as well as providing guidance, motivation, emotional support, and role modelling.
7. Helping with exploring careers, setting goals, developing contacts, and identifying resources.
8. Setting aside time to ensure that she will be uninterrupted.
9. Communicating through active listening, focusing fully on the mentee and showing active verbal and non-verbal signs of listening.
10. Considering and collecting any resources that might be useful to the mentee.
11. Being open to sharing mistakes, failures and lessons learned.
12. Being supportive towards the student. Be a link between the student and the Department, between the subject teachers and the students, between the parents and the students and between the students themselves.
13. Contributing to the holistic development of the mentees.
14. Recording their findings in the mentor's diary – The Joy of Mentoring.
15. Readily playing multiple roles of:
 - (a) A **Coach** to advise the mentees on how to accomplish their goals
 - (b) A **champion** to provide guidance and help increase the mentee's exposure to new experiences.
 - (c) A **staff** member to provide learning opportunities.
 - (d) A **Protector** to provide a safe environment in which the mentee can make mistakes without losing credibility.

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- (e) A **Counsellor** to enhance the mentee's self-esteem through supportive, non-judgmental discussions.
- (f) A **role model** to walk the talk and demonstrate behaviour necessary for success in life.

Deans

Deans are academic leaders who have academic, programmatic, managerial, and fiscal responsibilities for the College. Deans verify the adequacy of instruction, monitor academic integrity, and are responsible for student recruitment, admission, and academic progress. They are responsible for the ethical conduct of research and for establishing and maintaining a culture of compliance and integrity among faculty, staff, and students. They provide local direction and resources for the education, training, and implementation of national, state, and local regulations and university and sponsoring agency policies and procedures. They are the direct collaborators of the Principal and Vice Principals.

Academic Deans

1. A staff member should have a minimum of 5 years of experience in the College to be appointed as Dean. Her roles are:
2. Monitoring the students' online feedback.
3. Monitoring and controlling students' discipline on the campus.
4. Coordinate the remedial programmes.
5. Any other matter connected with students' activities in the College.

Deans for Student Welfare

1. Coordinating the general administration with the Principal, Vice-Principals and the College Office to facilitate the day-to-day activities of the College.
2. Acting as a liaison between the Management, staff and the student body.
3. Helping to maintain the general discipline of students during College programmes.
4. Conducting the election of the office-bearers of the College Union.
5. Guiding and monitoring the co-curricular and extra-curricular activities organized by the Students' Union.
6. Proposing students for competitions representing the College.
7. Monitoring late attendance
8. Dealing with students ID Cards
9. Maintaining Suggestion Box.

Sr. Jyoti Sandeep

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L. Dhru R. T

STAFF
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Deans for Career Guidance and Placement

1. Coordinating the activities of the members of the Career Guidance and Placement Cell.
2. Facilitating job opportunities through interaction with industries and organizations.
3. Maintaining records of placements made.
4. Supervising during the aptitude test/interview conducted by the recruiting companies.
5. Maintaining discipline and decorum in the Hall where students are assembled during a placement interview.
6. Maintaining records of correspondence with the employers and those who are employed.
7. Coordinating for quizzes and competitions organized by different companies.
8. Organizing on-campus and off-campus interviews/recruitments.
9. Organizing awareness programmes.
10. Motivating the students for different careers and higher studies.
11. Coordinating courses in skill training for jobs.
12. Providing information on different competitive examinations and placement possibilities.
13. Organizing special lectures by industrialists and experts.

Deans for Counselling and Guidance

1. Coordinating the staff volunteers of the Counselling and Guidance Cell.
2. Assisting in addressing academic problems
3. Recommending to the Secretary of the College the need for professional counsellors as and when necessary, besides the counsellor available in the College.

Dean of Research and Intellectual Property Rights (IPR)

1. Promoting research among staff and students.
2. Promoting faculty participation in consultancy work.
3. Laying down rules and regulations for the Research Centre.
4. Encouraging to write research projects sent to UGC and other funding agencies.
5. Recommending awards for those who do research and publish in reputed journals during the annual celebration of Research & Innovation Day.
6. Creating awareness about IPR for faculties and students of the College.
7. Conducting workshops, conferences, seminars and training courses on IPR.
8. Disseminating knowledge on patents, the patent regime in India and abroad and registration aspects.
9. Imparting training on future endeavours regarding patent filing processes.

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10. Encouraging faculty members and scholars to go for patentable works.
11. Helping to forward eligible cases of IPR to IPR Office

Dean of Extension Services

1. She is in charge of all extension services in the neighbourhood. Her roles are:
 - (a) Coordinating with heads of UG departments for the 90 hours of extension service by the students.
 - (b) Planning the annual celebration of the 'World Day of the Poor'.
 - (c) Coordinating with the various departments the extension services in the adopted villages and other centres.
 - (d) Preparing the annual report of the extension services of the College.
 - (e) Identifying the place and plans the activities for NSS Special camps together with NSS coordinators.
 - (f) Coordinating with the programmes proposed by the local government and other agencies.

Dean of Ethics and Religion

1. Responsible for the smooth conduct of the Christian Doctrine and Value Education classes. Her roles are:
 - (a) Identifying the staff to handle the classes and conduct orientation programmes to equip them to handle the classes effectively.
 - (b) Facilitating the valuation of the answer scripts of the semester examination.
 - (c) Monitoring the submission of CA Marks to the Controller of Examinations.
 - (d) Arranging guest lectures whenever needed.

Internal Quality Assurance Cell (IQAC) Coordinator

1. The IQAC Coordinator is appointed by the Principal. Her roles are:
 - (a) Developing quality benchmarks/parameters in various activities of the College.
 - (b) Disseminating information on quality aspects.
 - (c) Organizing discussions, workshops, seminars and promoting quality circles.
 - (d) Recording and monitoring quality measures of the institution.
 - (e) Acting as a nodal officer of the institution for quality-related activities.
 - (f) Acting as a member of all the committees in the College to ensure quality standards to be evolved by the College (Academic Council, Examination Passing Board, Officials and HOD Forums, Restructuring Committee, etc.)
 - (g) Ensuring quality assurance through extended IQAC and strengthening feedback mechanism.
 - (h) Planning and organizing training programmes for students, faculty and non-teaching staff members.
 - (i) Preparing the Annual Quality Assurance Reports (AQAR) and the Self Study Report (SSR) and submitting them to the Principal.

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- (j) Finalizing and sending AQAR and SSR to NAAC.
- (k) Facilitating the Academic and Administrative Audit (AAA).
- (l) Auditing the accounts related to IQAC and submitting them to the Principal.

Department Quality Assurance Cell (DQAC)

The Head of the Department nominates a staff as DQAC member. They act as a link between the Department and the IQAC.

Auxilium Students Quality Cell (ASQC)

It was constituted in the year 2003 as the student wing of IQAC. The ASQC members are taken into partnership in implementing activities of students, to raise their level of awareness and quality education.

NSS Programme Officer

1. The Programme Officer is one of the important persons in the NSS Organization. She plays a pivotal role and is responsible for the organization of NSS Unit, implementation of NSS Programmes under the supervision and direction of the Secretary and Principal of the College.
2. She will be responsible for carrying out the instructions issued by the Programme Co-ordinator of the University, the NSS Regional Centre and State Liaison Officer for the implementation of NSS activities as per the Action Plan given by the Programme Coordinator.
3. The Programme Officer plays the role of an organizer, an educator, a motivator, a Coordinator, a supervisor, an administrator, and public relations officer to improve the quality and magnitude of NSS Programmes in the College.
 - o As an **Organiser** her roles and responsibilities are:
 - (i) Interpreting the scheme to the students/volunteers and other members of the College community and create awareness about the NSS Programmes.
 - (ii) Providing information about NSS motto, aims and objectives, philosophy and activities.
 - (iii) Enlisting cooperation and coordination of community, agencies, government departments and non-governmental agencies.
 - (iv) Selecting or adopting the villages for service projects based on utility and feasibility.
 - o As an **Educator**
 - (i) Preparing and conducting the orientation Programme for NSS Volunteers, explaining to them the concept of social service.
 - (ii) Preparing and teaching them the methods and skills required for achieving the objectives of the NSS scheme.

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- (iii) Promoting community education through meetings, talks, news bulletins, discussions.
- As a **Motivator**
 - (i) Coordinating the NSS activities following the volunteers' ability and community demands.
 - (ii) Coordinating various external resources available in the forms of government services, welfare agencies and voluntary organizations for the success of the NSS Programmes.
 - (iii) Coordinating internal resources available in the form of teaching expertise of staff for enhancing the knowledge and skills of the students in the implementation of the NSS scheme.
- As a **Supervisor**
 - (i) Supervising the NSS Programme undertaken by Volunteers.
 - (ii) Enabling students to set realistic goals and see problems as a challenge and take appropriate steps to solve them using her supervisory and consultative skills.
 - (iii) Assisting in the evaluation and follow-up work.
- As an **Administrator**
 - (i) Keeping the Principal and the College NSS Advisory Committee and the Programme Coordinator of the University informed about the programmes of the Units.
 - (ii) Running day-to-day administration of the programmes.
 - (iii) Attending to the correspondence regularly between the College and the University.
 - (iv) Preparing progress report periodically for submission to the College and the University.
 - (v) Maintaining the record of volunteers' participation and programmes that were undertaken.
 - (vi) Keeping accounts and stock in the prescribed forms.
 - (vii) Auditing the accounts and submitting them to the Principal.
- As a **Public Relations Person**
 - (i) Informing the community about the NSS programmes through press reports, radio and television programmes.
 - (ii) Creating awareness, through pamphlets, seminars and meetings.
 - (iii) Initiating activities to create awareness for image building of NSS to inspire and motivate the NSS Volunteers.

Director of Library

1. The Director of Library is appointed by the Board of Management.
2. She is the representative of the Management in the Library.
3. She is overall in charge of the entire Library. It is a place that allows access to paper records, books, electronic resources including the internet, digital library, and remote access to a wide range of information sources. Her roles are:

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4. Preparing the budget for each Department in consultation with the Principal and Librarians.
5. Deciding along with the Librarians all the information meant for the Staff and the students.
6. Ensuring that discipline is maintained in the Library.
7. Coordinating the booking of the resources of the Library such as seminar halls, discussion rooms, etc.
8. Coordinating the functioning of the National Digital Library Club.
9. Approving the ordering of books or any item of furniture, equipment, etc., in the Library.
10. Signing all the bills and verifying whether all the books/items ordered were delivered or not.
11. Coordinating the annual stock verification.
12. Approving the leave to the Library Staff.
13. Approving the appointment of personnel to the Library or any transfer of Staff from the Library.
14. Assigning the work to the library staff.

Librarians

1. The Librarian is appointed by the Secretary of the College.
2. The librarian (shift I) is a member of the College Council and Academic Council.
3. The responsibilities of the Librarians are:
 - (a) Coordinating all the professional jobs related to selection, acquisition, classification, cataloguing and maintenance of the library documents.
 - (b) Preparing the list of requirements for the next academic year and presenting to the Principal through the Director of Library by the beginning of March every year.
 - (c) Taking care of the books, magazines and all equipment in the Library.
 - (d) Classifying the books and periodicals and computerizing them.
 - (e) Maintaining the display of daily newspapers, journals and magazines.
 - (f) Displaying on the noticeboard the Library timings, exhortation to maintain silence and the time limit for borrowing books.
 - (g) Coordinating lending/returning books from/to the Library.
 - (h) Introducing the Library to the new students and facilitating their reading in the Library.
 - (i) Facilitating the research work of staff and students.
 - (j) Keeping track of the utilization of books, audio-visual materials and other resources available in the Library.
 - (k) Celebrating Library Day and identifying the winner of the prize for reading the most non-subject matter (fiction, newspapers, journals).
 - (l) Instructing users on basic computer skills, educating them on policies and the use of library resources.
 - (m) Identifying quickly and with precision the needs of users of the Library.

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- (n) Updating oneself to acquire knowledge of print and public information sources and databases and following trends related to publishing.
- (o) Analysing user's needs to determine what information is appropriate and searching for, acquiring and providing information.
- (p) Updating the database searching skills to use the electronic resources efficiently.
- (q) Supervising the activities of the National Digital Library Club of the College.
- (r) Performing the annual stock verification along with the Library Staff in consultation with the Director of Library.
- (s) Maintaining the accounts and preparing the annual report and submitting to the Director of Library.
- (t) Supervising the library attendants, daily cleanliness and putting the books in order.
- (u) Monitoring the library hours of the students and signing their cards.
- (v) Using the CCTV to monitor and prevent stealing of Library resources.
- (w) Checking periodically the safety of books and resources in the Library.
- (x) Maintaining the record of lost books by staff members and students.

Teaching Staff

1. Every staff member is appointed by the Secretary of the College in consultation with the Board of Management. The courses are allotted by the HOD in consultation with the department faculty. Her responsibilities are:
 - (a) Learning and assuming the Salesian Educative Method (Preventive System) of St. John Bosco using Reason, Religion and Loving-kindness in all the dealings with the students.
 - (b) Treating everyone on the campus especially the students with respect and never humiliating them either in public or alone.
 - (c) Punishing the students physically or verbally are strictly forbidden.
 - (d) Informing the HOD of any untoward incidents in the class or problems with the students. Reporting to the HOD and to the Principal if it is serious, and to be handled by the Grievance Redressal Cell.
 - (e) Being exemplary in behaviour and modest in deportment.
 - (f) Avoiding the use of mobile phones in classrooms, laboratories or examination halls.
 - (g) Giving priority to classes even when the departmental or College activities are there.
 - (h) Assisting the HOD during the admission of students.
 - (i) Cooperating with the HOD and other faculty members in the efficient running of the Department and fostering team spirit for the good of the students and the institution.
 - (j) Accepting the responsibility of a class/part of a class as a tutor and being the academic counsellor and mentor for that class.

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- (k) Preparing course syllabus as per the instructions from the Curriculum Development Cell (CDC) and participating in Board of Studies meeting in updating the existing courses or introducing new courses.
- (l) Adopting suitable, innovative and appropriate methodology concerning teaching and evaluation.
- (m) Completing the various units of the syllabus in the stipulated time frame.
- (n) Coordinating with the HOD and Vice-Principal in administering the internal assessment, setting the question papers on time, valuing the answer papers, entering the marks in the registers and returning the answer papers to the students within 7 days of the date of the test.
- (o) Taking semester examinations/internal tests/invigilation work seriously and checking malpractices.
- (p) Undertaking and helping in the research activities of the department.
- (q) Involving actively in practical/project/library work.
- (r) Being available on the campus during College working hours (Shift I: 8.30 am to 3.30 pm, Shift II: 11.30 am to 6.35 pm) and as and when required.
- (s) Being present during all the College functions and assisting the students.
- (t) Arranging for guest lectures, field visits, seminars whenever needed in consultation with the HOD.
- (u) Reporting to class on time and not leaving the classes before the scheduled time or cancelling classes without informing HOD.
- (v) Being responsible for marking the hourly attendance of the students.
- (w) Ensuring that those who come late to the class get the late-slip from the Vice-Principal or sign in the concerned register in the Department.
- (x) Informing the HOD about her absence from the College and the alternate arrangements made with other staff, in advance.
- (y) Making up for the classes cancelled or missed due to her absence.
- (z) Identifying the weak students (after the first test) and providing special guidance and help for their improvement in studies.
- (aa) Not engaging, directly or indirectly, in any trade, commerce, or business.
- (ab) Not receiving any gifts in the form of cash/kind from students/parents under any circumstance/for any reason.
- (ac) Not arranging/holding/providing private tuition for the students of our college either at their residence or any other place.
- (ad) Not engaging in any controversial conversations on politics, political affiliation either within the class or outside, discussing their political affiliation or commenting upon political parties in bad taste unless it is in connection with the approved syllabus.
- (ae) Being ready to fill in/handle classes in addition to their allotted classes in case of any emergency/exigency.
- (af) Signing the staff Attendance Register immediately on their entry into and exit from the College.
- (ag) Requesting for salary certificate, certificate of experience, etc., to be addressed only to the Secretary.

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- (ah) Obtaining prior permission of the Principal and Secretary if any staff member seeks to accept honorarium for her work outside the College, which may not be detrimental to her duties as a staff in the College.
- (ai) Considering the Staff Room as a place of relaxation and learning and keeping moderate silence enabling the staff to pursue their work.
- (aj) Not resorting to any form of strike in connection with any matter about her service or the service of others under the management.
- (ak) Not engaging herself or participating in any demonstration or activity which is prejudicial to the sovereignty and integrity of India, the security of the State, the friendly relation with foreign States, public orders decency or morality or which involve contempt of court, defamation or incitement towards an offence.
- (al) Signing in the Late Attendance Register that is available in the office of the Principal if arrived late for College.
- (am) Not leaving the College premises during the working hours without the prior permission of the Principal.
- (an) Readily assuming any responsibility assigned by the Secretary/ Principal as and when requested and whenever the need arises irrespective of having carried out such responsibilities earlier.
- (ao) Completing per year minimum of one online course of 8 – 12 weeks and submitting the certificate, in her discipline or related to it to consider for increments and revision of pay done periodically.
- (ap) Incorporating new innovative skills in teaching.
- (aq) Incorporating Information and Communication Technology (ICT) in her teaching updating it periodically.
- (ar) If a staff gets involved in any criminal proceedings and in any court cases, informing the College Management of such proceedings immediately within 3 days.
- (as) Using the one month leave granted by the Management to those who have a minimum of 5 years of experience, for completing Ph. D.
- (at) Registering for part-time Ph. D. only after two years of service in Auxilium College.
- (au) Addressing one's grievance to the Secretary, in person or through mail/email.
- (av) Giving priority to the teaching and learning process and updating oneself according to the current trends.
- (aw) Not distributing controversial matters on the College campus.

Code of Conduct for Students

Auxilium College trusts in providing a secure, efficient and effective campus environment by proposing the following behavioural standards. This code shall apply to all types of conduct of students that happens on the College premises or any off-

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Vellore District, Tamil Nadu.

Dr. Dhruv R. 7
SECRETARY
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Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamil Nadu, South India.

Phone :
Off : 91 416 22 41 774
: 91 416 22 49 670
Fax : 91 416 22 47 281
E-mail :
admin@auxiliumcollege.edu.in
Web Site :
www.auxiliumcollege.edu.in

campus conduct that may have a serious problem or harmful impact on the College's security or reputation.

1. Signing by each student in the statement accepting the code of conduct and by giving an undertaking at the time of admission that,
 - a) Upholding academic integrity, respecting all persons and their rights, property and safety.
 - b) Being regular and completing her studies at the College.
 - c) Presenting her identity card to the security personnel, if asked, while entering the College campus and wearing the identity card at all times while within the College campus.
 - d) Not recording lectures in classrooms or actions of other students and faculty without getting prior permission.
 - e) Not getting involved in any offensive activity in the classroom or an event organized by the College.
 - f) Not being involved in any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, religion or religious beliefs, colour, language, physical or mental disability or sexual orientation, marital or family status, race, etc.
 - g) Using social media carefully and responsibly, not posting any critical remarks and comments about other individuals from the College on social media or any such, damaging activities having severe allegations on the reputation of the College.
2. A student must avoid
 - a) Organizing meetings and processions without permission from the College.
 - b) Possessing, consuming distributing, selling alcohol/drugs in the College.
 - c) Parking a vehicle in "No Parking Zone" or in the area allocated for parking another type of vehicle.
 - d) Rash driving on the campus.
 - e) Possessing, carrying or using harmful chemicals and banned drugs, ammunition, explosive or potential weapons, fireworks, contrary to law or policy.
 - f) Damaging or misusing the property of the College or others on the premises.
 - g) Stealing or unauthorized access to other resources.
 - h) Getting involved with any media representatives or inviting media persons onto the campus without the permission of the College authorities.
 - i) Providing audio and video clipping of any activity on the campus to social media without prior permission.
3. Greeting respectfully the staff and being courteous to all.
4. Showing proper manners and appropriate, disciplined behaviour on the College campus reflects the mission and vision of this College.
5. Making proper use of the Central Library.
6. Respecting parents and guardians at all times.

Dr. Suge Sundar

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Dr. Dhini R. T.

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7. Dressing decently and appropriately avoiding dresses with low neck, short or sleeveless blouses, hipster sarees, mini skirts, tight/short tops or transparent clothing.
8. Ragging in any form is strictly prohibited. Report on this matter, if found true, would lead to cancellation of admission or suspension for an academic year.
9. Cooperating with the College authorities in keeping the premises clean and tidy and paying recovery cost/ fine for any damage to the College property done casually or deliberately.
10. Observing silence in the College premises at the proper time.
11. Informing the Tutor/ HOD when absent from the classes and submitting a leave letter to the Tutor/HOD on return and if absent for more than 3 days, meeting the Tutor/ HOD along with the parent.
12. Securing the required attendance as per University norms (75%) to appear in the Semester Examination.
13. Getting well informed about the notices displayed on the College notice boards.
14. Applying to the Principal for Bus/Railway Concession, Conduct Certificate, etc., at least 3 days in advance.
15. Joining the Alumnae Association after their studies at this College.

The College Authority holds the right to issue a transfer certificate or rusticate a student found guilty of an offence or undisciplined behaviour if it considered that such action is necessary for the interest of the College

Ss. Jyoti Sankar

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Dr. Abhi R.T.

SECRETARY
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