



POLICIES AND DIRECTIVES FOR HIGHER EDUCATION

AUXILIUM COLLEGE (Autonomous)

Gandhi Nagar, Vellore – 632 006.

2021

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Dedicated to
Rev. Sr. Cesira Gallina
Founder of Auxilium College

FOREWORD

“We consider education to be one of the most effective ways of making our world and history more human. Education is above all a matter of love and responsibility handed down from one generation to another.”

Pope Francis.

A good educational Institution is one in which every student feels welcomed and cared for, where a safe and stimulating learning environment exists, where a wide range of learning experiences is offered, and where good physical infrastructure and appropriate resources conducive to learning, are available to all students. However, at the same time, there must also be a well-defined regulatory framework and the formulated policies in order to ensure integrity, transparency and resource efficiency of the educational system.

Policies are important because they help a higher educational institution to establish operating procedures. They create standards of quality for teaching, learning and research, as well as set out expectations and accountability. Educational Policy is instrumental in the educational framework of our Salesian higher educational system for continued success and for updating it regularly which is vital to our progress.

The need for policies is to move towards inspiring and enabling innovation, and to identify and employ best practices. This needs to be built on trust: in education, management, teachers and students. At a time when command and control systems are weakening, building trust is the most promising way to advance and fuel the modern education system.

On the one hand, people are concerned about a growing gap between what society expects from colleges and actual learning outcomes. On

the other hand, teachers complain about a too-rapid pace of education reforms that leave little time or space for profound thought of implementation. Behind the perceptions where reform is happening, both too slowly and sometimes too fast, there is a lack of direction and alignment between policies and the components of reform. So, there is a great need for consistency and continuity when an education system is trying to improve.

We, as Educators, need to look not just forward, but also outward. It is about looking seriously and objectively at the best practices in our Institution and elsewhere in order to understand what works in varied contexts. The ones that progress are those which are open to changes and ready to be learnt from others who excel in higher education systems.

I hope the strong implementation of these policies will provide us with a more stable environment for excellent educational programmes in our Institution. They will contribute to the creation of a fair, just, secure and sustainable society in accordance with the heart and mind of our Founders, Don Bosco and Mother Mazzarello.

My deep appreciation is for Sr. Alice K. T., Sr. Jaya Santhi R and her Team and all the Sisters of the Community of Auxilium College for their hard work in making this Policy for Higher Education a reality.

God bless you!

Sr. Lazar Maria Nirmala
Provincial
Province of St. Thomas the Apostle, Chennai

PRESENTATION

Dr A.P.J Abdul Kalam used to say – “The purpose of education is to make good human beings with skill and expertise. Enlightened human beings can be created by teachers. Changes in the education policy is a major way to provide the nation better students, professionals and better human beings.”

Policy refers to a set of rules and principles, which are formulated and implemented for the ease of governance within an Institution. The scholarly study of an education policy is known as educational policy analysis. It aims to answer questions regarding the purpose of education, objectives to be achieved, methods to be followed and the various tools necessary for the measurement of success.

The Policies for higher education are important for Auxilium College, primarily because it forms a link between the College management, staff both teaching and non-teaching, students, parents, alumnae and well-wishers, in short, the Auxilium Educating Community.

Auxilium College primarily focusses on the integral formation of young girls focussing on curricular, co-curricular and extracurricular activities imparted through value-based education. It must promote a learning culture both inside and outside the College campus. The Policy enables the staff to promote and provide an active culture by sharing knowledge through formal and informal means so that the students can achieve integral education.

Policies are what keep Auxilium in check and offer guidelines for its effective operation. It is instrumental in the educational framework of

the College. Updating it regularly is vital to our progress as an educational institution.

The Policy for Higher Education deals with the structure of the Administration, the formation of various committees/cells, the rules governing their operation and the campus ethos.

I sincerely thank the Secretary Sr. Alice K. T., Dr. Sr. Regina Mary R., the former Principal, Dr. Sr. Arockia Jayaceli A., the Controller of Examinations, Dr. Sr. Sumathi M. and Dr. Sr. Amala Valarmathy, the Vice Principals, the Sisters of the Community especially those teaching in the College for their unstinting support. I also thank Mrs. Rhona Nunes, former Head of the Department of English, Auxilium College for her help and renowned advocates for their legal assistance.

I am sure this will enable us to forge ahead, in unison, to achieve the goal of our educational endeavour.

Dr. Sr. Jaya Santhi R.,
Principal,
Auxilium College (Autonomous),
Vellore – 632 006.

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CHAPTER I

INTRODUCTION

Auxilium College, founded in 1954, is the first women's College in the Vellore District. Under the able guidance of Mother Cesira Gallina, the Founder, it began on a small scale with 12 staff members and 67 students in the first-year Intermediate course. The College is meant not merely for instruction, but for integral education. It was affiliated with the University of Madras till May 2002. Since June 2002, it is affiliated with the newly constituted Thiruvalluvar University. Auxilium College was granted the status of autonomy, by the UGC and the Thiruvalluvar University, from the academic year 2007-2008. The College was accredited by the National Assessment and Accreditation Council (NAAC), in 2003 with 'A⁺' status, with an institutional score of 90-95%. In 2010, the College was re-accredited with an 'A' Grade, with a Cumulative Grade Point Average (CGPA) of 3.41 out of 4, and with an 'A⁺' Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle in 2016.

Auxilium College is a minority Institution established and administered by the Daughters of Mary Help of Christians. They are commonly known as the Salesian Sisters of Don Bosco, belonging to the Catholic Church. The College is primarily meant for the higher education of Catholic, rural, young women, but, members of other communities are also admitted with no reference to caste or creed. Their rights of conscience are respected.

1.1 Vision, Mission, Motto, Emblem, Flag, Anthem and Objectives

Vision: The Vision of the College is to educate young women, especially the poorest, to become empowered, efficient leaders of integrity, for society.

Mission: This is to impart higher education mostly to the economically weak and socially backward students of Vellore and the neighbouring

districts. Admission is also open to students from other districts, states and countries.

Motto: The Motto of the College is ‘Knowledge and Virtue’. Knowledge is imparted for academic excellence, and Virtue for responsible, active citizenship.

Emblem: The College emblem consists of a book, a lily and a lamp. The book signifies Knowledge and the lily, Virtue. The lamp with a burning flame is a reminder to Auxilians, to keep the light of Knowledge and Virtue always aflame. The hope and prayer of Auxilium is that every Auxilian, while attaining Knowledge, should strive to acquire Virtue. Both Knowledge and Virtue blend to make the perfect model of womanhood.

Flag: Pink and Blue are the colours of the College Flag. Pink symbolizes youthful cheerfulness and Blue stands for loyalty and fidelity.

Anthem: The lyrics and music of the College Anthem were given by Sr. Cleofe Fassa, the first Secretary of the College.

1. Hail, Auxilium, round thee shining,
All the bright joys of our happy youth.
Eternal laurels for us thou art twining,
Wreaths unfading of virtue and truth.
East and West here doth unite,
Behold our torch that is to light;
O’er hills and dales Auxilium will dare,
Knowledge and Virtue to all ’t will bear.

Chorus:

God bless, God bless Auxilium College,
God bless, this happy abode of Knowledge.
To our motto true we’ll ever be,
Alma Mater, hail, O hail to thee.

2. Time will call us away from thee,
Far across life's dreary, rolling foam;
But in heart, we will be with thee
Our dear Auxilium Home.
Other homes may claim our service,
Far away 'neath distant skies,
They may stand or they may perish,
Alma Mater never dies.

Objective: The educative objective is to produce in a Salesian atmosphere, intellectually enlightened, spiritually inspired, emotionally balanced, morally upright, socially committed, and accomplished - in a word - integrally formed, young women, who will be agents of social transformation in today's India.

Intellectually, it is ensured that the students gain excellent knowledge, the aptitude for diverse skills, and a good character. All of these will lead to the successful completion of their studies, meaningful and sustainable employment, a yearning for higher education and a deep commitment to lifelong learning. The competence they build through this holistic education gives them the discernment to make proper choices in their lives.

Spiritually, inculcating integrated ethical, cultural and political values is aimed. A sense of the Divine Presence in Nature and the Human Person is created by providing a family atmosphere, Salesian presence-assistance, personal guidance and group activities.

Emotionally, the young are encouraged to find ways to manage their impulses and emotions, even in stressful situations. Developing an emotional balance begins with a strong foundation of Self-Awareness, the heart of Emotional Intelligence. This is the spur to Self-Awareness and Emotional Balance. Inner focus is very essential for the development of Emotional Balance.

Morally, the other-centredness is developed during the process of learning that pays heed to community values such as an equal opportunity for all, the principles of distributive and social justice and the attitude of mind that sees the service of others as more self-fulfilling than one's success or prosperity.

Socially, there is a commitment to work for the underprivileged and rural, young women, educating them to attain a social consciousness of their rights and responsibilities, rooting out social evils and building vibrant communities.

Integrally, the students are exhorted to do their best and to always strive for excellence in all spheres of life. The most significant aspect of Salesian education is reaching out to the less privileged with love and kindness.

This all-around formation is achieved due to the collaboration of every member of the College – the Management, the Staff, the Students, the Parents, and the various agencies associated with the College and all the Well-Wishers - in short, the Auxilium Educating Community.

1.2 The Salesian Educative Method

The History of the Salesian Educative Method, commonly known as the Preventive System can be traced to the life and mission of Saint John Bosco (1815–1888). It is based on the pedagogical experience of St. John Bosco with poor youngsters in 19th century Turin on three pillars: Reason, Religion and Loving-Kindness.

The educational challenge, faced today is to help young women to discover and realise their own identity and potential and to prepare them for their integral and effective role in society. As Salesian Educators, the need is felt to guide and help young people to discover and realize their life projects.

The Auxilium College Community lives the Educative Project of its Founders, Don Bosco and Mother Mazzarello. This educative method,

known as the Preventive System, has a well-defined aim of educating young people to become God-fearing women and honest citizens. It takes into account the components of daily work, study, games and recreation. Preventive here means helping the young to grow using positive suggestions and experiences, capable of awakening and utilising all their inner resources. In this way, they responsibly blend with the environment in which they live. They can face challenges and avoid the path of evil. The experience of a family atmosphere helps young people to find practical ways of sharing and gradually assuming responsibility. The family spirit is experienced in spontaneous and friendly, interpersonal relationships between educators and the youth.

The Preventive System of Education appeals to the inner forces of reason, religion and loving-kindness. The challenge to make a moral and spiritual commitment is made using one's head and heart. Loving-kindness is instilled by reason and religion. One's reason is constantly motivated by exemplary holiness. Personal rapport and friendly presence, assistance with the students are effective ways by which each young person is helped to realize the best within her. An educative environment offers plenty of group encounters and the experience provides the young with the possibility of exercising responsible freedom and an opportunity for self-expression, creativity and innovative initiatives.

This implies ample opportunities for young people, especially those coming from the lower social classes, to acquire knowledge in culture, science and technology. The presence of the staff and administrators among the students is crucial for building a family spirit.

In the multi-religious and pluralistic context of India, the features of Salesian Pedagogy are elaborated further as:

(a) Educational Climate

- The family spirit is characterized by a welcoming attitude and availability for a personal encounter.

- Fraternal relationships where mutual respect, friendliness and readiness for dialogue are evident.
- Individuals and organizations practically reflect the values such as solidarity, justice, freedom, and equality.
- An environment rich in educational experience and initiative encourages growth in individuals.
- Promotion and accompaniment of groups and involvement through representative bodies.
- Readiness to make a comfortable place and atmosphere conducive for encounters, communication and good relationship among people.

(b) Holistic Formation

- Academic activity and the challenging initiatives that make-up College life.
- Research, teaching and professional practice are carried out to provide an all-around education for students.
- Personal growth and cultural, scientific and professional preparation to ensure that the students acquire a well-moulded personality and a commendable place in society.

(c) Attention and Accompaniment

- Each individual must receive personal attention.
- Programmes of education in faith, possibilities for dialogue and spiritual direction as a means of accompaniment.
- Opportunities for reflection on the situation of youth today and social, intercultural and inter-religious situations.
- Experiences of commitment and solidarity through community or volunteer services, for the poor and needy.

The reason is seen as interpersonal dialogue, in-depth education for a critical evaluation, personal awareness and respect for the individual. This is a means to aid the young person to understand her inner resources. The basis for reasonableness for Don Bosco was the belief in the inner strength of the one being educated and her openness to

goodness and truth. Reasonableness is shown through clear ideas and aims. This is accompanied by flexibility towards circumstances and persons, the help given to the young to act with conviction, the calm atmosphere created around them, the importance given to instruction, cultural and technical formation.

Religion is to be understood as the recognition of God as the Father and the acceptance of a lifestyle in conformity with this conviction. The ideal of holiness presented to young people by Don Bosco was one of youthful holiness. This demonstrates certain basic attitudes of life to encounter God. Christ, in whom one finds the fullness of meaning - happiness and commitment to others, the experience of Church as communion and service, vocation understood as a human and Christian commitment, Mary, known as the Help of Christians, who have experienced our life and already lived it admirably as a way to holiness.

Loving-kindness is a special quality of friendliness on the part of the educator. This inspires cooperation and confidence on the part of the one being educated. Don Bosco based his education on charity: the pedagogy of the heart. The basic feature is that education is a matter of the heart. Confidence and familiarity are basic to the system. A familiar presence is an indispensable element. The environment provides for education as it creates a good rapport between the educator and the one being educated. Jesus Christ is the model for this relationship.

The real situation that young people face today is the spur to putting the Preventive System into action. The Pedagogy of the heart is more than ever needed due to the frequent absence of love. More than a simple one-to-one relationship is required. The Preventive System implies a group of people working for the young. For Don Bosco, love translates into assistance: i.e., lively participation among the young and a personal interest shown to each one. Therefore, assistance is the fruit of love. It is an educative presence and a realistic appreciation of the possibilities and limitations of personal development. An educator must relate empathetically with them, stress the internalisation of values, inculcate the importance of responsibility in daily life, and seek ever new ways of being available.

Don Bosco insisted on the importance of the environment as a vehicle for values. He saw this environment as a family spirit between educators and those being educated, a place where happiness and interior calm reign, where the young can express themselves freely, involving teamwork and an educative community. To set up such a climate in a world influenced by so many other agents (for good or for ill), it is necessary to see it as something belonging to the whole community. This involves the young themselves. It is also essential to keep close contact with their families and look out for gospel values in that environment. The educational environment becomes a complete reality involving persons, relationships and the organization.

The Educational System of Don Bosco exhorts every Salesian educator to imitate the model of Jesus the Good Shepherd. Jesus goes ahead of His sheep to find them good pasture, and if necessary, to save the sheep even at the cost of living. Jesus is the teacher par excellence. His teaching was never limited to just theory or concepts. He kept the learners interested by providing opportunities for them to apply the principles they had just learned with kindness, compassion and love. Every educator of this Institution is expected to transform the young entrusted to them, into citizens worthy of God and worthy of the nation. Mother Mary, the Mother of Jesus and the Mother and Queen of Auxilium is the guide of the educator and the educand to achieve the purpose that God has for every student.

The Auxilium College Community of Sisters is the animating force of the entire Educating Community. The Educating Community promotes dialogue and involves the participation and collaboration of all the members who are interested in the education of the young. It is attentive to the formation of parents and educators so that they too can contribute to the educational endeavour. The staff members with their competence and life experience are committed to serving the young, utilizing all the available opportunities. Parents, the prime educators, involve themselves and share in the educational project.

The evaluation is the tool for each member of the Educating Community to assess the educational process in its entirety. It enables comparing what has happened with what was planned. This exercise enables the entire Educating Community to work in unison.

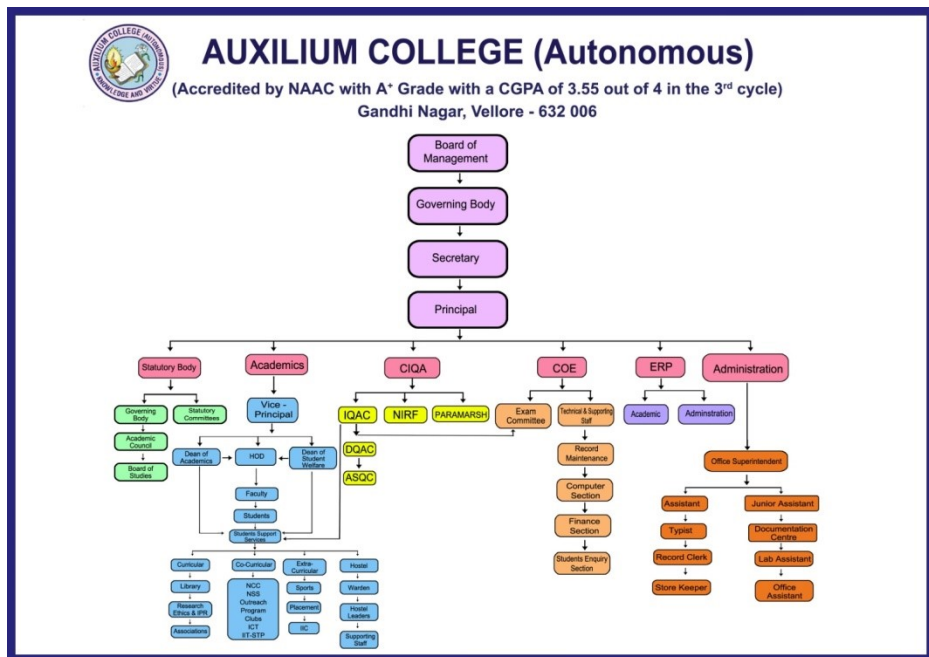
The Auxilium College Educating Community is part of the educational network of the Salesian Sisters all over the world, whose main concern is the education of young people. Through competent personnel, the General Council of the Salesian Sisters made up of representatives from all over the world, animates and encourages educational activities, offering guidelines and help.

The suggestions and helpful ideas offered by this Council regarding women empowerment, media education and reaching out to the youth at risk and on the periphery have been of great help in the integral formation of young women, according to the signs of the times and the need of the hour.

CHAPTER II

GOVERNANCE

2.1 Organisational Structure



Note:

- HODs - Head of Department
- IPR - Intellectual Property Rights
- COE - Controller of Examinations
- IQAC - Internal Quality Assurance Cell
- DQAC - Department Quality Assurance Cell
- ASQC - Auxilium Students Quality Cell
- ERP - Enterprise Resource Planning
- NSS - National Service Scheme

NCC	- National Cadet Corp
NIRF	- National Institutional Ranking Framework
ICT	- Information and Communication Technology
IIC	- Institution's Innovation Council
IIT-STP	- Indian Institute of Technology (Bombay)- Spoken Tutorial Programme
CIQA	- Centre for Internal Quality Assurance

2.2 Role and Functions of Officials

2.2.1 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 prior consultation in the Province and with the consent of her Council, for 6 years.
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, Controller of Examinations 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 and the Board of Management of the College.

- (d) Scrutinizing the list of newly selected staff members and informing the Secretary to give the appointment order to the selected staff members.
- (e) Visiting the College at least once a year to become acquainted with the local situation and its needs, and to respond to them more efficiently and effectively.

2.2.2 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 of important policy-making committees of the College.
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 who complements and supports her work.
 - (c) Helping to administer scholarships, helping poor students, and sanctioning concessions for deserving students.
 - (d) Sanctioning loans to the teaching, 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:
 - (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 increments, 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 to 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.

2.2.3 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 provides 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.
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 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 Management.
 - (f) monitoring the faculty and student timetable and 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 concerning the fee collection from the students 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:
 - (a) The College Council
 - (b) The Faculty
 - (c) The Administrative and Supportive Staff
14. Reviewing the academic and administrative structures and the progress of the College with the Board of Management.
15. Ensuring the maintenance and 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 and 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 who 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 to be clearly defined.
23. She monitors
 - (a) Maintaining and updating the Logbook of the College.

- (b) Conducting the monthly College Council and the General Staff Meeting and recording the minutes.
 - (c) Conducting of Inauguration of the College Union, 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.

2.2.4 Controller of Examinations

1. The Controller of Examinations is appointed by the Provincial.
2. She is the Convener of 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 assessments.
4. She is the convener of the committee on malpractices during the formative and summative assessments.
5. Her roles are:
 - (a) Convening the Examination Committee meetings.
 - (b) Planning the academic schedule – formative and summative assessment.
 - (c) Getting a 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 the Question Bank.
 - (d) Appointing examiners in the name of the College Council in consultation with the Principal and HODs.
 - (e) Arranging for printing the question papers.
 - (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.

2.2.5 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 and 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:
 - (a) Organizing orientation programmes for the faculty and students.
 - (b) Coordinating faculty development programmes with the approval of the Principal.
 - (c) Coordinating the faculty committees in the preparation of the Academic Calendar, College Handbook and College Magazine and printing of the same.
 - (d) Assisting the Principal by coordinating the faculty committees entrusted with the responsibility of preparing reports including the College Annual Report and Administrative Report.
 - (e) Leading the daily assembly before classes commence.

- (f) Coordinating the faculty timetable and the student timetable prepared by the Heads of Departments and the Academic Deans respectively.
- (g) Ensuring that the faculty maintains the Lesson Plans, Work done and the attendance records.
- (h) 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).
- (i) Assisting the Principal in maintaining the discipline of staff and students.
- (j) Being responsible for prayer services and other meetings.
- (k) Recommending students for fee concessions.
- (l) Looking after the needs of day scholar students.
- (m) Meeting the parents of students who are weak in studies, to discuss their progress.
- (n) Monitoring the students who stay in hostels outside the College campus.
- (o) Conducting the Students' Forum Meetings once every semester (August/ September, December/January).
- (p) Signing leave letters/ OD forms of students.
- (q) Coordinating the formation of Student leaders.
- (r) Conducting annual evaluation of students with the help of the Deans of Students.
- (s) Conducting mentoring sessions at the end of every month, with the consent of the Principal.

2.2.6 Financial Administration

2.2.6.1 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 included in the budget.

3. At the beginning of the academic year, the Secretary and the Principal prepare and present the annual budget.
4. The Secretary is responsible for preparing the Financial Statement of the College concerning the Government prescribed fees that are collected and the grants received from the Government and submits the same for auditing 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.

2.2.6.2 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, and miscellaneous collections from the Library and laboratories.
5. The Finance Committee of the College functions under the chairmanship of the Principal as per the UGC guidelines.

2.2.6.3 Administrator / Bursar / Economist

1. The Administrator/Bursar or House Economist 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 campus. A change of bank, deposits outside the local bank and a 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, workshops and other functions of the College.
 - (e) Purchasing new equipment and articles.
 - (f) Involving in the preparation of the annual budget.
 - (g) Presenting to the Board of Management, the annual financial budget of the campus and the monthly report of the financial management.
 - (h) Sending the consolidated budget to the Provincial Bursar.

2.2.7 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.
3. The HOD, in collaboration with the staff members, strives to achieve academic goals and to develop research programmes in the department.
4. 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 under probation staff after one month of teaching and at the end of each semester.
 - (c) Assisting the Principal during the admission of students.
 - (d) Being responsible for the smooth functioning of the department, ensuring the punctuality of the faculty, executing their assigned duties and sharing responsibilities with the members of the department and building up a team spirit.
 - (e) 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 Vice-Principal well in advance and communicating immediately any change in the department timetable to the Vice-Principal.
 - (f) Conducting faculty meetings once a month 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 performance of students and keeping a record of these meetings.
 - (g) Taking care of the day-to-day administration of the academic work of the department.

- (h) Countersigning and forwarding Casual Leave (CL) of teaching and non-teaching staff of the Department to the Principal and ensuring the work adjustment.
- (i) Communicating to the next senior member of the faculty to take charge of the department when absent.
- (j) Ensuring that the faculty members report on time for their respective classes.
- (k) Ensuring that the faculty draws up a lesson plan and adheres to it strictly concerning the completion of syllabus, and conduct of practical and other academic activities as scheduled.
- (l) Signing the weekly work done prepared in the format required by the NAAC by the staff of the Department.
- (m) Organizing and following up remedial teaching for slow learners.
- (n) As the Chairperson of the Board of Studies, suggesting the names of experts to be members of the Boards of Studies, and names of external examiners for various subjects, to the Controller of Examinations. There will be one Board of Studies for every Department.
- (o) 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.
- (p) Calling for Board of Studies Meeting whenever necessary and monitoring the updation as well as introduction of new syllabi/courses.
- (q) Undertaking steps for the revision of syllabi when due.
- (r) Collecting CA question papers of the department, verifying and forwarding to the Controller of Examinations.
- (s) Suggesting names of examiners, either external or Department Staff, for arrear examination and supplementary examination to the Controller of Examinations.
- (t) Being the Chief Examiner for the semester Valuation Board, sharing this duty with other senior staff of the Department, if necessary.

- (u) Checking the applications of students for the semester examinations, affixing her signature and forwarding them to the Controller of Examinations.
- (v) As a member of the Academic Council, presenting the report of the Board of Studies to the Academic Council.
- (w) Being responsible for the academic matters of staff and students, submitting all kinds of requests of department staff and students to the Principal.
- (x) Briefing the staff on decisions made at the College Council.
- (y) Planning and conducting FDPs, conferences, seminars, workshops, and special lectures, in collaboration with the staff and students and submitting the accounts to the Principal as required by the funding agencies.
- (z) 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.
- (aa) 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.
- (bb) Meeting the students individually and monitoring the attendance of students of the department and calling the parents of defaulters for counselling and guidance.
- (cc) 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.
- (dd) Being responsible for informing the Principal regarding the disciplinary action that needs to be taken against errant students.
- (ee) Issuing letters of certification and consent to students for field visits/training/ summer projects and submitting the accounts to the Principal.
- (ff) Obtaining a letter of consent from the parents when the students are taken for a field trip, industrial visit.

- (gg) Listening to grievances of students regarding department matters and redressing them in consultation with the Principal/ Vice-Principal.
- (hh) Facilitating the faculty-student relationship.
- (ii) Assigning tutors and mentors for counselling and guidance of the students.
- (jj) Making herself aware of the personal needs and requirements of deserving and economically disadvantaged students and helping them by giving necessary information on the financial and other helps available to them.
- (kk) Ensuring proper conduct of practical classes by giving in advance the requirements to the lab assistants.
- (ll) Maintaining the stock register of the Department with the help of lab assistants and taking steps for stock verification every year.
- (mm) Initiating steps for the upkeep and maintenance of scientific equipment once a year with the prior approval of the Principal.
- (nn) Preparing a list of equipment (not in working condition and beyond repair) to be discarded and submitting it to the Principal.
- (oo) Managing the funds of the Association and submitting the accounts to the Principal every semester.
- (pp) Maintaining general law and order during College functions.
- (qq) Marking the attendance of students with the help of tutors during College functions.
- (rr) Preparing the prize list of the Department for all the occasions and handing it over to the concerned persons.
- (ss) Following up with the Alumnae Association of the Department and updating their contact and placement details.
- (tt) Identifying students who need scholarships, screening their applications and reporting to the Secretary of the College.
- (uu) Handing over all registers to the Principal and giving the details to the next one in charge at the time of retirement.
- (vv) Not holding other religious meetings or prayer meetings on the campus with the staff members or students.
- (ww) Not inciting staff members or students to agitate or protest against the Management and College.

- (xx) All communications to any external agency/ persons should be routed through the Principal.
5. 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 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.
 - (g) Department Calendar and the Department activities.
 - (h) Records of meetings with the students who have less attendance and poor performance in studies.
 - (i) Leave letters of students.
 - (j) Annual Report of the Department following the criteria of the NAAC and NIRF. (Reports with evidence - all the seminars, remedial programmes, research, consultancy and publications, placements, awards, extension activities and innovations and best practices).

In all the activities of the HOD, the decision of the Principal is final.

2.2.8 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 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 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.
 - (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.

2.2.9 Deans

Deans are academic leaders who have academic, programmatic, managerial, and fiscal responsibilities for the College. Deans verify the adequacy of instruction and monitor academic integrity. 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 are the direct collaborators of the Principal and Vice Principals.

2.2.9.1 Academic Deans

A staff member should have a minimum of 5 years of experience in the College to be appointed as Dean. Her roles are:

1. Monitoring the students' online feedback.
2. Monitoring and controlling students' discipline on campus.
3. Coordinate the remedial programmes.
4. Any other matter connected with students' activities in the College.

2.2.9.2 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 ID Cards of students
9. Maintaining Suggestion Box.

10. Monitoring the implementation of the Anti-Ragging scheme of the Government.

2.2.9.3 Deans for Career Guidance and Placement

1. Coordinating the activities of the members of the Career Guidance and Placement Committee.
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 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.

2.2.9.4 Deans for Counselling and Guidance

1. Coordinating the staff volunteers of the Counselling and Guidance Committee.
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.

2.2.9.5 Dean of Research, Ethics 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 activities.
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 faculty 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.
10. Encouraging faculty members and scholars to go for patentable works.
11. Helping to forward eligible cases of IPR to IPR Office.
12. Granting ethical approval to the questionnaires and proposals regarding research

2.2.9.6 Dean of Extension Services

The Dean 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 planning the activities for NSS Special camps together with NSS coordinators.
- (f) Coordinating with the programmes proposed by the local government and other agencies.

2.2.9.7 Dean of Ethics and Religion

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 conducting 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.

2.2.10 Internal Quality Assurance Cell (IQAC)

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 (Academic Council, Examination Passing Board, Officials and HOD Forums, Restructuring Committee).
- (g) Ensuring quality assurance through extended IQAC and strengthening feedback mechanisms.
- (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.
- (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.

2.2.10.1 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.

2.2.10.2 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 for students, to raise their level of awareness and quality education.

2.2.11 National Institutional Ranking Framework (NIRF)

The National Institutional Ranking Framework (NIRF) is developed by the National Board of Accreditation (NBA). It was approved by the Ministry of Human Resource and Development (MHRD) and launched on 29.09.2015. This framework outlines a methodology to rank institutions across the country. Research assessment and a national ranking of Indian educational institutions can play an important role in improving the performance and quality of academic institutions.

2.2.11. 1 NIRF Coordinator

1. Recommending to the Management deserving UG students for tuition fee concession to pursue their degree programmes.
2. Recommending to the Admission Committee to include at least 3% of students from other States or other countries.

3. Encouraging the faculty without Ph. D. or NET/ SET to complete them.
4. Encouraging the faculty with Ph. D. to apply and get Ph. D. guideship.
5. Motivating the staff to publish papers in Scopus and Web of Science indexed journals.
6. Submitting the NIRF Report every year.

2.2.12 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 the NSS Unit, and the 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 the 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 a Public Relations Officer to improve the quality and magnitude of NSS Programmes in the College.
 - As an **Organiser**, her roles and responsibilities are:
 - (i) Interpreting the schemes to the students/volunteers and other members of the College community and creating awareness about the NSS Programmes.
 - (ii) Providing information about the 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.
 - 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.
- (iii) Promoting community education through meetings, talks, news bulletins, and 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 the correspondence regularly between the College and the University.
 - (iv) Preparing progress reports periodically for submission to the College and the University.
 - (v) Maintaining the record of volunteers' participation and programmes that were undertaken.
 - (vi) Maintaining 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.

2.2.13 National Cadet Corps (NCC)

NCC is the largest youth organisation in India. NCC aims to train young women to be better citizens and future leaders of our great country in all walks of life, including defence forces. NCC is one of the strongest unifying forces of our Nation, bringing together the youth hailing from different parts of our country and moulding them into united, secular and disciplined citizens of our Nation. Any student joining the ranks of NCC in Auxilium College must know her duties and responsibilities as a cadet. She must maintain the conduct expected of a trained youth leader of the country.

General Conduct expected of NCC Cadets in Auxilium College

1. Initiating a sense of patriotic commitment to contribute to National development.
2. Understanding the value of a just and impartial exercise of authority.
3. Instilling a sense of loyalty and faithfulness to Auxilium College.
4. Having an abiding commitment to learn and adhere to the norms and values enshrined in the College Policy.
5. Spreading the message of National Integration and Communal Harmony among fellow students, in the family and society.

6. Being an instrument in moulding the character and imparting a dynamic outlook.
7. Collecting the necessary parents' permission to participate in any programmes outside the College.
8. Getting prior permission from the Associate NCC Officer, HOD and the Principal before participating in any programme in the College or outside.

2.2.14 Director of Library

1. The Director of the 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 records, books and electronic resources including the internet, digital library, and remote access to a wide range of information sources. Her roles are:
 - (a) Preparing the budget for each Department in consultation with the Principal and Librarians.
 - (b) Deciding, along with the Librarians, all the information that was meant for the staff and the students.
 - (c) Ensuring that discipline is maintained in the Library.
 - (d) Coordinating the booking of the resources of the Library such as seminar halls, discussion rooms, etc.
 - (e) Coordinating the functioning of the National Digital Library Club.
 - (f) Approving the ordering of books or any item of furniture, equipment, in the Library.
 - (g) Signing all the bills and verifying whether all the books/items ordered were delivered.
 - (h) Coordinating the annual stock verification.
 - (i) Approving the leave to the Library Staff.
 - (j) Approving the appointment of personnel to the Library or any transfer of Staff from the Library.
 - (k) Assigning the work to the Library Staff.

2.2.15 Librarians

1. The Librarian (Shift I) is a member of the College Council and Academic Council.
2. The responsibilities of the Librarians are:
 - (a) Coordinating all the professional jobs related to the selection, acquisition, classification, cataloguing and maintenance of library documents.
 - (b) Preparing the list of requirements for the next academic year and presenting it to the Principal through the Director of the 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 Week and 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, and educating them on policies and the use of library resources.
 - (m) Identifying quickly and with precision the needs of users of the Library.
 - (n) Updating oneself to acquire knowledge of print and public information sources and databases and following trends related to publishing.

- (o) Analysing users' 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 the Library.
- (s) Maintaining the accounts and preparing the annual report and submitting it to the Director of the Library.
- (t) Supervising the library attendance, daily cleanliness and arrangement of books in order.
- (u) Monitoring the library hours of the students and signing their library cards.
- (v) Checking periodically the safety of books and resources in the Library.
- (w) Maintaining the record of lost books by staff members and students.

2.2.16 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 humiliate them either in public or alone.
 - (c) Punishing the students physically or verbally is strictly forbidden.
 - (d) Informing the HOD of any untoward incidents in the class or problems with the students. Reporting to the HOD and the Principal if it is serious, and to be handled by the Grievance Redressal Cell.

- (e) Being exemplary in behaviour and modest in department.
- (f) Avoiding the use of mobile phones in classrooms, laboratories and examination halls.
- (g) Giving priority to one's classes even when there are departmental or College activities.
- (h) Assisting the HOD in all the activities of the Department.
- (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.
- (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 ERP after showing the answer papers to the students within 7 days of the date of the CA examinations.
- (o) Taking CA and semester examinations and invigilation work seriously and checking malpractices.
- (p) Undertaking and helping in the research activities and Innovation Inside of the Department.
- (q) Involving actively in practical/project/library work.
- (r) Being available on the campus during College working hours (Shift I: 8.20 am to 1.30 pm, Shift II: 1.30 pm 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, and 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.
- (bb) Not receiving any gifts in the form of cash/kind from students/parents under any circumstance/for any reason.
- (cc) Not arranging/holding/providing private tuition for the students of our College either at their residence or any other place.
- (dd) 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.
- (ee) Being ready to fill in/handle classes in addition to their allotted classes in case of any emergency/exigency.
- (ff) Signing the staff Attendance Register immediately on their entry into and exit from the College.
- (gg) Requesting for salary certificate, certificate of experience, etc., to be addressed only to the Secretary.
- (hh) Obtaining prior permission of the Principal and Secretary if any staff member seeks to accept an honorarium for her work outside the College, which may not be detrimental to her duties as a staff in the College.

- (ii) Considering the Staff Room as a place of relaxation and learning and keeping moderate silence that enables the staff to pursue their work.
- (jj) Not resorting to any form of strike in connection with any matter about her service or the service of others under the Management.
- (kk) 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.
- (ll) Signing in the Late Attendance Register that is available in the office of the Principal if arrived late for College,
- (mm) Not leaving the College premises during working hours without the prior permission of the Principal.
- (nn) 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.
- (oo) 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.
- (pp) Incorporating new innovative skills in teaching.
- (qq) Incorporating Information and Communication Technology (ICT) in her teaching and updating it periodically.
- (rr) If a staff gets involved in any criminal proceedings or any court cases, informing the College Management of such proceedings immediately within 3 days.
- (ss) Using the one-month leave granted by the Management to those who have a minimum of 5 years of experience, for completing Ph. D.
- (tt) Registering for part-time Ph. D. only after two years of service in Auxilium College.
- (uu) Addressing one's grievance to the Secretary, in person or through mail/email.

- (vv) Giving priority to the teaching and learning process and updating oneself according to the current trends.
- (ww) Not distributing controversial material on the College campus.

2.2.17 Role and Functions of the Office Manager

The Office Manager is appointed by the Chairperson. She works in collaboration with the Secretary, Principal and Office Superintendent. Her functions include:

1. Making sure of the effective functioning of the day-to-day activities of the College Office.
2. Being Liaisons (on behalf of the Secretary and the Principal) between the College Office and the Office of the Directorate of Collegiate Education (DCE), the Regional Joint Directorate of Collegiate Education (RJDCCE), the University, the UGC, and other educational departments.
3. Planning and distributing the administrative work of the Office and supportive staff in consultation with the Secretary and Principal.
4. Coordinating the procedure for admission of students, payment of fees, and maintenance of records and registers relating to students' enrolment.
5. Assisting the Secretary and the Principal in scrutinizing the filling up of vacant posts of teaching and non-teaching staff and the sanctioning of new posts.
6. Making necessary arrangements for the audit of the College accounts.
7. Assisting during the proper conduct of the major functions of the College.
8. Ascertaining that the government regulations are followed in administrative matters.
9. Coordinating with the Vice Principals/HODs and the Administrator.
10. Ascertaining that the certificates are issued to the students on time.
11. Ensuring that the meetings of the Office Staff with the Secretary and the Principal are held regularly.

12. Assisting the Principal in all the financial administration of the College.
13. Maintaining proper Cashbook and Ledger for the various accounts of the College.
14. Seeing the daily cash and bank transactions of the College with the approval of the Principal.
15. Giving regular information to the concerned authorities about the
 - a) Availability of funds
 - b) Utilization of funds
 - c) Cash and bank balance of each account
16. Preparing the College budget to be approved by the Board of Management and the Governing Body.
17. Disbursing student aid funds to deserving students in consultation with the Principal.
18. Supervising the general maintenance of the College.
19. Making arrangements to extend hospitality to the VIPs/Visitors.
20. Serving as the reference person for all Office matters.
21. Organizing moral and spiritual formative programmes for the non-teaching staff.

2.2.18 Role and Functions of the Office Superintendent

The Office Superintendent is appointed by the Secretary of the College in consultation with the Board of Management and she functions in collaboration with the Secretary, the Principal and the Office Manager. Her functions are:

1. Ensuring and updating Service Registers of teaching and non-teaching staff.
2. Ensuring the preparation of the monthly pay bill, bills of salary arrears and other financial bills and their timely submission at the office of RJDCE.
3. Supervising the preparation of pension papers and their timely submission to the Office of the RJDCE to enable the retired staff to receive their benefits on time.
4. Ensuring the preparation of the Annual Financial Statement.

5. Ascertaining that the government regulations are followed in administrative matters.
6. Making sure that the various Returns to be sent to the offices are prepared and dispatched on time together with the required fees.
7. Maintaining all the records of the staff and students.
8. Checking personally all the official emails from various sources thrice a day both on working days or holidays and communicating their importance to the Principal.
13. Maintaining safely the original certificates of both teaching and non-teaching staff with the due signature of the person concerned in the issue registers.

2.2.19 Role and Functions of Receptionist

The College receptionist greets the visitors warmly as she is the first point of contact between the visitor and the College.

1. Supporting the College office by making calls, and copying and filing information.
2. Maintaining a master schedule of all classes, a telephone directory for students and staff, a calendar of events held on campus and a record of staff member's absence from her Department.
3. Using knowledge garnered during the job and reaching out to campus contacts when necessary, replying to general inquiries about the College.
4. Accepting deliveries and ensuring that they are delivered to their rightful owners.

2.2.20 Role and Functions of Laboratory Assistants

1. Attending to all works relating to the training of students.
2. Assisting students, staff and others in all works related to the administration.
3. Assisting the staff in the smooth functioning of the laboratories.
4. Maintaining the laboratory equipment, gadgets, chemicals and glassware and reporting matters, like maintenance/repairing,

breakage, loss, damage, within the respective laboratories, to the HOD through the faculty in charge of the laboratory.

5. Performing any other duty that may be assigned as and when the need arises by the College/Department.
6. Ensuring the cleanliness of the laboratories and turning off all equipment, lights and fans after use.
7. Preparing the requisition form of consumables to be submitted to the HOD, who in turn shall verify the same and forward it to the Principal.
8. Ensuring the issue and return of the gadgets and non-consumable materials for practicals.
9. Maintaining the record of all breakage, loss, in the laboratories.
10. Helping in the maintenance and cleanliness of buildings, gardens and campus.
11. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item plus the contingency charge as a fine shall be levied on the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

2.2.21 Role and Functions of Technical Assistants

1. Maintenance of all computers, photocopiers, CCTV, LCD, campus Wi-Fi, sound system and all electrical and electronic gadgets, UPS batteries, Inverters, and Solar panels of all the buildings.
2. Maintenance of Hardware, Software and offer technical solutions.

CHAPTER III

ADMINISTRATIVE BOARDS AND COMMITTEES

Functions and Responsibilities of Staff Working Committees in the College

Various committees are formed in the College for the smooth and efficient management of activities. It also allows the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with HODs for one academic year or until new committees are constituted. The outgoing Conveners/In-charge of the committees are expected to hand over all the relevant documents/files to the new Conveners/In-charge in the presence of the Principal or a representative appointed by her. The handed-over documents shall be also signed by all the three mentioned above.

3.1 Board of Management

The members of the Executive Committee of the Katpadi Auxilium Society form the Board of Management. The Board is responsible for the administration of the College. The Provincial of Salesian Sisters, Chennai (INM) is the Chairperson of this Board. She nominates the Secretary of the College as the Vice-Chairperson, the Principal, Vice-Principals and Controller of Examinations as ex-officio members and other Sisters as members of the Board of Management.

The Board of Management reserves for itself the following rights:

1. The day-to-day running of the Institution.
2. Expansion of the College by way of introducing new courses.
3. Providing Infrastructure facilities.
4. Formation Plan for staff and students
5. Code of Conduct for staff and students
6. Financial Management
7. Hostel Management
8. Framing and approving various policies

Meeting

Once a month.

3.2 Governing Body

Composition

1. Five members from the Management as per the Constitution, with the Chairperson.
2. Two members from among the teaching staff of the College are to be nominated by the Principal, based on seniority.
3. One member to be nominated by the Board of Management, from the category of either educationist or industrialist.
4. One member to be nominated by the University Grants Commission.
5. One member to be nominated by the State Government.
6. One member to be nominated by the Thiruvalluvar University
7. The Principal of the College is an ex-officio member.
8. Two special invitees nominated by the Board of Management, academician, industrialist, entrepreneur.
9. A faculty member nominated by the Principal as Member Secretary.

Term

The term for all Management nominated members shall be for three years and the term of others will be based on the norms set by the UGC.

Meeting

Once a year.

Responsibilities

1. Laying down services conditions, emoluments, and travelling allowances for the teaching and non-teaching staff in the College for the staff of the self-financed stream.
2. Laying down the procedure for selection/recruitment of teaching/non-teaching staff and to appoint the same in the College.
3. Regulating and enforcing discipline among members of the teaching and non-reaching staff following the rules/procedure laid down in the policy.
4. Investing any money belonging to the College for the purchase of the immovable property.
5. Transferring or accepting the transfer of any movable or immovable property of the College.
6. Fixing the fees and other charges payable by the students of the College on the recommendation of the Academic Council after obtaining the advice of the Finance Committee.
7. Adjudicating upon and if sought for, constituting a committee for advice to redress the grievance of the staff of the College.
8. Delegating administrative and financial powers to the Principal and other functionaries in the College for its smooth functioning.
9. Instituting scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
10. Accepting endowments for specific purposes.
11. Approving institution of new programmes of study leading to degrees and/or diplomas or certificates.
12. Approving the Annual Report of the College.
13. Performing such other functions and institute committees, as may be necessary and deemed fit for the proper development and fulfilling the objectives of the College.

3.2 Standing Committee of the Governing Body

1. Secretary of the College
2. Principal
3. Controller of Examinations
4. Vice-Principals
5. The HODs
6. The Staff Representatives

Meeting

Twice a year.

Responsibilities

1. Passing the semester results.
2. Nominating experts for Academic Council
3. Preparing the agenda for the Governing Body Meeting

3.3 Academic Council

Composition

1. Principal
2. Controller of Examinations
3. Vice-Principals
4. All the HODs
5. Librarian
6. Four staff of the College representing the different categories of teaching staff by rotation based on seniority of service in the College.
7. No less than four experts from outside the College, representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, to be nominated by the Governing Body.
8. Three nominees of the University
9. A faculty member nominated by the Principal as Member Secretary

Term

Three years

Meeting

Once a year

Responsibilities

1. Scrutinizing and approving the proposals with or without modification of the Boards of Studies concerning the courses of study, the academic regulations, curriculum, syllabi and modification thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, provided that where the Academic Council differs on any proposal it will have a right to return the matters for reconsideration to the Board of Studies concerned or reject it.
2. Making regulations regarding the admission of students to different programmes of study in the College keeping in view the policy of the Government.
3. Framing regulations for the conduct of examinations and initiating measures for improving the quality of teaching, students' evaluation and student advisory programmes in the College.
4. Making regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
5. Approving candidates for conferment of degrees, diplomas or certificates by the University.
6. Recommending to the Governing Body proposals for the institution of new programmes of study.
7. Recommending to the Governing Body, the institution of scholarships, studentships, fellowships, prizes and medals and to frame regulations, for the award of the same.
8. Advising the Governing Body on suggestions about the academic affairs made by it.
9. Performing such other functions as may be assigned by the Governing Body.

3.4 Planning and Evaluation Committee (College Council)

Composition

1. Principal

2. Controller of Examinations
3. Vice-Principals
4. Heads of Departments
5. Dean of Student Welfare
6. Dean of Arts
7. Dean of Science
8. Dean of Commerce & Management
9. IQAC Coordinator
10. Two Staff Representatives
11. Director of Library
12. Librarian
13. Physical Directress
14. NSS Coordinator
15. NCC Coordinator
16. Chronicler
17. Office Superintendent
18. Student Representatives (College Union Leaders)
19. One PG Student Representative

Term

The nominated members shall hold office for three academic years.

Meetings

Once a month.

Responsibilities

1. Planning for the Academic Programmes of the College as a whole.
2. Coordinating the activities of various departments, committees, clubs and movements.
3. Conducting a periodical review of the implementations of the programmes.
4. Suggesting follow-up actions to be taken.
5. Preparing a detailed report of the activities of the College during the academic year.

3.5 Board of Studies

Composition

1. Head of the Department concerned (Chairperson)
2. The entire faculty of each specialisation
3. Two experts in the subject from outside the College to be nominated by the Academic Council.
4. University Nominee
5. One expert nominated by the Principal
6. One postgraduate meritorious alumna (within 5 years of passing out) to be nominated by the Department.
7. One representative from the industry or corporate sector relating to Placement.

Term

Three years

Meeting

Once a year.

Responsibilities

1. Preparing syllabi for various courses keeping in view the objectives of the College and the national requirement for consideration and approval of the Academic Council.
2. Understanding the requirements of the industry or corporate or society at large and incorporating them into the syllabi to make the teaching-learning process relevant to the needs of the time.
3. Suggesting methodologies for innovative teaching and evaluation techniques.
4. Encouraging learning by collaboration and participation by using information and communication technology tools.
5. Suggesting a panel of names to the Controller of Examinations for appointment of the examiners.

6. Coordinating research, teaching, extension and other academic activities in the Department/College.
7. Recommending to the Board of Management through the HOD concerned and the Academic Council, the introduction of new degrees, diplomas and certificates.
8. Recommending to the Board of Management through the HOD concerned and the Academic Council, the discontinuation of degrees, diplomas and certificates which have become irrelevant.
9. Preparing the requirements concerning the library, laboratory, and equipment in respect of the courses concerned.

3.6 Finance Committee

Composition

1. Secretary
2. Principal
3. Controller of Examinations
4. Vice-Principals
5. Administrator
6. Staff Representative
7. Finance Officer
8. Office Superintendent

Term

Three years

Meetings

Twice a year

Responsibilities

1. The Finance Committee will be an advisory body to the Governing Body.

2. Preparing the budget proposal for the College taking into consideration the possible income and expected expenditure. The budget should cover the allotment of funds for various departments for the year.
3. Recommending for approval of financial proposals made by other committees with or without modification.
4. Evaluating the general Financial Management.
5. Submitting the Plans/Proposals are submitted to the UGC on time, allocating funds received, prioritizing need and necessity, ensuring proper utilization of funds within the date specified, guaranteeing utilization of funds for the purpose it has been released by the UGC and submitting the audited Utilization Certificate within the stipulated date.
6. Applying on time to funding agencies like the Department of Biotechnology (DBT), Department of Science & Technology (DST), etc., and sending the audited Utilization Certificate before the stipulated date.
7. Coordinating the maintenance of stock registers separately for each funding agency.
8. Ensuring that approved financial policies and procedures are being followed.
9. In all matters regarding finance, the decision of the Secretary is final.

3.7 Admissions Committee

Composition

1. Secretary
2. Principal
3. Vice-Principals
4. Four seniormost staff members
5. Staff representative belonging to SC/ST
6. Office Superintendent
7. Management representatives

Term

The nominated member shall be for three years.

Meetings

Twice a year, whenever necessary during the admissions.

Responsibilities

1. Revising and updating the College Prospectus.
2. Following the admission schedule given by the Principal.
3. Allotting the 50 % seats available for minority quota for Catholics.
4. Considering the College's preferential option for the poor, the Dalits, the first-generation learners, the rural students and the differently-abled in the selection of candidates.
5. Ensuring filling up of the 50% seats according to the Reservation Quota based on the merit list and screening applicants for admission to various courses.
6. Ensuring transparency in admission.
7. Assisting the Principal in selecting the students.
8. Checking eligibility criteria.
9. Counselling students to choose the programme according to their ability and aptitude.
10. Regulating change of programme and Shift.
11. Reviewing of admission report prepared by the College Office.
12. Periodically updating the information posted on the College website.
13. In all matters regarding admissions, the decision of the Principal is final.

3.8 Internal Quality Assurance Cell (IQAC)

Composition

1. Secretary
2. Principal

3. Administrator
4. Vice-Principals
5. One Management Representative
6. IQAC Coordinator
7. Four Staff representatives each from Shift I and Shift II
8. Three representatives from the College Office
9. A representative from extension activities
10. Student Union Leaders representing students
11. External Expert
12. Stake Holder and Community Representative

Term

Three years

Meetings

Once a month

Responsibilities

1. IQAC is responsible for all quality measures of the College.
2. Initiating planning and supervising various activities that are necessary to increase the quality of the education imparted in the College.
3. Developing and applying quality benchmarks/parameters in various activities of the institution.
4. Coordinating the dissemination of information on various quality parameters of higher education.
5. Coordinating the documentation of the various programmes / activities leading to quality improvement.
6. Coordinating the quality-related activities of the College.
7. Preparing the plan of action for academic improvement.
8. Improving the overall academic ambience of the College.
9. Organizing discussions, workshops, seminars and promotion of quality circles.
10. Recording and monitoring quality measures of the institution.

11. Acting as a nodal agency of the institution for quality-related activities.
12. Preparing the Annual Quality Assurance Report (AQAR), Self-Study Report (SSR) and such other reports as may be decided from time to time.
13. In all matters regarding the activities of the IQAC, the decision of the Principal is final.

3.8.1 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.

3.8.2 Auxilium Students Quality Cell (ASQC):

Composition

1. IQAC member – ASQC Coordinator (Shift I)
2. IQAC member – ASQC Coordinator (Shift II)
3. Three staff in charge (Shift I)
4. Three staff in charge (Shift II)
5. One student out of 25 students is to be selected in a class as an ASQC member.

Term

The nominated members shall be for one year.

Meeting

Once a month.

Responsibilities

1. Involving the student community in quality and capacity-building programmes.

2. Helping fellow students to be conscious of eco-friendly campus.
3. Involving in the enhancement of communicative skills among students.
4. Participating actively in the presentation of month-value every month and enhancing the campus culture.
5. Promoting better intercommunication regarding qualitative initiatives to students.
6. In all matters regarding ASQC, the decision of the Principal is final.

3.9 National Institutional Ranking Framework (NIRF) Cell

Composition

1. Principal
2. Vice-Principals
3. NIRF Coordinator
4. One staff from Arts and Humanities Departments
5. One staff from Science Departments
6. One staff from the Mathematics Department

Term

The nominated members shall be for three years

Meeting

Twice a year or more often when necessary.

Responsibilities

1. Preparing the NIRF Report of the College.
2. Suggesting measures to improve the quality of educational interventions.
3. In all matters regarding NIRF activities, the decision of the Principal is final

3.10 Curriculum Development Cell

Composition

1. Principal
2. Controller of Examinations
3. Vice-Principals
4. Heads of Departments
5. Deans
6. Four Student Nominees from UG (Arts, Science, Commerce, Management)
7. Four Student Nominees from PG (Arts, Science, Commerce, Management)

Term

The nominated members shall be for one/two years

Meeting

Twice a year.

Responsibilities

1. Evaluating the existing curriculum and suggesting a revision
2. Carrying out a need assessment of society, students and industry
3. Curricular designing and its organization
4. Monitoring the conduct of Part IV Courses in the College
5. Assessing industrial and global trends
6. Developing an information database from stakeholders
7. Formulating the course structure and guidelines for curriculum restructuring, periodically.
8. Conducting Career Guidance Exhibition, Workshops on Yoga and Meditation and Orientation Programme on Part IV papers under CBCS.
9. In all matters regarding the activities of the Curriculum Development Cell, the decision of the Principal is final.

3.11 Examination Committee

Composition

1. Principal
2. Controller of Examinations
3. Vice-Principals
4. Staff Representative from Arts
5. Staff Representative from Science
6. Staff Representative from Commerce
7. Staff Representative from Languages
8. Staff Representative from Management
9. Staff Representative from PG
10. An Assistant from Controller's Office
11. Student Representatives

Term

Three years

Meeting

Twice a semester

Responsibilities

1. Collecting data on various programmes/papers and enrolment, therein, including the register number of students.
2. Finalizing the CA and semester examination and assessment timetable.
3. Arranging assessment rooms, requisition of invigilators and support staff based on the assessment timetable.
4. Making the seating arrangement and displaying them on the concerned Notice Boards.
5. Preparing and displaying the Supervision Duty List on the staff notice board.

6. Ensuring that adequate stationery, like answer sheets, graph paper, thread, drinking water and water jugs, are made available.
7. Holding a pre-exam meeting to brief the members of the faculty about the assessment procedures and their roles and responsibilities.
8. Conducting the examination and assessment as per the schedule.
9. Calculating the allowance due for invigilation/assessment duty.
10. Proposing assessment Reforms.
11. Dealing with malpractices in the assessments along with the Controller of Examination.
12. In all matters regarding the Examination, the decision of the Principal is final.

3.12 Library Advisory Committee

Composition

1. Secretary
2. Principal
3. Vice-Principals
4. Director of Library
5. Librarians
6. Deans (Shift I)
7. Deans (Shift II)
8. Student representatives from Shift I and Shift II (from student Union Leaders)
9. College Office Superintendent

Term

Three years

Meeting

Twice a year

Responsibilities

1. Fixing Library working hours.
2. Ensuring Library services.
3. Arranging for procuring subject-wise books/magazines/journals.
4. Recommending to the Principal measures for upgrading the library facilities.
5. Acting as a liaison between the library, the student and the faculty.
6. Enriching stock with e-resources.
7. Ensuring optimal use of the library by students and staff.
8. Looking into administrative problems in the Library.
9. Ensuring annual stock verification.
10. In all matters regarding the Library, the decision of the Principal is final.

3.13 Research Ethics, Publication and IPR Committee

Composition

1. Principal
2. Vice-Principals
3. Dean of Research and IPR Cell
4. One duly approved Research Guide from each Research Department

Term

Three years

Meeting

Twice a semester

Responsibilities

1. Overseeing and supervising Research, Development and Publication activities in the College and ensuring quality performance, by proper monitoring of research projects and engagement in all the research areas.

2. Promoting research in all programmes.
3. Identifying emerging current areas of research.
4. Identifying various research facilities available with the government and non-government agencies and encouraging the staff to write projects accordingly.
5. Encouraging the staff members to write research articles and publish them in peer-reviewed International or National journals impact factor.
6. Promoting consultancy services among the staff from government and non -government agencies.
7. Creating interest in research in the students by organizing seminars, workshops, guest lectures.
8. Enabling the participation of both staff and students at various seminars and workshops both at the National and/or international levels.
9. Arranging lectures and seminars periodically, providing academic support and guidance to researchers.
10. Establishing MoUs with regional, national and international bodies, particularly in the field of Research.
11. Exploring possibilities of research collaborations, nationally and internationally for long-term development.
12. Disseminating knowledge on patents, the patent regime in India and abroad and registration aspects.
13. Imparting training on future endeavours regarding patent filing processes.
14. Encouraging faculty members and scholars to go for patentable works
15. In all matters regarding Research and Publication, the decision of the Principal is final.
16. Creating awareness about IPR for faculty and students of the College.
17. Conducting workshops, seminars and training courses on IPR.
18. Disseminating knowledge of IPR in India and abroad and its registration aspects.
19. Imparting training on future endeavours regarding IPR filing processes.

20. Encouraging faculty members and scholars to go for IPR-related works.
21. Forwarding eligible cases of IPR to the IPR Office, Chennai.
22. Promoting and encouraging application-oriented scientific research.
23. Securing sponsored research funding at all levels of research.
24. Holding the sole right of the College to protect the inventions of the faculties and young researchers.
25. In all matters regarding the ITP Cell, the decision of the Principal is final.

3.14 College Magazine and Newsletter Committee

Composition

1. Principal
2. Vice-Principals
3. Chief Editor
4. Two staff from the English Department
5. Two staff from the Tamil Department
6. One staff from the Hindi Department
7. One staff from the Computer Science Department
8. One staff from the Media Department
9. One staff from the Arts Faculty
10. One staff from the Science Faculty
11. One staff from the Commerce Department
12. One staff from the Management Department
13. One staff from PG Departments
14. Two student representatives nominated from the Journalism Club

Term

The nominated members will be for two years.

Meeting

Thrice a year.

Responsibilities

1. Nurturing the creativity of the students.
2. Deciding on the issues and themes that will form the basis of each edition of the magazine.
3. Inviting literary articles, titbits, reports and other creative contributions for the magazine and newsletter.
4. Providing editorial support to the magazine and newsletter.
5. Selecting materials for the magazine and newsletter.
6. Providing students with training in editorial work.
7. Preparing the budget for printing, publishing, and posting the magazine.
8. Collecting photographs of main activities and important programmes.
9. Ensuring regular publication of the magazine and newsletter.
10. Maintaining the list of persons/institutions to whom the magazine and newsletter are to be sent.
11. In all matters regarding the College magazine and newsletters, the decision of the Principal is final.

3.15 Students' Grievance-Redressal Committee

Composition

1. Secretary
2. Principal
3. Vice-Principals
4. Controller of Examinations
5. Dean of Student Welfare - Shift I
6. Dean of Student Welfare - Shift II
7. Physical Directress
8. Office Superintendent
9. The Head of the Department concerned

Term

The members will remain as long as they hold their respective office.

Meetings

Twice a year and as often as the occasion demands.

Responsibilities

1. Ensuring a fair, impartial and consistent way for redressal of various issues faced.
2. Eliciting information from different quarters concerning common dissatisfaction and cause for the same.
3. Checking the suggestions/grievances box periodically.
4. Scrutinizing, investigating, discussing and resolving all complaints and grievances of the students.
5. Upholding the dignity of the College by promoting cordial student-student relationships, student-teacher relationships and teacher-teacher relationships.
6. Developing a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere on the College campus.
7. Maintaining the Minutes of the meetings and submitting a copy of the same to the Principal.
8. Maintaining a general record of the grievances received / reported / referred /resolved.
9. Assisting the Management in settling the issues amicably.
10. Regulating and enforcing discipline among the students of the College.
11. Ensuring stakeholders respect, rights and dignity.
12. Acting as a liaison officer between management and staff, staff and students, etc.
13. Ensuring that grievances are resolved with complete confidentiality.
14. In all matters regarding grievance-redressal, the decision of the Principal is final.

Guidelines for Grievance Redressal

1. The grievant has to submit the grievance in writing to the Secretary, Principal or Grievance Cell. A grievance can also be submitted by e-mail using grievance@auxiliumcollege.edu.in
2. Grievance shall be considered at the earliest, as per the guidelines given in 5.5.
3. The Cell shall be committed to maintaining the confidentiality of information throughout the process.
4. Grievance with legal complexity like sexual harassment/misconduct or of other criminal nature shall be dealt with after taking advice from appropriate legal consultants/authorities.

3.16 Career Guidance and Placement Cell

Composition

1. Secretary
2. Principal
3. Vice-Principals
4. Coordinator for Shift I
5. Coordinator for Shift II
6. Representatives from each Department
7. A representative from the College Office

Term

The representatives will be for three years

Meetings

Thrice a year.

Responsibilities

1. Helping the students to explore career options.

2. Assessing students' efficiency, providing career guidance to students, based on their aptitude and grooming them for a job they are fit for.
3. Getting in touch with the various institutions, employers, call centres, and industries.
4. Instilling self-reliance among students and promoting entrepreneurial skills.
5. Conducting career guidance courses, workshops and seminars on skill development.
6. Disseminating information regarding placement opportunities.
7. Selecting students for participation in recruitment drives organized by other institutions.
8. Inviting commercial/ industrial organizations to the campus for conducting campus interviews and recruitment.
9. Establishing a Memorandum of Understanding with reputed organizations.
10. Maintaining the records of the Placement.
11. In all matters regarding career guidance and placement, the decision of the Principal is final.

3.17 Hostel Advisory Committee

Composition

1. Secretary
2. Principal
3. Deans of Residential Students
4. Vice-Principals
5. Administrator
6. Student Representatives Nominated (Hostel Leaders)
7. Dean of Residential Attenders and House Staff
8. Mess Manager

Term

The nominated members will be one year

Meeting

Twice a year

Responsibilities

1. Taking decisions regarding hostel administration.
2. Ensuring that the hostel staff discharge duty with responsibility.
3. Suggesting formative programmes for the hostellers.
4. Offering to Catholic students liturgical, para liturgical and devotional programmes for their spiritual formation.
5. Planning, executing and evaluating various celebrations and activities for the integral growth of the hostellers - Annual Retreat, Monthly Recollection and Confession, Lectio Divina, Formative talks, Periodic meetings, Bible Week, Yoga Training, Media Education and daily Good Night thoughts.
6. Following the hostellers closely and training them for life to be good, God-fearing and honest citizens through various activities and leadership training in Groups and Movements.
7. Offering adequate recreation facilities and opportunities for cultural, artistic, music and dramatics.
8. Maintaining the register containing the names, addresses, and phone numbers of students and the logbook.
9. Maintaining the register of coming in and going out of hostellers.
10. Offering counselling facilities for hostellers.
11. Free coaching in English for the I Years who are from vernacular medium and are weak in studies.
12. Furnishing the Reading Room with newspapers and useful and interesting magazines.
13. Recommending disciplinary measures, if needed.
14. Addressing problems regarding the running of the Mess.
15. Recommending to the Secretary the deserving students for fee concession.
16. Suggesting a holistic menu and revising it periodically.
17. Taking steps to avoid wastage of resources like food, electricity, water, etc.
18. Suggesting measures to reduce cost without sacrificing quality.

19. Offering suggestions to keep order and cleanliness in the Hostel, Mess and Kitchen.
20. In all matters regarding the hostel activities, the decision of the Principal is final.

3.18 Alumnae Committee

Composition

1. Secretary
2. Principal
3. Local Delegate of the Alumnae Association
4. Vice-Principals
5. Alumnae Executive Members

Term

Three years

Meeting

Thrice a year.

Responsibilities

1. Formulating the Action Plan for each year.
2. Establishing and encouraging contact with Alumnae.
3. Planning and conducting the annual and periodical alumnae meeting
4. Maintaining an up-to-date and detailed database of the Alumnae.
5. Arranging for interaction with the present students
6. Highlighting the success of alumnae to improve the credibility and reputation of the College.
7. Promoting the interests and welfare of the Alumnae Association.
8. Mobilizing resources and funds for the development of the College and offering assistance to the poor.

9. Organizing and executing relief activities during natural calamities/disasters.
10. Documenting the activities carried out by the Alumnae.
11. In all matters regarding alumnae activities, the decision of the Principal is final.

3.19 Extension Services Committee

Composition

1. Principal
2. Vice-Principals
3. Dean of extension services
4. All the Heads of Departments
5. Office Manager
6. Student Representatives nominated

Term

Three years and one year for nominated members.

Meeting

Twice a year.

Responsibilities

1. Coordinating the extension activities.
2. Planning for the new developments.
3. Evaluating the extension services.
4. Acting as a liaison officer between management and staff, staff and students.
5. Documenting the various extension activities of the departments and groups and movements.
6. In all matters regarding the extension activities, the decision of the Principal is final.

3.20 Students' Welfare Committee

Composition

1. Vice-Principals
2. HODs
3. Deans
4. IQAC Coordinator
5. All the class leaders
6. All the Academic Association Secretaries
7. All the Non-Academic Association (Groups and Movements) Secretaries
8. One ASQC (Auxilium Students' Quality Cell) representative from each year.

Term

One year for student representatives.

Meeting

Once a month

Responsibilities

1. Evaluating the services of student leaders.
2. Suggesting measures for improvement in academic performance.
3. Making known the available scholarships and prizes.
4. Ensuring healthy participation of students in intra/inter-collegiate events.
5. Helping those students who are on the verge of dropping out to continue their studies.
6. Suggesting enhancement of students' facilities available on the campus.
7. In all matters regarding the welfare of students, the decision of the Principal is final.

3.21 Sports Advisory Committee

Composition

1. Principal
2. Vice-Principals
3. Directresses of Physical Education
4. Sports Secretaries
5. Student Representatives from each UG Department
6. One Student Representative from PG Departments
7. College Office Superintendent

Term

One year for student representatives.

Meeting

Once a month

Responsibilities

1. Creating a scope for the cultivation of skills in games and sports.
2. Arranging physical and medical fitness programmes.
3. Planning various sports activities and encouraging participation in tournaments organised at various levels.
4. Keeping the First Aid kits functional.
5. Arranging competitive sports programmes, and raising and administering funds.
6. Selecting members for various teams to represent the College.
7. Preparing sports schedule for the year.
8. Planning the practice sessions for the various athletics and games.
9. Preparing the Sports Day report.
10. Celebrating Annual Sports Day.
11. Escorting the students to sports meets outside the College.
12. Maintaining discipline before, during and after the college assembly, recess, meetings, College functions.
13. Checking stock at the end of each academic year.

14. Proposing the purchase of the required sports equipment for the ensuing academic year.
15. Evaluating periodically the performance of students in sports and games.
16. Maintaining the Sports logbook.
17. In all matters regarding sports activities, the decision of the Principal is final.

3.22 NSS Advisory Committee

Composition

1. Principal
2. Vice-Principals
3. NSS Programme Officers
4. NSS Secretary
5. Three Student representatives

Term

Three Years

Meeting

Once a month

The Programme Officers must undergo an Orientation Course conducted by the University within one year of the date of selection. One Programme Officer will be in charge of a unit. Only those belonging to the teaching faculty will be considered for appointment as Programme Officers.

Responsibilities

1. Providing logistics and advisory support for the execution of NSS Programmes.
2. Preparing an annual calendar of NSS activities.

3. Coordinating the activities of NSS volunteers.
4. Ensuring that NSS volunteers complete the prescribed 20 hours for orientation.
5. Dividing the volunteers into different groups for projects.
6. Supervising the work of NSS volunteers.
7. Conducting periodic review meetings involving programme officers and volunteers.
8. Maintaining necessary records and registers.
9. Being responsible for the equipment and stores.
10. Spending funds as per financial rules.
11. Submitting the records periodically.
12. Submitting the accounts on time.
13. The Programme Officers will be responsible for the organization and implementation of the NSS programme and will carry out instructions issued by the Programme Coordinator of the University, Regional Centre and State Liaison Officer. The College will provide necessary facilities for the storage of NSS materials and equipment.
14. The articles purchased out of NSS funds will be stored separately. Details of Stores and equipment will be entered into the stock register. The register may be initialled by the Principal.
15. At the time of change over, the stocks and registers have to be handed over to the next Programme Officer as per the instruction of the Principal. The NSS programme is financed by the public fund. Hence the Institution should maintain the financial records and the following registers as per financial rules.
 - (a) Enrolment Register
 - (b) Project Register - projects undertaken and details of works
 - (c) Stock Register
 - (d) Record of attendance of regular activities and special camps.
 - (e) Minutes Book of the Advisory Committee.
 - (f) Personal Work Diary of Programme Officer
 - (g) NSS Logbook
 - (h) Work Diary of Volunteers
18. The Financial Records of NSS accounts will be maintained separately. The accounts regarding the receipt of NSS grants and their utilization will be maintained as per financial norms and is

open for inspection. The Programme Officer will send periodical reports to the NSS Programme Coordinator and the report of the special camp should be sent to the Programme Coordinator.

19. There should be 120 hours of regular activity per year including campus work (30 hours). Only those students who had 240 hours of service will be eligible for the NSS certificate. The Programme Officer can divide the volunteers into different groups and can be given specific projects/activities. A proper explanation of their activities has to be given.
20. Selection of the project depends on
 - (a) considering the need of the society
 - (b) availability of resources, raw material
 - (c) availability of trained personnel.
21. Ensuring that the NSS volunteers are in a position to complete the project within the stipulated time.
22. Convening the meeting of the NSS Advisory Committee at the beginning of the academic session to prepare the action plan for the current year, review the previous year's plan and project and approve the budget of NSS units.
23. Preparing a calendar of activities of the NSS units and forwarding the copy to the NSS Coordinator of the University and the NSS Regional State Liaison Officer mentioning special projects, if any.
24. Encouraging new students to join the NSS, communicating to them its objectives/aims/philosophy of NSS.
25. Conducting a three-day orientation programme for the volunteers about the various aspects of community service, the role of youth in literacy, environment enrichment and conservation, drug abuse, health education, social service programmes, Village adoption programme, total literacy, plantation of trees, women and child development, may be included.
 - (a) Involvement of the volunteers in the prevention of communicable diseases with the help of local authorities.
 - (b) Celebration of special days/weeks with seminars, symposia, lectures, public awareness drives, and days such as NSS Day, International Literacy Day, Communal Harmony Day/Week, National Integration Day, Women's Day, Cultural Unity Day.

- (c) Regular activities of 120 hours: Orientation to volunteers (20 hours) – Lectures, discussions, field visits, audio-visuals, developing playground, garden, planting trees, awareness programmes on drug abuse, AIDS, anti-tobacco, anti-alcohol, communicable diseases.
 - (d) Community Service (70 hours): Projects for adopted villages, hygiene, sanitation, waste management, wasteland development, health education, blood donation, cleanliness drive in and outside the campus, garbage disposal.
 - (e) Reaching out during natural disasters/emergencies.
26. In all matters, the decision of the Principal is final.

3.23 Cultural Committee

Composition

1. Principal
2. Vice-Principals
3. Seven staff representatives
4. Student Cultural Secretary
5. A student representative from each UG Department

Term

One Year

Meeting

Once a month

Responsibilities

1. Creating an ambience for cultural expression and development.
2. Conducting various level cultural competitions.
3. Planning and scheduling cultural events for the academic year.

4. Arranging for cultural presentations on various occasions in the College.
5. Selecting and preparing the students for cultural competitions on and off-campus platforms.
6. Procedure to organize cultural events:
 - (a) To prepare the Annual Budget for the various cultural events.
 - (b) To obtain formal permission from the College authorities to arrange a programme.
 - (c) To decide the date, time and agenda of the programme
 - (d) To inform members of staff and students about the event.
 - (e) To arrange the venue and logistics (audio/video system, dais, podium, etc.).
 - (f) To invite the Chief Guest and other dignitaries.
 - (g) To arrange mementoes for guests and gifts/certificates for the participants.
7. Conducting periodical evaluation and maintaining the record of activities.
8. In all matters regarding cultural activities, the decision of the Principal is final.

3.24 Website, Internet and Social Media Committee

Composition

1. Principal
2. Vice-Principals
3. One staff representative from Computer Science
4. One staff representative from BCA Shift I
5. One staff representative from BCA Shift II
6. One staff representative from Communication Media

Term

Three Years

Meeting

Once a month

Responsibilities

1. Regularly updating, improving and well-maintaining the College Website.
2. Collecting information about the latest events, achievements, etc., in the departments and College and getting them posted on the website.
3. Updating regularly all communications, notices, announcements, and activities.
4. Monitoring the internet and social media activities of the College.
5. In all matters regarding the College website, internet and social media the decision of the Principal is final.

3.25 Anti-Ragging Committee

Composition

1. Secretary
2. Principal
3. Vice-Principals
4. Dean of Arts – Shift I, II
5. Dean of Science – Shift I, II
6. Dean of Commerce – Shift I, II
7. Dean of Management – Shift I, II
8. Dean of Students Welfare - Shift I, II
9. Head of the Department (Department concerned)
10. Student representatives – College Union Leaders

Term

Three years, one year for student representatives.

Meeting

Once a Semester or whenever needed.

Importance

To root out ragging in all its forms from the institution, an Anti-Ragging Cell has been established in Auxilium College as per the guidelines of the University Grants Commission (UGC). Ragging constitutes one or more of any intentions by any student or group of students on:

1. Any act of indiscipline, teasing or handling with rudeness.
2. Any act that prevents, or disrupts regular academic activity.
3. Any activity which is likely to cause annoyance, hardship, psychological harm or create fear.
4. Any act of financial extortion or forceful expenditure.
5. Any act of physical abuse causing assault, harm or danger to health.
6. Any act of abuse by spoken words, emails, SMS or public insult, etc.
7. Any act of injury or infringement of the fundamental right to human dignity.
8. Any act of wrongful confinement, kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
9. Any unlawful assembly or conspiracy to ragging.

The Anti-Ragging Committee will be involved in designing strategies and action plans for curbing the menace of Ragging in the College by adopting a number of activities.

Responsibilities

1. Promoting and maintaining discipline in the College by proactively assisting the College authorities by involvement and giving suggestions.

2. Preventing ragging by students by pro-actively involving, giving wide publicity to prevent ragging, taking rounds and taking preventive measures.
3. Educating the students at large by adopting various means about the menace of ragging and related punishments thereto.
4. Forming an Anti-Ragging Squad consisting of one staff member of the Committee and a group who keep a vigil and stop the incidences of ragging, if any, happening/ reported in the places of student aggregation including, Classrooms, Canteens, Buses, Grounds, Hostels. They work under the guidance of the Anti-Ragging Committee.
5. Submitting online affidavits by all students through the website www.antiragging.in. On behalf of the institution, the Dean (Student Welfare) who is the Nodal Officer will submit a compliance report to the Government every year.
6. Displaying banners on the campus about the evils of ragging.
7. In all matters regarding the Anti-Ragging Committee Activities, the decision of the Principal is final.

Auxilium College campus is a ragging-free campus and students are well-disciplined. A cordial atmosphere is created within the campus and the staff members and College authorities take utmost care for the well-being of all the students.

Any ragging complaints can be posted in the box provided or contact the Nodal Officer.

All the members of staff are requested to be alert and any case of ragging should be promptly reported to the Principal / Dean (Student Welfare).

All complaints about any kind of ragging by any student/group of students of Auxilium College inside or outside the College campus may be reported to 'Anti-ragging Cell' by writing a letter or sending a mail to antiraggingcell@auxiliumcollege.edu.in

3.26 Scheduled Caste/ Scheduled Tribes (SC / ST) (Anti discrimination and Equal Opportunities) Committee

Composition

1. Principal
2. Vice-Principals
3. Two Staff representatives

Term

Three years

Meeting

Once a Semester or when needed.

Responsibilities

1. Creating and maintaining a safe, healthy and supportive environment for Scheduled Caste/ Scheduled Tribes (SC/ST) staff and students on the campus.
2. Addressing the issues of staff and students, belonging to SC/ST in the College and preventing any type of atrocities against them.
3. Complying with the regulations of Government/AICTE/statutory bodies for the establishment of the Committee for SC/ST (As per the Scheduled Caste and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11/09/1989)
4. Looking into the complaints, if any, received from the staff and students belonging to SC/ST.
5. In all matters regarding the SC/ST Committee activities, the decision of the Principal is final.

3.27 Prevention of Sexual Harassment/ Internal Compliance Committee

Composition

1. Secretary
2. Principal
3. Vice-Principals
4. Dean of Arts – Shift I, II
5. Dean of Science – Shift I, II
6. Dean of Commerce – Shift I, II
7. Dean of Management – Shift I, II
8. Dean of Students Welfare - Shift I, II
9. Head of the Department (Department concerned)
10. Student representatives – College Union Leaders

Term

Three years and one year for student representatives.

Meeting

Once in a Semester or whenever needed.

Responsibilities

1. Creating and maintaining a safe, healthy and supportive environment for women students on the campus.
2. Addressing issues faced by women at the workplace and organizing awareness programmes and taking preventive steps towards the protection of women staff/students from sexual harassment in the College.
3. Organising workshops on sensitization and gender equality and problems affecting women in general and especially those arising from societal concerns.
4. Expressing protest against the atrocities faced by women and children in the neighbourhood, District, State, Nation.
5. In all matters regarding the activities of the Committee, the decision of the Principal is final.

3.28 Staff Grievance-Redressal Committee

The Grievance Redressal System is a vital part of any administration. It is the responsibility of Auxilium College Administration to provide a secure and contented environment to all its staff members. The grievances received by the Principal are studied and redressed along with the Secretary.

Composition

1. Secretary
2. Principal
3. Vice-Principals
4. Teaching Staff Secretary – Shift I
5. Teaching Staff Secretary – Shift II
6. Non-Teaching Staff Secretary – Shift I
7. Non-Teaching Staff Secretary – Shift II

Note: In case of grievances involving teaching staff, only one of the four (numbers 5 to 8) will participate as the case may be.

Term

Three years

Meeting

Once a Semester or when needed.

Responsibilities

1. Accepting written grievances from staff related to the system.
2. Creating and implementing a mechanism to handle the reported grievances.
3. Forwarding the findings to the Secretary if necessary for further action.

4. Listening, recording and scrutinizing the grievances submitted by the Staff and taking necessary steps immediately.
5. Attending to the grievances based on their authenticity and gravity.
6. Convening periodic meetings to discuss whether the grievances have been settled.
7. Making a follow-up of these matters at regular intervals till their final disposal.
8. Maintaining strict confidentiality.
9. Maintaining records of all grievances redressed.
10. In all matters regarding the Grievance Redressal committee, the decision of the Chairperson is final.

3.29 Consultancy Committee

The faculty of the College are involved in rendering consultancy services individually and through institution in both remunerative and non-remunerative manner.

Composition	: Senior Staff members
Term	: Three Years
Meeting	: Once in a semester or whenever needed
Responsibilities	: Mentoring the consultancy services rendered by the individual staff and through the institution.

3.30 Academic Collaborative Committee

The College encourages Academic collaboration of the department with industries and other academic institutions as it is the need of the hour to instil the skill development of students.

Composition	: 1. Principal 2. Vice Principals 3. Senior Staff members
Term	: Three Years

- Meeting** : Once in a semester or whenever needed
- Responsibilities** : Monitoring the academic collaborations of the departments with industries and other institutions.

3.31 AIIC (Auxilium Innovation and Incubation Centre) Advisory Committee

Auxilium Innovation and Incubation Centre provides a platform to transform innovative ideas into business models of the students, the faculty and society to nurture their capacity and become empowered for a sustainable growth.

Composition :

1. Secretary – Patron
2. Principal – President
3. Vice President
4. Convener
5. Startup Coordinator
6. Innovation Coordinator
7. IPR Coordinator
8. Internship Coordinator
9. ARIIA Coordinator
10. NIRF Coordinator
11. Social Media Coordinator

Term : Three Years

Meeting : Whenever needed

Responsibilities :

- To carryout innovation and entrepreneurship related tasks
- Recognizing and rewarding ideas and sharing success stories

- Arrange recurring workshops, seminars, training and interactions with business entities and organizations through collaborations
- Seek expert guidance from professionals and investors to serve as mentors for young innovators
- Build relationships with peers and promote entrepreneurship nationally and globally

CHAPTER IV

POLICIES

General Principles

Auxilium College recognizes that students and staff are vital components of the campus community which should effectively contribute to the progress and general welfare of the institution governed by the Board of Management. While recognizing the value of input from the students and staff on issues of common interest, the Management has the responsibility and authority to make decisions regarding the operation of the institution, subject to the policies and procedures and applicable laws to this institution. Students should have a primary interest in matters of student life, including discipline. The staff should have a primary interest in academic affairs including curriculum, programme changes and development, the admission and graduation requirements. The non-teaching and support staff will cooperate with the Management, students and faculty for the development of the institution.

Date of Implementation

These revised rules and regulations shall come into effect from 24.05.2021.

4.1 Teaching Staff

Learning depends on the teachers and the teaching methodologies. Quality of teaching and excellence in learning is enhanced by the quality, competence, dedication and commitment of the teacher. A teaching faculty in higher education is 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.

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

4.1.1 General Terms and Conditions of Service

The following general terms and conditions of service shall apply to all the staff and employees of Auxilium College, besides other rules and regulations that may be framed, formulated and notified by the College from time to time on various subjects.

4.1.2 Staff Selection and Appointment

1. The Secretary finalizes in consultation with the Principal and Office Manager/ Superintendent the number of vacancies, both aided and unaided.
2. The Secretary informs the Provincial about the vacancies.
3. An advertisement is placed in English/Tamil newspapers and on the College Website giving the details: subject, type of post, qualification required.
4. Candidates applying for the post shall send their applications to the Secretary.
5. The applications will be processed and applicants are informed of the interview.
6. The interviews will be held in the College for which the posts have been advertised.
7. Expenses for the advertisement are met by the College. The Scrutiny Committee comprising of not exceeding than three members selected by the Secretary will check the certificates of those who appear for the interview.

8. The interview board for the selection of the staff consists of the following members:
 - (a) The Chairperson/Representative
 - (b) The Secretary
 - (c) The Principal
 - (d) The Vice-Principals
 - (e) The Head of the Department concerned
 - (f) One subject expert, preferably an FMA nominated by the Provincial.
9. The selection of the candidate is based on merit, ability, vision and suitability for the post. The candidate shall conform to the aims, ideals, aspirations, outlook and philosophy of the Founders of the Institution. Written and oral examinations will be conducted.
10. Towards the empowerment of women, the appointment of Catholic/Christian woman staff, preferably from Vellore Diocese, is given due weightage.
11. For selection to any post, the qualifications shall be as prescribed by the authorities concerned in addition to what has been stated above.
12. Weightage will be given to candidates who:
 - a) Belongs to first-generation learners or Dalit Catholics
 - b) Belongs to the Diocese of Vellore
 - c) Past Pupil of the College
 - d) Children of domestic and class IV employees of the College
13. Each member of the Selection Board will individually assess the candidate.
14. Care must be taken to choose candidates with histrionic talents, and experience in fieldwork and youth activities.
15. The candidates provisionally selected are ranked in order by the Board.
16. The list of the provisionally selected candidates is submitted to the Provincial.
17. The Provincial with the approval of the Principal, asks the Secretary to appoint the selected candidates. No recommendation will be taken into consideration.

4.1.3 Appointment in Leave Vacancies

- (i) Appointments are made by the Secretary from the available list of selected candidates if interviews have already been held for the posts.
- (ii) If no interviews have been held concerning certain posts and no lists are available, the Secretary of the College can make such appointments by interviewing in consultation with the Principal. At the end of the leave period, such candidates are to be relieved from duty.
- (iii) Leave vacancies, arising from medical leave, maternity leave, study leave, suspension, deputation. can be filled up by appointing persons temporarily and they can be relieved at the end of such leave.

4.1.4 Faculty Development Programme (FDP) Vacancies

- (i) The staff on FDP is relieved only when a qualified staff member is selected for appointment in such vacancy.
- (ii) The University Grants Commission pays the substitute salary.
- (iii) Till such salary for FDP substitute is received, subsistence monthly salary may be advanced and it has to be recovered as and when the salary is received from UGC.

4.1.5 Classification of Employees

The employees of the College shall generally be classified as:

- a) Regular or Permanent
- b) Probationer
- c) Temporary
- d) Casual
- e) Leave Vacancy appointee

a) Regular Employee

A regular employee of the College is defined as a person who has been engaged by the College for a permanent vacancy under the regular establishment of the College. It is deemed that such an employee has completed her probationary period of service and whose employment in regular service has been confirmed in writing by the College.

b) Probationer

A Probationer is defined as an employee hired by the College on a provisional basis. The College may consider such an employee for appointment on the regular establishment of the College.

b) Temporary Employee

A temporary employee is a person who has been engaged by the College temporarily for work, which is essentially temporary in nature and likely to be completed within a stipulated period.

c) Casual Employee

A casual employee is a person who has been employed by the College for employment for any work that may be occasional or casual in nature.

e) Leave Vacancy Appointee

A Leave Vacancy Appointee is a person given employment by the College for a temporary vacancy created on account of the absence of a regular employee who may be on sanctioned leave. This employment is temporary and would be completed on the expiry of the leave taken by the regular employee.

4.1.6 Probation and Confirmation

Unless otherwise so specifically provided in the order of appointment, or any other agreement or award, all employees of the College shall be governed by the rules of probation and confirmation herein underwritten.

- (i) All employees on the first appointment in the service of the College, including employees appointed to higher grades consequent to promotion or selected on basis of open selection, shall be placed on probation for two years. During the term of the probation, the performance of the individual will be monitored by the Management of the College, to determine their suitability for confirmation against the regular post. Such probationer is liable for termination at any time during the probation without any prior notice and without stating any reasons.
- (ii) At the discretion of the College Management, the period of probation may be extended for a maximum period of one year. Upon completion of one year, the Management may extend, if necessary, the probation for one more year after reviewing the performance of the staff and her commitment to the vision, mission and goals of the Institution
- (iii) A new employee appointed by the College will be given a formal order of confirmation on successful completion of the probation period or at the extended period of probation, where so applicable. The employee would be deemed to be continuing on probation until so confirmed in writing.
- (iv) Order relating to confirmation or extension of probation will normally be issued within one month (30 calendar days) of completion of the probation period or the extended probation period. If for administrative reasons, it is not done so, the employee concerned will be informed thereof of the reasons within this stipulated period of one month.
- (v) A probationer will be made permanent on successful completion of probation for a continuous period of two years within three years. Then an order of confirmation is issued by the Secretary

after duly assessing the academic performance, conduct and character.

- (vi) When the performance/conduct is found unsatisfactory at any stage, she can be relieved from service.

4.1.7 Discharge and Termination of Service

- (i) Except as provided in the contract of employment or service or as provided in the code of conduct applicable for the College, the Management reserves the right to discharge, at any time, an employee, from the service of the College by giving notice for the period mentioned hereunder or by paying applicable salary instead of the notice period.
- (ii) Similarly, the employee will be required to give the same notice, in the event of her intention to leave the service of the College.
- (iii) An employee who is in the senior teaching cadre, who tenders resignation, will be relieved of her duties only upon the acceptance of the resignation, by the College Management. The College Management reserves the right not to accept the resignation if the circumstances so warrant it. If there is any ongoing disciplinary action against the employee or the College has initiated any disciplinary proceedings or a competent authority in the College has decided to initiate disciplinary proceedings, then such circumstances would warrant the Management not to accept the resignation tendered by the employee.
- (iv) Acceptance of payment of salary from the employee, instead of the full or unexpired portion of the notice period, will be solely at the discretion of the College Management.
- (v) The resignation will be effective only from the date on which it is accepted by the College Management and the employee is relieved from her duties in consequence thereof.

4.1.8 Notice Period

S. No.	Category of Employee	Notice Period
1.	Regular Employees (Teaching & Non-Teaching)	
a)	Aided permanent	Three months on either side.
b)	Aided temporary	One month on either side.
c)	Un-Aided	One month on either side.
2.	Temporary Employees	
a)	On the expiry of the stipulated appointment period.	No notice on either side.
b)	In case no period of appointment was originally stipulated or the appointment is to be terminated before the expiry of the stipulated period, for which a provision exists in the letter of appointment.	One month on either side.
3.	Casual Employee	No notice on either side.
4.	Probationer	One month by the probationer and the management in the case of teaching staff and two weeks (14 calendar days) for other categories of employees. The Management reserves the right to terminate any time without stating any reason.
5.	Leave Vacancy Appointee	As applicable for Temporary Employees.

Note: Here a month is defined as 30 calendar days.

The provisions on the notice period cited above shall invariably be included in the appointment order given to the employee.

- (i) Where an employee resigns from the service of the College, on being selected by or through UPSC/TRB or any other statutory body of the Government of India or an appropriate State Government, the aforesaid notice period may not be insisted by the College Management and the employee can be relieved at the earliest, subject to the exigencies of work remaining in the College.
- (ii) The services of an employee can be terminated by the College on the following grounds:
 - a) Abolition of the Post.
 - b) On being declared as medically unfit to discharge the assigned duties.
 - c) Conviction by a court of law or by appropriate disciplinary proceedings.
 - d) Moral turpitude.
 - e) Engaging in other employment, which includes conducting tuition classes for our College students, without the written permission of the College Management.
 - f) If found to have been working elsewhere during the period of leave or when being off duty.
 - g) Loss of confidence in the employee who holds a position of trust or confidence in the College.
 - h) Absence of an employee without giving any notice for a prolonged period exceeding one calendar month.

The grounds listed above are indicative only.

4.1.10 Superannuation

- (i) Every employee shall be required to retire from service, upon attaining the age of sixty (60) years or as per the Government Order in force.
- (ii) The Management of the College, subject to the service conditions specified in the appointment order, can review the performance of the employee upon attaining the age of fifty-five (55) and retire her

from the services of the College by giving 1.5 month's notice or paying equivalent money thereof, after getting all necessary internal clearances.

- (iii) An Employee upon attaining the age of fifty-five (55) can opt to voluntarily retire from services of the College by giving a notice of 1.5 months (45 calendar days) or paying 1.5 months' pay and allowances in lieu thereof. The employee can be relieved from her services under this circumstance after obtaining the necessary clearances.
- (iv) Employees retiring between the age of fifty-five (55) and sixty (60) are entitled to all applicable retirement benefits.
- (v) An employee retires on the previous day of the date of his/her 60th birthday. An employee will be relieved from service on the last day of the month he/she retires.

4.1.10 Verification of Character and Antecedents

Appointment to any post in the College shall be subject to satisfactory verification of character and antecedents of the prospective appointee.

4.1.11 Liability for Government Service

All teaching and non-teaching staff appointed for any post by the College, if so required, shall be liable to serve any government service as per the directives that may be given by the Government of India or the State Government subject to the permission and approval by the Management.

4.1.12 Attendance Register

- (i) Two attendance registers shall be maintained, one for persons employed under government-aided posts and another for unaided posts.

- (ii) Aided attendance register shall contain the names of all teaching staff appointed against the posts sanctioned by the government for the grant-in-aid.
- (iii) The unaided attendance register shall contain the names of all teaching staff other than those indicated above.

4.1.13 Seniority

- (i) Seniority shall be based on merit assigned by the Selection Committee or the appointing authority.
- (ii) The seniority of employees recruited as probationers shall be determined according to the merit order in which they have been placed as a result of their performance in the pre-absorption evaluation. The evaluation may be through one or a combination of performance appraisal methods at the end of every semester.
- (iii) The grant of an initial pay higher than the minimum of the scale to an employee does not automatically confer seniority on her compared to an employee drawing a lower salary in the same scale applicable for that category of the post.
- (iv) However, if a weightage has been applied for the past service of the employee which may be from within the College or elsewhere, then such seniority conferred on the employee shall hold.
- (v) Candidates selected for appointment in an earlier selection shall be deemed to be senior when compared to a candidate selected later, irrespective of the date of joining, subject to the condition that the said candidate has joined the College within three (3) months from the date of issue of appointment letter.
- (vi) Candidates selected for promotion at an earlier date shall have higher seniority when compared to a candidate selected for promotion to the same grade, at a later date.

4.1.14 Hours of Work

- (i) Every staff of the College shall work for the number of hours specified for the cadre.
The teaching staff shall work at least 40 hours per week
The non-teaching staff shall work at least 48 hours per week.

- (ii) A staff shall be available to the College during working hours and whenever needed without any claim for additional remuneration.

4.1.15 Service Certificate

The College Management may issue a Service Certificate to an employee at the time of discharge or termination of service or on resignation or retirement or when requested in writing based on the credentials of the candidate.

4.1.16 Address

An employee joining the College shall provide his/her complete address in detail. In case he/she changes his/her residence, he/she shall promptly notify the Management of the College about the change in his/her residential address. The same shall be updated in the records of the Management.

4.1.17 Transfers

The College Management retains the right to transfer an employee. Employees are liable to be transferred at the discretion of the College Management from one work to another, provided in doing so, the Management would keep in view the suitability of the employee for the new work. In the transfer, the pay and allowances are drawn by the employee, and the grade and seniority of the employee would get protected.

4.1.18 Forwarding of Applications for Employment Elsewhere

- (i) Applications for employment outside the College shall be forwarded to the Secretary of the College.
- (ii) Applications of employees who are undergoing their probation and who have not executed any bond with the College may be forwarded freely during the probation period.
- (iii) In the case of aided employees, applications may be forwarded subject to the exigencies of her services to the College.

- (iv) Normally the Management would accept only one application in a calendar year.
- (v) The College Management will issue a No-Objection Certificate or Job experience certificate for immigration.

4.1.19 Return of College Property

- (i) Every employee, when leaving the service of the College shall, before leaving, return all the property of the College such as equipment, College Id, and books issued or lent to her in during her employment in the College.
- (ii) The cost of such property, not so returned by the employee, would be deducted from her pay or recovered otherwise.
- (iii) Every employee, when leaving the service of the College shall return all the loans taken from the College or other sources as a member of Auxilium College staff.

4.1.20 Staff Leave

(a) **Aided Staff - Teaching and non-teaching** (As per Government Regulations)

(i) Casual Leave (CL)

- 12 days in a Calendar Year (January to December) not exceeding 8 days at a time including notified holidays and weekly holidays.
- CL cannot be combined with any other type of leave or vacation/semester holidays except OD. For substitutes and temporary staff, only CL is permitted and not any other type of leave.

(ii) Medical Leave (ML)

Only permanent staff are eligible for this leave.

1 to 5 years	- 90 days (3 Months)
6 to 10 years	- 180 days (6 Months)

11 -15 years	- 270 days (9 Months)
16 -20 years	- 360 days (12 Months)
More than 20 years	- 540 days (18 Months)

Note: A staff can avail 3 months leave for every 5 years with cumulative effect.

- Regular staff members are not eligible for ML during the first two years of service. Application of ML should be accompanied by the Medical Certificate.
- For ML exceeding 59 days, the incumbent will be referred to a Medical Board. On re-joining duty after ML, a Fitness Certificate from the civil assistant surgeon in Government Service should be produced.

(iii) On Duty Leave (OD)

- 15 days in an academic year (1st June to 31st May).
- For OD exceeding 15 days, the RJDCE's permission is required. RJDCE's permission has to be obtained for Refresher/Orientation course.
- Public holidays can be combined with OD. Semester holidays/local holidays cannot be combined with OD.
- OD can be taken for the following reasons.
 - Accompanying students
 - College or departmental activities outside the College
 - University examinations/ valuation

(iv) Earned Leave (EL)

15 days in a calendar year (or less in proportion to the number of months of service with salary in that year).

(v) Leave on Private Affairs (LOPA)

- After 10 years of service, permanent staff can avail of 180 days of LOPA not exceeding 90 days at a time. Basic servants after 15 years of service can avail themselves of LOPA. The salary will be half of the basic plus full allowances.

(vi) Maternity Leave (MATL)

- Staff can avail of 12 months of Maternity Leave for the first and second child. MATL is not allowed if there are 2 live children.

Note:

- Leave cannot be claimed as a matter of right. When the exigencies of the public/college services so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

(b) Un-Aided Staff - Teaching and non-teaching

(i) Casual Leave (CL)

- 12 days in an Academic Year (June to April) not exceeding 5 days at a time including notified holidays and weekly holidays.
- CL cannot be combined with any other type of leave or vacation /semester holidays except OD. For substitutes and temporary staff, only CL is permitted and not any other type of leave.
- A teaching staff member will be paid ₹400/- and ₹300/- for the non-teaching staff for each CL not availed. In case of 100% attendance, ₹5,000/- for the teaching and ₹4,000/- for the non-teaching staff will be paid.

Only permanent staff are eligible for the following leave.

(ii) Medical Leave (ML)

Years of Service	Medical Leave
3 to 5 years	10 days
6 to 8 years	20 days
9 to 11 years	30 days
12 to 14 years	40 days

15 to 17 years	50 days
18 to 20 years	60 days
21 to 23 years	70 days
24 to 26 years	80 days
Above 26 years	90 days

- Regular staff members are not eligible for ML during the first two years of service. Application of ML should be accompanied by the Medical Certificate.
- For ML exceeding 59 days, the incumbent will be referred to a Medical Board. On re-joining duty after ML, a Fitness Certificate from a civil assistant surgeon in Government Service should be produced.
- The Management pays the staff during the leave. The incumbent should pay the substitute staff.

(iii) Maternity Leave (MATL)

- This leave is applicable only for those staff who have a minimum of two years of service in the College.
- The first three months of leave with salary.
- Additional three months with 50% salary.

(iv) Study Leave (SL)

- A staff who has experience of a minimum of 3 years may take leave for up to 3 months to complete her Ph. D. The Management will pay for the first one month. The extended leave of 2 more months will be considered as leave on loss of pay (LLP).

Note: The same staff cannot avail more than one type of leave in a continuum.

4.1.21 Retirement – Gratuity – Un-Aided Staff

The Management has set aside a fund, ‘Retirement Benefits Fund’ to be given to those who have a minimum of ten years of service at Auxilium College at the time of retirement. This fund is used for both teaching and non-teaching staff.

- Any permanent staff or 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, and approved by the Management.
 - (iv) Died in harness.
- The amount of gratuity payable to staff is at the rate of 15 days’ salary (basic pay and dearness allowance) last drawn for every completed year of service in Auxilium College. i.e,

$$\text{Gratuity} = \frac{15 \times \text{Last Drawn Pay (Basic + DA)} \times \text{Years of Service}}{26}$$

As per the Gratuity Act, the amount of gratuity cannot be more than ₹ 20 lakhs.

4.1.22 Code of Conduct

In addition to the Code of Conduct prescribed for the staff in the Tamil Nadu Private Colleges Regulation Act 1976, Auxilium College has its Code of Conduct for the staff. It has been compiled keeping in mind the moral values, traditions and practices of the College for more than six decades. The professional ethics of staff include a commitment to quality education, holistic development, student-centred learning, respect for all, teamwork and willingness to adapt, update, learn new things and adopt modern technology.

1. Agreeing to execute all the work assigned to him/her by the Secretary or the Principal of the College and the Head of the Department at any time honestly and sincerely and carrying out all the orders of the superiors.
2. Undertaking to fully abide by the leave rules and the code of conduct, to which she is fully submitted as an integral part of the Contract of Employment with the College.
3. Undertaking not to carry on any other trade, business, or activity that goes against the contract of employment with the College and not accepting any work outside the College without the written permission of the Secretary of the College, conducting any trade, business or like activity, raise/receive any money/donation in any way tarnishing the name and goodwill of the College.
4. Actively associating, involving and participating in all the College activities and programmes irrespective of the Department she belongs to and motivating her students likewise to actively involve, associate and participate in the various programmes and activities of the College.
5. Not confining her activities to classroom teaching but involving herself in all the initiatives of the College in giving extra input to the students to make them not only academically brilliant but confident, competent and fully developed personalities.
6. Not indulging in any organized anti-institutional activity and not promoting, abetting, assisting or motivating any groups or unhealthy activity.
7. Informing the Secretary of the College before applying for another job outside the College.
8. Reporting to the Management if there is any criminal complaint, action/proceeding lodged against him/her in any police station, Court or Forum.
9. Not collecting any money under any pretext from anyone including students, except when she is specifically authorized by the Principal in writing, for any particular fundraising programme.
10. Not holding any money collected on behalf of the College for more than 24 hours or the next working day, if there are any intervening holidays, whichever is earlier, but handing it over to the College Office Manager.

11. Settling any advance taken from the College within 7 days of completion of the programme.
12. Not bringing or attempting to bring any political or other influences on his/her superior authority in respect of her service interests.
13. Not engaging oneself or participating in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relations with foreign States, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
14. Not indulging in any criticism of the policies of the Government either directly or indirectly or participating in activities that bring disrepute to the Government.
15. Not engaging in any political activity and not associating with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
16. Not contesting or participating or canvassing for any candidate in any election.

The College may at any time, terminate the services of any probationary or confirmed staff if she is found guilty of any of the acts like professional incompetence, violation of the code of conduct, wilful negligence of duty, failure to discharge any of the duties assigned to her, insubordination, any form of political/anti-institutional activity and/or does not abide by the leave rules.

4.2 Research Policy

Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of an active community.

Extension Activities and Research are a part of the teaching and learning process in the Salesian Environment. Auxilium has a conducive environment for regular updation of teaching, learning,

evaluation and research. The updation is possible only because of an active research aptitude. Research creates knowledge, innovation and new insights for extension activities and enables systematic and vibrant teaching. Auxilium College has a significant place for extension activities and encourages all staff members and students to involve in outcome-based research. Auxilium College has a dynamic environment for research activities, which includes 12 PG and 8 research departments.

The Research Policy forms the basics of the research ethics of the College and is implemented in all the departments. It also serves as the guidelines for the functioning of the Research and IPR Cell of the College.

Auxilium Research Policy provides a broad framework to guide scholarly research with the following objectives:

1. To promote interdisciplinary and multidisciplinary research and education in arts, languages, commerce, social sciences, basic sciences and applied areas of sciences.
2. To enhance the research capabilities of the College by engaging faculty members in research that integrates the education of a diverse population of students, especially, the first generation learners and the underprivileged.
3. To provide a rich intellectual environment for collaborative research among faculty and students from various departments.
4. To develop research and educational collaborations with larger communities including industries, minority institutions and institutions of higher learning
5. To ensure quality, integrity and ethics in research.
6. To encourage and support socially relevant and need-based research coupled with human values
7. To publish research materials in peer-reviewed reputed national/international journals.

8. To serve as a facilitator providing professional guidance, technical support and recommendation for financial assistance.
9. To establish partnerships, collaboration and outreach programs / initiatives that amplify the vision of the College.
10. To establish linkages with industries / business organizations / colleges / universities to identify potential areas of research, surveys and other basic research enquiry.
11. To create an awareness about patents and Intellectual Property Rights and encourage the staff and students to apply for patents.

4.2.1 Policy for Promotion of Research

In order to promote research activities, the College has established the Research Ethics and Publication Committee that facilitates research and development activities like conferences, collaborations, and establishing a network with other institutes in India and outside India. The College has established a committee to enable the processing of administrative matters related to research, such as following up on the process of Ph. D. registration.

Auxilium College encourages its faculty to apply for research projects from international and national funding agencies apart from state funding agencies and industries. In accordance with UGC norms, a high standard of research output is one of the main criteria for the appraisal of faculty.

Auxilium College encourages faculty members to pursue, various collaborative research projects and fellowships by providing study leave as applicable as per the norms of UGC and universities to spend productive time in research activities on the campus or in other universities and in institutions abroad.

The qualified faculty members are eligible to guide Ph. D. research scholars in accordance with Ph. D. regulations of Thiruvalluvar University.

All eligible assistant professors with prescribed years of experience are encouraged to pursue Ph. D. degree and are encouraged to publish articles and apply for guideship. Each research guide is recognized annually with cash incentives of ₹5,000/- for each candidate.

The research outcome such as innovation, creativity and patent filing are encouraged by the College with due recognition and incentives. Auxilium College encourages faculty to establish a network with other institutions in India as well as abroad with a Memorandum of Understanding (MoUs).

Regularly, the Research Ethics and Publication Committee prepares the report and submits the same to IQAC and on the website pertaining to various research activities in the College during the academic year.

4.2.2. Ethics in Research

Auxilium College (Autonomous), Chennai gives utmost importance in encouraging its faculty to follow ethical guidelines established by the College and the UGC in carrying out the research activities.

The College encourages the departments to conduct workshops in Research Methodology where ethics in research is an integral part. Awareness is also created for faculty members by invited talks on Intellectual Property Rights (IPR), Patents and ethics in research.

Auxilium College strictly adheres to University Grants Commission (promotion of academic integrity and prevention of plagiarism in higher educational institutions) regulations, 2018.

https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf

4.2.3. Research Publications

Auxilium College (Autonomous), Vellore, encourages its faculty members and research scholars to get the research work published in peer-reviewed/indexed journals as well as present such research work in conferences resulting in ISBN/ISSN numbered proceedings.

Each publication in a peer-reviewed journal which is Scopus indexed for sciences and UGC “Consortium for Academic and Research Ethics” (CARE) listed for humanities with a good impact factor by the faculty will be recognized by a cash award of ₹500 /- and for those who publish books with ISBN will be awarded ₹1,000/-

The faculty with the maximum number of publications in an academic year is encouraged and recognized with Sr. Ethelvina Distinguished Research award for Arts and Science stream separately which includes a certificate and a cash award of ₹5,000 /-. Proposals are invited from the faculty for seed money and the work to be published in a journal with a high impact factor is made mandatory.

4.3 Faculty Development Policy

Auxilium College is committed to supporting continuous learning for faculty members through faculty development initiatives related to excellence in teaching-learning, research, consultancy and extension thereby transforming faculty members into effective and knowledgeable leaders to make Auxilium College a Knowledge Centre.

The following are the Guiding Principles:

1. All the faculty members are strongly encouraged to pursue Ph. D. within five years after joining, if not already awarded. All the promotions and other recognitions shall be strictly based on the quality and performance of the faculty.
2. Fostering the development and continuance of excellence among the Faculty.
3. Aiding the administration of the College in understanding the motivations, strengths, accomplishments, goals and plans of individual faculty members.
4. Furtherance of communication and understanding between the faculty and the College administration.
5. It is the responsibility of senior faculty to encourage and facilitate the development of junior faculty members as they strive to achieve excellence in research, teaching and service to the College.
6. The faculty with Ph. D. should get the guide-ship for enhancing research within five years of service in Auxilium College.

4.3.1 Financial Assistance

Partial financial assistance/encouragement to faculty shall be provided for the following:

- a) Presenting research papers in International seminars and getting them published in peer-reviewed journals.
- b) Providing seed money for major/minor projects; ₹50,000/- for Humanities and ₹1,00,000/- for Science subjects.
- c) Authoring academic value-added books.
- d) Attending workshops/symposiums/seminars nominated by the College.

Recognising Scholarly Contributions

To encourage the scholarly contributions of faculty members, Auxilium is committed to devoting a day as 'Research Day' every academic year. The scholarly contributions of the following type are recognized.

- a) Acquiring/producing Ph. D. degree.
- b) Papers presented in International Conferences/Seminars.
- c) Publishing research articles in international journals with high impact factors.
- d) Authoring academic value-added books.
- e) Delivering academic lectures as resource persons outside the College.
- f) Moderating paper presentations in international seminars / conferences.
- g) Any other academic contributions that the Research Cell consider necessary to be honoured and recognized.

The staff member each from Humanities and Science, who excels in research contributions will be recognized by giving the Sr. Ethelvina Distinguished Researcher Award which consists of a certificate and ₹ 5,000/-

Faculty Development Fund

The College shall maintain the Auxilium Research Fund to which the Management, staff, students, alumnae and well-wishers contribute.

To get financial assistance from Research Cell, one should apply to the Principal in the prescribed format writing briefly in not more than 200 words as to how the College will benefit if the financial assistance for research is provided.

Poster Presentations

1. Faculty can apply only once a year under this incentive scheme.
2. The duly filled form signed by the applicant shall be approved and signed by the respective HOD and Principal adding their remarks on the application.
3. The application shall be submitted directly to the Research Cell of the College through the Principal's office only.
4. The Research Cell shall scrutinize the application and may approve or reject it as per College Research Policy. The letter of approval/

rejection will be issued to the faculty by the Research Cell through the Principal and a copy of the same will be submitted to the College office for documentation.

5. General Guidelines:

- a) The main author presenting the paper shall be eligible for the incentive.
- b) The research work being presented must have been carried out by the faculty/research scholar at the College.
- c) The research must have been conducted under the banner of Auxilium College, which should be mentioned and highlighted.
- d) The research work must have been conducted only after due written permission from Research Cell.
- e) Benefits of the scheme shall be available to those faculties who have rendered a minimum continuous three-year service at Auxilium College.
- f) Paper Presentation outside Tamil Nadu but within India:
 - Registration fees for the conference up to ₹1,000/- per faculty (excluding accommodation) will be sanctioned under this incentive scheme. (or)
 - Travelling by AC 3 Tier via the shortest route or ₹7/km. if travelled by road will be sanctioned as T.A. (or)
 - Maximum up to ₹500/- per day as D.A. can be sanctioned for the actual day/s of the event on submission of accommodation documents.
- g) Paper Presentation outside India:
 - For representation at the International level in the form of a speaker, presentation, resource faculty, expert or attending a professional development course, the faculty will receive an incentive in form of academic leave with the monetary support of a maximum of up to ₹ 10,000/-
 - The faculty must have completed a minimum of five years of service at the College.
 - The applicant has to submit a duly filled and signed Post Presentation Incentive Form along with necessary documents (as stated in the form) within 15 days of

attending the event through the Principal to the Research Cell.

- The Research Cell will recommend the final incentive as per the rules of the College and forward it to the Secretary for further processing.
- The processing time for application at Research Cell is up to 15 days in a normal situation.

4.4 Non-Teaching Staff

The non-teaching staff form an integral part of the College administration. Their fidelity and confidentiality are essential. Their roles are:

1. Being committed, loyal and carrying out the tasks assigned to them with diligence.
2. Safeguarding and maintaining the good name of the College in their dealings with outsiders.
3. Not giving any information to any unauthorized persons, inside or outside the College.
4. Maintaining confidentiality when they encounter information on persons and /or the College. Any infringement in this matter, if proved, calls for even dismissal.
5. Sharing the vision, aims and objectives of the College.
6. Making the best use of the opportunities provided to attend seminars, workshops and training programmes according to requirements.

4.4.1 Recruitment

1. In addition to the academic qualifications as prescribed by educational authorities, the following norms will be kept in mind while recruiting the candidates:
 - a) Suitability of the person for the job.
 - b) Personal qualifications match job requirements.
 - c) Preparedness for hard work.
 - d) Interest in the welfare of the College

2. 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 Higher Secondary Course. The age of the Backward Community applicant must be below 35 years.
3. Preference should be given in the following order of priority:
 - a) Catholic Dalits and Tribals
 - b) Catholic Non-Dalits
 - c) Other Dalits and Tribals
 - d) Other Backward Classes
 - e) Other Communities
 - Children of domestic and Class IV employees of the Institution (who are retired) are given preference.
 - Only one member of the family will be considered.
 - If anyone in the family is a government employee anywhere, then the application will not be considered.
4. In consultation with the Office Manager and after calculating the workload, the Office Manager will identify the vacant posts in which non-teaching staff have to be appointed. Then it should be brought to the notice of the Principal and the Secretary.
5. The Board of Management will consider the need and will initiate the recruitment process as per the Government rule.
6. The application forms should be submitted to the Secretary.
7. The applications will be processed and interview cards will be sent to the applicants by the end of March/April every year.
8. The interviews will be conducted in the following way:
 - A personal interview in which the members of the Management, Secretary, Principal, Vice-Principals and the Office Manager/Office Superintendent will be present.
 - The selection of the candidate is based on her/his merit, ability, outlook, vision and suitability for the post. No recommendation will be taken into consideration.

4.4.2 Appointment

1. In consultation with the Management, the Secretary will appoint the selected candidate based on probation for one year and at the end of completing the probation satisfactorily, the employee is confirmed in her job, otherwise, she is relieved from duty. The candidate has to read the code of conduct and then sign the agreement.
2. The date of appointment given on the letter of appointment will be the date considered for all subsequent requirements.
3. If any of the particulars submitted are found to be false, the appointment will be declared invalid.
4. A change of address, telephone number or other particulars must be intimated.
5. Once appointed to the College, a permanent employee or an employee on probation should not hold another job.
6. The College address or telephone number or the status of being a college staff may not be used for any business purposes or contacts without the prior consent of the Principal/Secretary.

4.4.3 Code of Conduct for Non-Teaching Staff

The non-teaching staff members play a pivotal role in the smooth functioning of the College. They not only perform many important duties but also maintain official dignity and confidentiality. Their roles are:

1. Maintaining decorum and dignity of the Office, Department and College and being transparent, responsible, unbiased and impartial towards Management, staff, students, parents, well-wishers, etc.
2. Working with care, responsibility and dignity in carrying out their allocated work.
3. Not leaving their place of work without permission from the Principal/Secretary.
4. Co-operating with each other to fulfil their duties and College-related work.

5. Not criticizing authorities or any person inside or outside the College premises.
6. Avoiding abusive language and use of narcotics/alcohol on the College campus.
7. Never hurting anybody's emotion, ego, sentiment, or honour.
8. Never discussing any official issues of the College with anyone outside the College.
9. Willingly and actively helping in the various sectors of the College.
10. Cooperating fully in functions like Seminars, Symposiums, Conferences, Workshops, and other College functions.
11. Avoid taking outside work like job works from any outsider or engaging directly or indirectly in any trade or business. In the case of remunerative work like private tuition, the specific written permission of the Principal/Secretary in writing shall be obtained.
12. Not being absent from her/his duties without prior permission. In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the College authorities shall be produced when joining duty/within a week.
13. Not sending any application for employment under any other institution/agency, except through the Secretary.
14. Obtaining prior permission of the Secretary in writing before accepting any honorary work without detriment to his/her duties.
15. Reporting to the Management if there is any criminal complaint, action/proceeding lodged against him/her in any police station, Court or Forum
16. Not engaging in any political activity and not associating with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
17. Not contesting or participating or canvassing for any candidate in any election.
18. Not bringing or attempting to bring any political or other influence on her/his superior authority in respect of her/his service interests in the College.
19. Not engaging oneself or participating in any activity which is anti-secular or which tends to create disharmony in society or in any

demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relations with foreign States, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.

20. Not indulging in any criticism of the policies of the Government either directly or indirectly or participating in activities that bring disrepute to the Government.

4.5 Admission Policy

4.5.1 Minority Rights in Admission

As a Religious Minority Institution, Auxilium College is eligible to admit 50% in keeping with the constitutional provisions (Const. No. 29, 30, 30 (1) and 30 (2)). Therefore, the College will admit a maximum number of Catholics, Christians, Dalit Christians and other religious minorities in 50% seats. The Quota System of Reservation by the norms of the Department of Higher Education, Tamil Nadu Government is followed for the remaining 50% of the seats.

The applications for UG and PG programmes are made available on the website of the College in April every year. The UG candidates have to apply online with the fees prescribed within ten days from the publication of the results of the qualifying examination. The PG candidates should with marks of 5 semesters.

4.5.2 Eligibility for UG Programmes

A Pass in Higher Secondary Examination conducted by State or Central Board of Secondary Education or equivalent examination in any stream with a minimum of 50% overall aggregate of marks.

S. No.	Programme	Eligibility
1.	B. A. English	Any Group: Priority – English Medium

2.	B. A. History	Any Group: Priority – History, Geography
3.	B. Sc. Biochemistry	Group I/II: Priority – Chemistry
4.	B. Sc. Chemistry	Group I: Mathematics, Chemistry Physics, or Group II: Chemistry, Physics, Botany
5.	B. Sc. Computer Science	Group I: Mathematics, Chemistry, Physics
6.	B. Sc. Mathematics	Group I: Mathematics, Physics
7.	B. Sc. Microbiology	Group I/II: Chemistry, Biology, Botany, Zoology
8.	B.Sc. Physics	Group I: Physics, Mathematics, Chemistry
9.	B. Sc. Psychology	Any Group: Priority – Group I/II: Chemistry, Biology, Botany, Zoology
10	B. Sc. Vis. Com.	Any Group
11	B. Sc. Zoology	Group I/II: Chemistry, Biology, Botany, Zoology
12	B. Com.	Group III: Accounting, Economics
13	B. Com. (Banking & Insurance)	Group III: Accounting, Economics
14	B. B. A.	Any Group: Priority - Group III: Accounting
15	B. H. A.	Any Group: Priority - Group III: Accounting

16	B. C. A.	Any Group: Priority – Group I: Mathematics/ Group III: Accounting
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4.5.3 Eligibility for PG Programmes

For admission to Postgraduate Programme, a candidate must have passed the 3-year Undergraduate Programme under 10+2+3 pattern with a minimum of 50% of marks in Part III.

S. No.	Programme	Eligibility
1.	M. A. English	B. A./B.Sc. – Preference for B. A. English
2.	M. Sc. Biochemistry	B. Sc. Biochemistry
3.	M. Sc. Chemistry	B. Sc. Chemistry
4.	M. Sc. Computer Science	B. Sc. Computer Science/B.C.A.
5.	M. Sc. Electronic Media	Any UG Programme
6.	M. Sc. Mathematics	B.Sc. Mathematics
7.	M. Sc. Microbiology	B. Sc. Microbiology
8.	M.Sc. Physics	B.Sc. Physics
9.	M. Sc. Zoology	B. Sc. Zoology
10.	M. Com.	B. Com.
11.	M. B. A.	Any UG Programme
12.	M. S. W.	Any UG Programme

4.5.4 Admission Procedure

The Admission Committee consists of the following members for UG and PG courses.

Principal	: Chairperson
Secretary	: Member
Vice-Principals	: Members
Five senior staff members	: Members
SC/ST Representative	: Member

- The committee functions by taking into consideration seriously and consistently the preferential option for the poor and particularly the Catholics, the Dalits, the first-generation learners, the rural students, and the differently-abled.
- All recommended cases are routed through the Secretary to the Principal and the selection of these cases is appropriately decided by the Admission Committee.

4.5.5 The Responsibilities of the Admission Committee

- The Admission Committee decides the number of candidates to be called for each selection for each programme and ensures that College Office provides all the particulars needed for the selection process according to the Admission Policy of the College (Rank List of applications for each programme).
- The admission shall be made purely based on merit, subject to the rule of Reservation specified by the Government of Tamil Nadu for the 50% of seats in each programme.
- It displays the selected, waiting and admitted candidates on the Notice Board/ Website of the College.
- An open day is announced to the candidates and according to the availability of seats and suitability of candidates, admissions are made.

a) Counselling

Before admission, the applicants are called for counselling during which the HODs and other staff members will guide the applicants according to their ability, aptitude and eligibility to choose the right programme.

b) Admission

The selected students appear for an interview with the Head of the Department along with a senior staff member. The certificates are verified by the Department as well as the Office Staff. Admission is done by the Principal. Catholics, Christians, and rural and economically poor students will be given preference. The PG admission is based on their marks in UG.

4.5.6 Ban on Donations

Applicants are informed clearly that no donations are received or to be given to any agencies for admission. Those who violate this 'Ban' are denied admission to any programme.

4.5.7 Admission to Hostels

Hostels in Auxilium College are a home away from home. It is a place of integral formation in faith, individual development, communal harmony and community living and sharing. Catholics will be given preference in the hostels.

4.5.8 Refund of Fees

1. Refunds will be made as per the norms of UGC.
2. All refundable deposits will be returned, after deductions, if any, at the time of completion of the course or on cancellation of admission.

3. Refunds will be made only after the submission of the original fee receipt and No Dues Certificate.

4.6 Extension Services

As the youth of India aspire for a better life, millions of them enter higher education institutions and are exposed to a new world of ideas. In addition to the subjects they have chosen for study, it is essential to inculcate in them a sense of social responsibility.

The young students who opt for higher education are energetic and curious about contributing something to society. Proper guidance and support by the institutions at this juncture can reinforce their ethical and social responsibilities. Auxilium College, recognizing the importance of social responsibility of a higher education institution, constituted an apex body named 'Extension Services' to visualize and coordinate the various extension and social responsibility activities of the College.

The Extension Services of Auxilium College has recommended the concept of 'developing social responsibility for inclusive development' as an integral part of the strategy for inculcating social values in young people. It is based on our strong realization that the students of the College not only improve their livelihoods and advance their professional opportunities but also become and act as good and honest citizens and to be agents of social transformation. The College Extension Services is known as Auxilium CARES (Community, Awareness, Reach out, Extension Service). The Extension Services may undertake activities catering to the needs of diverse sections of society following the Mission and Vision of the College.

4.6.1 Administration Structure

The Auxilium CARES has a two-tier administration structure, which includes a General Council and an Executive Committee.

The General Council is constituted with the representation of the following:

- The Secretary
- The Principal
- Dean of Auxilium CARES
- Staff representatives from each UG Department of the College.
- One representative from a Government Department that works closely with the community.
- One Representative from a reputed Non-Government Organization.
- Representative of students
- A representative of the corporate sector
- Representative of media
- Representatives from local Self Governments

The Executive Committee is constituted with the representation of faculty in charge of social outreach programmes and the Dean of Auxilium CARES.

4.6.2 Extension Services Policy

1. Involving the staff and students in the service of the rural and the urban poor for the social transformation of the academic community itself.
2. Empowering the poor with knowledge and skills for improving their quality of life and for their liberation.
3. Sensitizing students about the current socio-economic and political realities.
4. Designing programmes for the protection and conservation of the environment.
5. Helping the local government to improve their quality of governance.
6. Designing and implementing short-term courses and workshops for continuing education and professional development of the poor.
7. Acting as a nodal Centre, coordinating short-term courses, workshops, training programmes and outreach programmes offered by various departments of the College.

4.6.3 Activities (Programmes)

The programmes are to be developed considering the needs of the community. Surveys and discussions with experts, NGOs, Political Leaders, and Government officials need to be contacted before finalising the strategies and programmes of the College. The ideas which come up during such interactions shall be discussed at the Centre and the decision taken shall be communicated to the Principal and approval shall be sought before launching the programmes/activities. The guidelines regarding the selection and conduct of extension services and Institutional Social Responsibility measures of individual departments are given below.

4.6.4 Selection of the Programme

1. Extension services of each Department must be planned sufficiently early and must be included in the annual plan of the department presented in the Handbook.
2. The Extension Services Centre would assist in identifying various possibilities for extension activities of each teaching Department.
3. All the extension services organized by the Departments shall be channelized through the Auxilium CARES and its Dean.
4. All extension activities of NSS, NCC, Associations, Clubs, Groups and Movements shall be organized under the aegis of Auxilium CARES.
5. All the secretarial and administrative matters connected with the extension services shall be performed through the office of the Auxilium CARES.
6. The HOD / the staff in charge of Extension Services shall intimate the programmes undertaken within the limits of this policy document to the Dean of Auxilium CARES in the prescribed format containing well-articulated objectives, action plan, protocol, financial implications and time frame, the faculty and students involved, before implementing the project.
7. A need assessment shall be conducted before establishing the objectives of the programme.

8. Avoiding any extension activity that conflicts with the vision and mission of the College.
9. Programmes should be arranged without affecting regular class hours to the extent possible.

4.6.5 Conduct of the Programme

2. The Department may depute one staff as the Coordinator for the programme.
3. Objectivity must be maintained while selecting the beneficiaries for the programme.
4. The concerned Department shall ensure the support of all the authorities such as Police, Local Governments, Heads of institutions, Parish Churches, wherever necessary before the commencement of the programme.
5. The place of extension activity must be the neighbourhood of the College or the area that is identified by the Auxilium CARES for the purpose, to the extent possible.
6. The calibre of the students must be assessed to ensure the effectiveness of the programme wherever students act as resource persons.
7. Any conflicts or disputes regarding the extension activity among departments, between departments and Auxilium CARES, or beneficiaries shall be dealt with, at the College level by the College Principal. Individual departments are not expected to deal with them without the concurrence of the Principal.
8. All serious issues arising during the conduct of the programme shall be reported to the Principal immediately.
9. All the stakeholders are strictly forbidden to involve in any activity that takes away the reputation of the College.

4.6.6 Activities

1. Strengthening school education in the neighbourhood by organising supplementary education for school-going children and dropouts.
2. Organising non-formal and adult literacy programmes to achieve total literacy in the target areas.

3. Placing our infrastructural facilities such as labs, playgrounds, and classrooms, at the service of the poor.
4. Launching with the help of the local people and Government agencies small income-generating projects.
5. Encouraging students to make use of their cultural talents to promote social awareness among the people.
6. 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.
7. Organising free medical camps and community health programmes with the help of voluntary doctors, primary health centres and social workers at the grass-roots level.
8. Involving students in health education and nutrition programmes for children and women.
9. Organising programmes on environmental awareness and education.
10. Enabling the people to identify local problems and represent them effectively to the respective government departments for the speedy redressal of their grievances.

4.6.7 Method of Activities

The Dean of Auxilium CARES is in charge of the College Extension Services. She shall be assisted by volunteer staff members from every department. The University Grants Commission (UGC) has recognised extension work, as a third dimension of higher education along with teaching and research. Hence the programmes organised by the Auxilium CARES form an integral part of the College curriculum and it is mandatory that the undergraduate students of the College participate in them as a requirement for their final certification.

1. Every undergraduate student should put in a minimum of 90 hours spread over six semesters. On completion, they are given one credit for participating in the extension programme.
2. The organisation and the activities of Auxilium CARES shall be modified to suit the local needs.

3. One of the important activities of Auxilium CARES, besides the ones mentioned above, is to establish linkages with NGOs, voluntary organisations, action groups and people's movements in the area to collaborate with them in the task of social transformation.

4.6.8 Documentation

The documentation (Survey, Reports/Photographs) of all the Extension Services at the department level shall be done at the concerned department level and a copy of the same is to be given to the Dean of Auxilium CARES. Documentation of all the extension activities undertaken at the College level shall be done by the Auxilium CARES.

4.6.9 Finance, Accounts and Auditing

1. Wherever funds from external sources are involved, it shall be dealt with through the College Office or a joint account with the Principal/ Dean of Auxilium CARES and the concerned HOD only. If a considerable amount of finance is involved, it has to be audited with a chartered accountant, and a copy of the same shall be submitted to the Secretary.
2. All the accounts relating to extension activities are subject to internal audit. Therefore, all transactions must be supported with relevant vouchers and documents and shall be submitted to the Principal at least two weeks after the end of a financial year.

4.6.10 Policy Review

An annual review of the Extension Policy may be done by the General Council of Extension Services at the end of an academic year and may be adopted with the consent of faculty for the next year. However, the Principal of the College has the right to initiate a review of a particular policy as and when such a need arises. All the changes or new policies that imply the management and running of the College are implemented only after obtaining permission from the College Governing Body.

4.7 Environment Policy

4.7.1 Auxilium and Nature

Auxilium College is situated in a marshy and dry area in the Vellore District of Tamil Nadu. As the College is committed to making a difference, there is a clear vision about the protection, preservation and sustainability of the environment. The College has its policy for the environment. The motto of the policy is, “Enrich Nature, Enhance Environment”.

Every activity affects the local, regional and global environment. There is a belief in the peaceful coexistence of human beings and nature. Auxilium is committed to being a positive and creative force in the protection and enhancement of the local, regional and global environment through its teaching, administrative and support operations.

Creating a healthy and environmentally, sustainable campus requires a systematic approach that integrates sustainability into every aspect of campus life, including addressing ‘How, What, When, Where and Why of campus growth’, identifying compliance requirements, implementing sustainable practices, and realizing fiscal benefits. Using an Environmental Management System (EMS) will allow all to take a more holistic view of the campus and work together to grow in a more sustainable and improve the overall environmental performance.

As an Institution of higher learning, Auxilium College has a special obligation to ensure that the ways the students are educated, internal affairs are managed, and interaction with the broader community serve as examples that others might follow. Consistent with the history of courageous and morally sensitive leadership, Auxilium embraces an ethic of environmental stewardship. It is recognized that it is not enough to decrease the rate at which local and global resources are depleted and degraded. Therefore, it is needed to strive to be proactive and comprehensive and play a leading role in developing a community that

uses renewable resources to operate and work to restore and enhance the ecological functions on which future generations will depend. Environmental stewardship is both a goal that guides daily life and a core priority that informs all aspects of decision-making in Auxilium College and enables the Educating Community members to become “Eco Friendly” people.

4.7.2 Objectives and Purposes of the Policy

This Policy is intended to provide guidelines for eco-friendly living for all the stakeholders of Auxilium College both within and outside the campus. It should also serve as a guideline to decide the stance on environmental issues of the region and the State.

- To uphold the intrinsic value of Mother Nature.
- To orient the stakeholders of Auxilium College on the importance of Nature.
- To undertake eco-friendly initiatives and develop proactive steps toward the environment.
- To motivate the youth to action to conserve, protect and restore the environment.
- To promote networking and collaboration among professionals, agencies and young people to have a sustainable consciousness in development projects.

4.7.3 Fundamental Principles

- Care for Our Common Home Earth (“Laudato Si”) to be nurtured
- Sustainable living and return to nature
- Minimize negative impacts on the environment
- Conserve and wisely use natural resources
- Respect biodiversity and natural systems

4.7.4 Practical Principles

The practical principles of this Policy is based on the four core principles of environmental policy, i.e., Reduce, Reuse, Recycle and Replace.

Reduce: Use or buy only what is needed.

Reuse: Do not throw away reusable items. Reduce waste by making full use of these items.

Recycle: Give items not needed to persons in need; recycle broken, recyclable items so that the resources can be recycled into usable items.

Replace: Adopt eco-friendly goods or lifestyles, such as using handkerchiefs instead of tissues, travelling by public transport instead of private vehicles.

Under this policy, it is essential to focus on the following components to ensure the sustainability and protection of Nature.

- The ‘Ethics of Enough’ to be cultivated
- Minimize the use of energy
- Seek alternative sources of energy (Green Energy)
- Promote water harvesting and recycling
- Be environment conscientious
- Create awareness on environmental issues
- Minimize/Avoid the use of plastics
- Waste has to be handled at the place of origin
- E-waste has to be handled properly
- Promote eco-friendly alternatives
- Based on the environmental themes, organize programmes and festivals on the campus
- Keep the premises green and clean
- Abstain from inflicting any harm to Mother Nature.
- Promotion of environment-friendly best practices in adherence to the Environment Committee of the College.
- Establishing a purchasing policy that, by 2025, eliminates campus and campus food vendor procurement of all non-essential, non-compostable, single-use disposable plastics. This includes restrictions on:

- Single-use plastic utensils/ articles/food service-ware/ containers
- Single-use plastic-lined cups and bowls, plastic-wrapped condiments, sauces, and seasonings
- Individually-packaged items with bulk alternatives
- Single-use hot beverage packets unnecessarily packaged in plastics
- Plastic shopping bags

Note: The following “solutions” are *not* acceptable under this pledge:

- Incineration (“waste-to-energy”) as a “recycling” option
 - Food-contaminated, “recyclable” single-use plastics (Plastic that has come into contact with food is typically no longer recyclable, regardless of the original plastic material)
 - “Biodegradable” plastic options that are not certified compostable.
- Due to the present lack of viable alternatives, and other barriers to removal, the following single-use plastic items are presently excluded from the above restrictions. However, Auxilium College commits to keeping an eye on plastic-free alternatives in future procurement decisions and policies regarding these items:
 - Pre-packaged plastic-wrapped retail items
 - Plastic trash and recycling bags
 - Plastic wrap for use during food preparation
 - Plastic and polystyrene packaging from incoming orders
 - Single-use plastics used in academic settings (e.g. lab equipment)
 - Single-use plastics necessary for health or safety purposes (e.g. medical plastics)
 - Investment in education, resources, and infrastructure to assist in the Plastic-Free Campus transition. This includes:

- Education on plastics and the College’s commitment to plastic-free alternatives for all incoming and current students, staff, and if possible, on-campus contractors and community members.
- Expanding resources and infrastructure for compost collection, institutional reuse, repair and sharing opportunities, and general waste reduction practices.
- Adjusting procurement guidelines to encourage investment in durable and useful products across campus departments. This also applies to promotional and give- away items.

4.7.5 Implementation

The Secretary, Principal, Vice-Principals, Directors, Heads of the Department, Extension Services Director, and Hostel Deans are expected to support the implementation of this policy and assure compliance within their areas of administrative responsibility. The Enviro clubs, NSS, and NCC have a major role to play. The whole Educative Community Members - all staff members, students and guests of the College are expected to carry out their duties and activities in a manner that supports the principles and purpose stated. A separate committee named Environment Committee will guide under the leadership of the College Secretary, College Principal and other selected representatives for the effective implementation of the policy.

As an Institution of higher education, Auxilium has both an obligation and an opportunity to be a leader in environmental sustainability by providing both staff and students with a broader awareness, values clarification, technical and historical information, personal and professional skills, and an opportunity to share experiences. Auxilium must be rooted in reality, identify and understand the trade-offs that will be involved, and choose the options wisely.

Daily all must be strong stewards of the institution, striking a balance between many demands including:

- Compliance with State rules and regulations
- Efficient use of all resources including financial and human

- Protecting and enhancing the campus environment through sustainable practices
- Meeting the mission of the College to educate, perform research, and provide outreach services to the community.

4.7.6 Campus Environmental Initiatives

The Campus Environmental initiatives comprise:

1. Committing to instituting environmentally and socially responsible purchasing policies.
2. Committing to reducing campus waste.
3. Committing to the maximization of energy efficiency and to using sustainable energy sources.
4. Committing to enhancing sustainability in land-use and building planning.
5. Committing to providing curricular opportunities for the study of campus and local environmental issues.
6. Committing to utilizing regional and organic food sources.
7. Committing to environmentally and socially responsible development and investment.
8. Committing to enabling access to tools for sustainability.
9. Committing to procure physical infrastructure, initiate institutional practices and personal behaviour that will foster public health.
10. Committing to inter-generational equity presupposes the right of each generation of human beings to benefit from the cultural and natural resources of the past generation as well as the ‘obligation’ to preserve such heritage for future generations.
11. Committing to the use and conservation of natural resources.
12. Committing to Environmental Protection.

The success of the initiative will be evaluated periodically through environmental audits that evaluate its progress in achieving the goals and commitments:

4.8 Resource Mobilization Policy

Resource Mobilization is the process of getting resources from a resource provider and using different mechanisms to implement the mission of the College for achieving the pre-determined organizational goals. It deals with acquiring the needed resources in a timely, cost-effective manner.

The College has a transparent and well-planned Financial Management System in which Government and Management are the main sources of funds. The Resource mobilization policy focuses on achieving the goals and targets of the College ensuring accountability and transparency. The Board of Management coordinates and monitors the optimal utilization of the funds for the promotion of a learner-centric ecosystem.

4.8.1 Salient Features

1. The College is a Catholic minority non-profit organization that ensures the income generated is spent optimally.
2. The College Administrator with the help of the Board of Management manages the funds. The government funds are taken care of by the Finance Committee of the College.
3. Funds are provided to meet the infrastructure requirement and maintenance of the College.
4. The management provides financial support to Resource Persons/Association Activities/Faculty Development programmes/Orientation programmes for staff and students and the various activities of the College.
5. The extracurricular activities of the students are a major concern and adequate funds are provided for Sports and Cultural activities.
6. Management scholarships and free ships are provided to deserving students in consultation with Tutors and HODs.
7. Employee Provident Fund (EPF) benefits are provided to the self-financed staff.
8. Staff Welfare funds (both for teaching and non-teaching) are available to the aided and self-financed staff members.

9. Transparency and accountability are ensured by conducting an annual audit of the statements
10. The financial resources of the College are
 - (a) Students fee
 - (b) Hostel Fee
 - (c) Government grants
 - (d) Government funds - UGC/DST/DBT, etc.
 - (e) Grants From individuals, philanthropists
 - (f) Alumnae Contribution

4.9 Curriculum Design and Development

Education is a process that develops, strengthens and builds the capacity for future-oriented planning and should translate vision into reality. Higher education is meant to get employment and economic security. The paradigm of education is changing rapidly with the integration of the ICT-enabled teaching-learning process.

The curriculum framework for the undergraduate and postgraduate programmes is based on the vision, mission and goal of the College, programme objectives, programme outcomes and academic standards that are expected to be attained by the students at the end of the programme. Curriculum planning, development and delivery play a very important role and are oriented towards improving the quality of education and the quality of the graduates.

The curriculum should be accessible and inclusive so that students from all backgrounds can go through higher education with equal chances of success. The curriculum includes basics as well as advanced topics in Core subjects, Allied, Core Electives, Skill-Based Electives, Non-Major Electives, Language and English for undergraduate programmes, Core Subjects, Independent Electives, and Internships or Projects at the postgraduate level. Value added courses are available for all the students both undergraduates and postgraduates.

The Curriculum Development Cell has to meet at least thrice a year, analyse, review the existing curriculum and plan for the next academic

year. Auxilium College (Autonomous) frames the curriculum keeping in view the norms of the UGC, AICTE, TANSCHÉ and Thiruvalluvar University. The suggestions of the Academic Council, subject experts and feedback from stakeholders are taken into consideration for curriculum design and development. The Curriculum Development Cell gives guidelines for curriculum design and development. The Heads of the Departments along with the faculty members design the curriculum and the Board of Studies meeting is conducted in the month of March-April. The suggestions of the Board are incorporated and then the Head of the Department presents the syllabi to the Academic Council and gets it passed. It is then presented to the Governing Body. A soft copy of the syllabus is then sent to all the staff and students of each department.

Outcome-Based Education is adopted from the year 2020 onwards based on Bloom's Taxonomy.

4.10 Feedback Mechanisms

The development of any organization, especially a college, heavily depends upon a well-functioning Feedback System. It requires thorough preparation to initiate, launch and implement the Feedback System. The College has been practising a 360° Feedback System accommodating all the stakeholders including staff, students, alumnae, parents and employers and for many years to help the individuals and organization as a whole to improve its performance and effectiveness.

In a world of increasing pressure on efficiency and effectiveness, monitoring the efficiency and effectiveness of the staff and the teaching-learning processes is needed. The feedback mechanism is one such mechanism that helps achieve this goal.

4.10.1 The Practice

The comprehensive feedback mechanism comprises of 3 phases:

Feedback Collection: It mainly involves a structured method of collection of feedback using online mode. It is conducted through a well-designed questionnaire employing rating scales that facilitate objective analysis. Open-ended questions are also used in some of the methods for qualitative feedback.

Feedback Analysis and Reporting: The Feedback collected is analyzed by the software ensuring complete confidentiality. The analysis is submitted to the Principal.

Action Taken: The Principal discusses it with the College Council and decides the plan of action to improve the teaching-learning process. The action ranges from, counselling and mentoring to teaching staff to corrective actions and improvements.

The feedback is collected from the following stakeholders:

a) Feedback from Students

The feedback from students is collected in the following methods:

1. **Feedback on Teaching and Institutional Quality:** The Feedback is collected annually through online mode from all students, to evaluate each teacher's teaching quality, the functioning of the various activities and the physical facilities of the College.
2. **Feedback on Curriculum:** The Feedback on the curriculum is collected through online mode from the final year students to evaluate the curriculum design, i.e., the course structure, the courses, the syllabi, etc., and to receive any suggestions for improvement.
3. **Exit Form:** The Exit Form helps in collecting Feedback through online mode from the outgoing batch of students on the institutional functioning, intending to elicit objective information free from any reservation or bias.
4. **Feedback from Auxilium Student Quality Circle (ASQC):** The ASQC is an important mechanism involving active student participation in quality sustenance and enhancement. The ASQC

meets regularly to deliberate on various issues and generate ideas for improved performance. The Feedback through online mode from the ASQC would focus on the quality of initiatives and processes.

5. **Continuous Online Feedback:** Continuous online Feedback is provided to facilitate staff and students in providing feedback continuously in an atmosphere of absolute freedom.
6. **Suggestion Boxes:** The suggestion boxes are another means of collecting Feedback from students regularly. The suggestion boxes are placed in common places in the College blocks.
7. **Informal Feedback:** Informal Feedback is collected by the Principal, faculty and members of Management through random talk with students.
8. **Industry:** The Feedback from the Industry is collected by the Placement Cell and the Heads of the Departments. The Placement Cell collects feedback through online mode on the performance of the students in the campus selections and the areas of improvement needed.
9. **Others:** The Heads of the Departments collect Feedback in a structured format from the industry representatives on the Board of Studies, Academic Council, speakers from the industry, companies in which students undergo Projects/ Internships. The feedback is collected on the curriculum design, syllabi, students' knowledge and skills, and innovations in teaching and learning.
10. **Institutions / Academic Peers:** The Feedback from Institutions /Academic Peers is collected through structured feedback on parameters such as curriculum design, syllabi, teaching-learning methods, practicals, and projects.
11. **Parents:** Parents are the important stakeholders of this system. Feedback from them is collected through online mode. Parents' meeting is periodically conducted and their suggestions are also obtained and analysed
12. **Alumnae:** The Alumnae Feedback is collected through online mode regularly.
13. **Staff:** The Feedback is collected from staff on OBE and other Institutional parameters. While the former is collected through a

questionnaire, the latter is collected through the online feedback mechanism.

The Feedback received under different aspects is consolidated by the Deans under the guidance of the Vice Principals and presented to the Principal who in turn interacts with the group concerned.

4.11 Teaching-Learning Process

Teaching-learning is a process that includes many variables and they interact, as learners work toward their goals and incorporate new knowledge, behaviour, and skills that add to their range of learning experiences.

4.11.1 General Principles

Auxilium College is committed to:

1. **A Focus on Learning:** The purpose of teaching is to enable active and positively reinforced learning. A central focus of the College is, therefore, the provision of an environment that promotes high quality, differentiated learning and inclusiveness.
2. **Developing the skills needed for Life and Work:** The College will enhance the ability of its students to communicate in English and Tamil. It will also develop the skills of learners to think critically, be reflective in their actions, apply their skills and knowledge to progression, behave ethically and make purposeful decisions.
3. **Promoting Active and Positive Learning:** The College will provide teaching and learning activities that actively engage students in learning and promote student ownership and responsibility for the learning process. The activities will involve both autonomous and collaborative learning. Learning will be strengthened by positive reinforcement and effective assessment for learning strategies which will ensure the provision of quality

feedback to learners and teach learners to receive feedback positively and use it to effectively improve their performance.

4. **A Learner-centred Approach:** The College will enable access to education for a wide range of students. The teaching and learning activities offered will accommodate the diverse backgrounds, learning styles and needs of its students. This is done by using a range of stimulating learning styles and reflecting real progression opportunities for students in sustainable environments.
5. **Enhancing both Employability and Lifelong Learning:** The College has the dual responsibility of enhancing the employability of its students and developing their effectiveness as lifelong learners.
6. **Learning for Life:** All the stakeholders are motivated by the fact that learning is for life. Leading a worthy life, useful for oneself and fellow human beings is the very aim of human life. Auxilium through its motto: '**Knowledge and Virtue**' aims to impart a value-based integral education.
7. **Inclusiveness:** Auxilium believes that learning is not a one-sided process. All the collaborators involved in the process undergo continuous learning. The contributions of the students are highly valued. The College also makes sure no student is denied education due to financial problems alone. Wherever possible, several scholarships and other support are given to the student community.
8. **Continuous Improvement of Teaching and Learning:** The College will ensure that teaching and learning are continuously improved using the quality cycle (Plan – Execute – Review - Improve). This includes regular review of all courses involving consideration of feedback from all key stakeholders, both internal and external.

4.11.2 Operational Principles

Auxilium College will ensure that:

1. Students are supported in their learning:

The College will provide its students with:

- (i) Guidance and support from their first enquiry to the completion of the programme and progression.
- (ii) Quality learning resources.
- (iii) Effective classroom management creates an environment that is conducive to learning.
- (iv) Timely and helpful personalized feedback on their learning
- (v) Work-integrated learning.
- (vi) Assessment that is fair, transparent, consistent and aligned with stated learning outcomes.
- (vii) Support to improve the essential skills of learners.
- (viii) Support for learners with individual learning needs, including financial assistance.

2. Courses with Quality Syllabi

All courses will:

- (i) Have relevant and coherent programmes, modules or units that are consistent with its aims.
- (ii) Have a clear learning outcome.
- (iii) Have clear statements of course objectives.
- (iv) Focus on employment-related outcomes and/or career development.
- (v) Be subjected to regular formal review.

3. Modules or Units are effectively supplemented and delivered

All modules or units will:

- (i) Have clear statements of learning outcomes.

- (ii) Have learning activities that are designed to achieve those learning outcomes.
- (iii) Have assessment activities that are aligned to the learning outcomes.
- (iv) Be evaluated both formally and informally with the aim of continuous improvement of student learning.
- (v) Be subjected to regular formal review.
- (vi) Be taught by faculty with appropriate levels of up-to-date knowledge and skills.

4. Assessment as a fundamental process used to promote learning and achievement (Formative Assessment)

All faculty members will:

- (i) Explain learning aims and outcomes to learners and check their understanding.
- (ii) Demonstrate the standards learners are required to achieve and help them recognize when they have achieved them.
- (iii) Give effective feedback on assessment decisions so that learners are motivated and empowered to improve.
- (iv) Demonstrate high expectations and raise aspirations by helping students believe they can improve on their past performance and achieve their full potential.
- (v) Provide regular opportunities for faculty and learners to reflect on past performance and review learners' progress, especially during the mentoring/tutoring sessions.
- (vi) Develop learners' self-assessment skills, so that they can recognize the aspects of their work that need to be improved.
- (vii) Assess the students objectively and no discrimination will be shown in awarding marks in any of the areas of the learning process.

5. Faculty are supported in their practice

The College will enhance the effectiveness of its Faculty by:

- (i) Providing and maintaining resources and facilities to support teaching and learning.
- (ii) Developing the use of educational technologies to support teaching and learning.
- (iii) Ensuring access to ongoing professional development for faculty.
- (iv) Sharing good practices across the colleges.

Before Semester

1. The department's academic calendar is prepared well in advance before the commencement of the semester based on the College calendar of events.
2. The College calendar consists of the activities planned for the semester: including internal test dates, the conduct of activities like organizing guest lectures, workshops, conferences, technical/cultural/sports, parent-teacher meetings, project presentations, end semester submission, etc.
3. Subject distribution is done at the end of the working semester so that the staff are well-aware of their subject for the upcoming semester and accordingly prepare notes and plans for the ensuing semester.
4. The academic calendar of the College and department is prepared well in advance to facilitate proper planning and to make the concerned faculty aware of their responsibilities for the complete semester.
5. The students are made aware of the timetable and academic calendar by updating the same on the College website and notice board a few days before the start of the semester. Class tutors are also appointed for the respective class. All the information about Continuous Assessment (CA) is provided to the students at the beginning of the semester.
6. The faculty prepares and updates the course file which includes a detailed teaching plan, laboratory plan along with notes and other study material, old question papers along with the solution, assignment questions and their expected answers.

During Semester

1. According to the teaching plan, work done has been inculcated in the academic file to ensure coverage of the syllabus duly monitored by the HOD.
2. Weekly and monthly coverage of the syllabus and adherence to the teaching plan is monitored.
3. All the faculty members maintain attendance records and academic diaries.
4. The HOD ensures the smooth conduct of lectures and practicals. The academic audit which may be internal/external is conducted once in 3 years to ensure compliance.
5. As per the syllabi, the faculty members conduct the experiments. One or two experiments are conducted beyond the specified list but are relevant to the courses. A Laboratory Manual explaining the details of the experiment is available to the course teacher and is given to students at the time of commencement of the semester.
6. Assignments and seminars are given to the students well in advance for their better performance and to boost critical thinking.
7. Continuous evaluation of experiments/ assignments based on defined rules is carried out throughout the semester.
8. Internal assessment tests are conducted to evaluate students' performances. The result of the Internal Assessment is analysed and mapped with the Course Outcomes. This enables the Faculty to adopt any remedial actions.
9. Tutorial/Remedial classes are conducted for the slow-learners based on their performance in the first internal examinations.
10. Earlier question papers and project reports are available for students' reference.
11. An attendance review is done every month. All the parents are intimated about the status of the student's performance along with their Internal Assessment marks. Parent-Teacher meeting is scheduled once a year so that the parents are aware of the student's performance and also of the College activities. The feedback form is collected from the parents after the meeting which includes their suggestions for implementation.

12. Steps are taken to improve students' attendance by calling and meeting parents, and messaging their parents whenever the student is absent.

End of Semester

1. Guest lectures and seminars on the current trends are conducted regularly by industry persons or alumnae.
2. Industrial visits are arranged to fill the gap between industry and College.
3. Workshops are organized to help the students to understand concepts beyond the curriculum.
4. Annual technical, as well as cultural festivals, are organized along with Sports Day for the overall growth of the students.
5. One-to-one discussions and interactions between staff and students under the Mentor/Tutor System will increase the confidence levels of the students and their personal and professional growth and development.
6. Faculty members motivate and guide students for higher studies and to achieve excellence.

4.11.3 Regular Teaching-Learning Activities

1. Course exit surveys are conducted at the end of every semester to check the student's satisfaction.
2. A Programme Exit Survey is conducted for final year students to check the student's satisfaction with the overall Programme.
3. Course files are prepared which contain direct and indirect assessments and activities carried out throughout the semester for each subject.
4. Semester-End Report is generated which contains a complete record of academic teaching-learning along with co-curricular and extracurricular activities.
5. Student Satisfaction surveys and additional facilities surveys are conducted for continuous improvement in Teaching-Learning Processes.

4.12 Infrastructure Development

The Infrastructure Policy aims at offering guiding principles within which the College may expand and upgrade the infrastructure to meet the growing needs of Auxilium College as a premier educational institution.

4.12.1 Objectives

The Infrastructure Policy has been developed around the following main principles:

- (i) Efficient and responsible use of existing assets and optimal allocation of additional resources.
- (ii) Payment for services wherever applicable
- (iii) Equitable contractual structures
- (iv) Transparent process of procurement

4.12.2 Maintenance policy

1. When a student / Attender/ in charge staff notices malfunctioning of an equipment, it must be brought to the notice of the HOD and in turn it will be brought to the notice of Auxilium Infrastructure Committee.
2. This is processed by the Management, AIC and the finance committee.
3. The repair /replacement of the equipment is carried out depending on the nature of the malfunctioning.
4. Annual Maintenance Contract with service providers have been signed for the following
 - i. Computers
 - ii. UPS
 - iii. Generators
 - iv. Elevator
 - v. Fire extinguishers
 - vi. Air conditioners
 - vii. Reverse Osmosis water

- viii. Autolib (Library)
- ix. QnSmart Question Bank software (COE)
- 5. Maintenance of Classrooms :Classrooms are provided for newly introduced programmes. They are made suitable for the courses offered. LCD projectors, laptops and other facilities are provided. The rooms have proper facilities and ventilation. Periodic maintenance is done for the existing buildings.
- 6. Gardens are maintained on a regular basis (Pruning the plants etc).

4.12.3 Constitution of Auxilium Infrastructure Committee (AIC)

The policy will be anchored through the Auxilium Infrastructure Committee at the implementation level. The Committee shall coordinate and facilitate the identification, development, implementation and maintenance of infrastructure projects, including facilitation for obtaining clearances and approvals.

Composition:

1. The Secretary – the President of the Committee
2. The Principal (*ex-officio*)
3. Dean of Internal Quality Assurance Cell (*ex-officio*)
4. The Administrator (*ex-officio*)
5. Two faculty representatives are nominated by the Secretary.
6. Office Superintendent
7. Invited members – Architect/engineer/supervisors/persons with domain knowledge.
8. Two student representatives are nominated by the Principal.

From among the above members, the Principal shall designate one as the Secretary of the Committee.

Term of Office

Three Years - student representatives for one year

Meetings

At least once a year

Functions of AIC

The AIC shall review and plan the implementation of proposals for infrastructure development following the master plan of the College. The following are the special tasks assigned to the AIC:

1. Ensuring that the infrastructural development of the College is at pace with the need of the institution and ensuring as far as possible compliance of these development initiatives with the master plan of the College.
2. Envisioning and suggesting, changes, if any, required in the infrastructural dimensions of the master plan of the College through regular monitoring and planning.
3. Assessing the annual requirements of the various departments and planning for future development of infrastructure.
4. Reviewing the budget allocation for infrastructure development and making suggestions for the optimal use of the same.
5. Reviewing the maintenance mechanism and suggesting modifications, if any.
6. Recommending to the Board of Management proposals for new infrastructural developments.
7. Recommending quotations invited in connection with infrastructure development.
8. Obtaining feedback on proposals/plans for infrastructure development.

Benefits

- (i) Create a global quality state-of-the-art infrastructure utilizing the expertise and exposure of all the stakeholders of Auxilium College.
- (ii) Ensuring the spirit of ownership and participation of all stakeholders in the process of building quality infrastructure.

- (iii) Savings in costs due to innovative designs, timely project implementation and higher efficiencies in operations.
- (iv) Greater transparency in the decision-making process concerning matters connected with infrastructure development.
- (v) Create synergy in the process of decision-making and implementation through a carefully designed consultation process concerning the need assessment of new infrastructure, and maintenance or refinement of existing infrastructure.
- (vi) Financial innovation and the development of cost-effective solutions.

4.13 Innovation and Incubation

The Auxilium Innovation and Incubation Centre (AIIC) is designed to accelerate the growth and success of budding entrepreneurs through an array of business support resources and services that could include physical space, capital, coaching, common services, and networking connections. The incubators/ graduates create jobs, commercialize new technologies, and strengthen national economies. Incubator students not only benefit from business and technical assistance, but they also benefit from official affiliation with the incubator, a supportive community with an entrepreneurial environment, a direct link to entrepreneurs, and immediate networking and commercial opportunities with other firms.

Auxilium Business Incubation Centre (ABIC) supports the ideas of the students and helps them to nourish those ideas into effective action plans. Students are helped during the process and provided with the required support at any time.

Vision

Creation of self-sustaining business incubation facilities and innovation ecosystem that will nurture knowledge-based, technologically viable and socially relevant ventures creating an economic impact on people in the region, state and nation at large.

Mission

- (i) To nurture, mentor and accelerate innovators on research, business and social impact of entrepreneurship.
- (ii) To motivate, build and promote out-of-box thinking, and the development of innovative ideas.
- (iii) To build an environment that will facilitate the creation of social enterprise knowledge through research and empower students to apply their entrepreneurship abilities to develop solutions for greater social impact through academia.
- (iv) To encourage young innovators and entrepreneurs by assisting in the development of socially-beneficial products and ideas.
- (v) Equity partnerships with Incubatees to create mutual win-win situations.
- (vi) Collaborate with world-class technical and commercialization experts and bring them on the platform through, awareness, training, coaching and mentoring programmes.

Objectives

- (i) To stimulate the culture of innovation, creativity, business process and product design knowledge.
- (ii) To support and accelerate the development of innovations into prototype products with an emphasis on societal impact and market demand.
- (iii) To incubate innovators or companies to commercial independence.
- (iv) To generate funds to sustain affordable AIIC to provide support for products, services or process ideas towards commercialization.
- (v) To encourage, inspire and nurture young students by exposing them to new ideas and processes resulting in innovative activities in their formative years.

Major Activities at AIIC

1. Establishing cordial relations with stakeholders, industries, academic institutions, research organizations, NGOs, local

population and government agencies in and around institution premises for understanding day-to-day challenges.

2. Creating a collaborative environment between industry and academia through joint research projects and consulting assignments.
3. Incubating early-stage technology-based innovative entrepreneurial ventures.
4. Encouraging and enabling the alignment of Research and Development activities in the College to the potential needs of the industry/society.
5. Identifying technologies/innovations which have the potential for commercial ventures.
6. Creating physical infrastructure and support systems for business incubation activities.
7. Foster and promote the entrepreneurship spirit.
8. Facilitate knowledge creation, innovation and entrepreneurship activities.
9. Facilitate networking with professional resources, which include mentors, experts, consultants and advisors for the incubated companies.
10. Enabling the development of high-quality personnel and motivating researchers to grow professionally.

4.14 Internal Quality Assurance Cell (IQAC)

IQAC is a structure that would help educational institutions to improve their work processes and achieve learning outcomes and objectives. It is a participative and facilitative unit that would closely work with the faculty members to plan out the best possible strategies. The IQAC was constituted on 7th December 2004 as suggested by the NAAC.

The functions of IQAC are:

1. Setting quality benchmarks with consistent work.
2. Creating parameters to reach academic as well as non-academic learning goals.
3. Creating a student-centric teaching-learning environment.

4. Enabling faculty to efficiently use ICT tools for innovation in education.
5. Considering the feedback of students, faculty and parents for improvement.
6. Organizing various workshops, seminars and competitions for a quality education environment.
7. Documenting all the activities in chronological order and keeping a tab on improvements.
8. Preparing 100% accurate Management Information Systems (MIS) reports for NAAC.
9. Conducting the Academic and Administrative Audit (AAA) once in three years.
10. Encouraging the departments to have MoUs with various agencies and industries to enhance the quality of faculty and students.
11. Motivating the faculty to undertake partnerships in research and consultancy.
12. Preparing and submitting the Annual Quality Assurance Report (AQAR) and the Self Study Report (SSR) as per the instructions of the NAAC.

4.15 Policy Regarding Differently Abled

The differently-abled persons need special arrangements in the College environment for their mobility and independent functioning. To support the differently-abled students and staff, the College maintains the following facilities as a policy:

1. The College has created special facilities such as ramps, rails, lifts and special toilets, and made other necessary changes to suit the special needs of differently-abled persons.
2. Counselling on the types of courses they could study in the College.
3. Reserving 3% of admissions to various programmes for the differently-abled students
4. Providing assistive devices like wheel-chair and other equipment according to the requirement of such students in the College.

5. Giving guidance regarding scholarships, concessions, fee waivers, from the Government and other sources.
6. Guidance and Counselling at the personal and academic levels.
7. Giving assistance in the examination procedure like arranging scribes, grant of extra time and other such allowances according to the type of disability and need of the individual.
8. Conducting awareness programmes for teachers of the College about the approaches to teaching, evaluation procedures which they should address in the case of differently-abled students.
9. Motivating the students to accept and help the differently-abled students.

4.16 Information Technology (IT) Policy

The IT Policy is intended to optimize the constructive utility of computing, networking and IT facilities of the College. The IT Policy of Auxilium College authorizes Students, Research Scholars, Members of the Faculty, Members of the Management, Non-Teaching Staff and Guests to use the computing, networking and other IT facilities of the College strictly for academic purposes. Violations of the IT Policy will be treated as academic misconduct, misdemeanour and inappropriate behaviour. Depending upon the nature of the violation, the authorities of the institution can take action.

Compliance

1. All users are expected to comply with the IT Policy rules and guidelines while purchasing, using and maintaining any equipment or software purchased or provided by the College.
2. Any user who notices misuse or improper use of equipment or software within the College must inform the Principal immediately.
3. Inappropriate use of equipment and software by a user will be subject to disciplinary action as deemed fit by the Management Committee of the College.

Practical Principles

1. The College prohibits users from gaining unauthorized access to IT resources forbidden by Indian and International Cyber Laws, and National Cyber Security Policy and any such action will subject the user to civil and criminal liability.
2. The College prohibits its users from viewing, sending/forwarding, or downloading fraudulent, obscene, pornographic, threatening, hate messages, fake/unsubstantiated news or material that are a violation of applicable law or the College Policy.
3. The College prohibits the users from violating Intellectual Property Rights (IPR) relevant to copyright, patent, trademark, geographic indication of origin, industrial design, trade secrets, database protection laws and publicity rights laws.
4. The College endorses the use of Open Source Operating Systems (OS) and Processing Software (PS).
5. The College insists on the user abide by the norms of social internet forums such as social networking websites, chat rooms, blogs. While using social internet forums, the user should conform to data privacy and, thereby, refrain from gaining unauthorized access to information or disclosing the same to unauthorized users.
6. The College prohibits the user from causing inappropriate damage or change to any data concerning the College either intentionally or inadvertently.
7. Any unsolicited interference, incursion, disruption to or attempt to affect the availability of IT resources by a user is prohibited.
8. The user is expected to take proper care of equipment and expected to report any malfunction to the personnel in charge, and the user should not attempt to repair, reconfigure, modify or attach an external device to the systems.
9. No food or drink is permitted in the laboratories.
10. Causing noise in the laboratories either through games/music/movies or talking and/ or singing loudly is prohibited.

Use of College Email Facility

1. All the faculty, staff and students shall use the College email service for all formal communication, academic and official purposes. Therefore the email assigned to all the faculty, staff and students must be kept functional, through the course of study/service.
2. The user shall refrain from using the official email id for any personal communication whatsoever.
3. The user is strictly prohibited from using the College email facility for illegal/unauthorized commercial purposes, which shall entail withdrawal of the facility. Illegal use includes but is not limited to unlicensed and illegal copying or distribution of software, sending of unsolicited/unauthorised bulk email messages, and generation of threatening, harassing, abusive, obscene or fraudulent messages/images.
4. It is the user's responsibility to keep a backup of the incoming and outgoing mails of their account.
5. The user shall refrain from sharing her email account/password with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.
6. The user shall refrain from hacking, as it is an infringement on the privacy of other users.
7. While using the computers that are shared by other users, any email account that was accidentally left open by another user should be promptly closed without prying into its contents, by the user who has occupied that computer for her use.
8. Impersonating the email accounts of others will be taken as a serious offence.
9. The College mail-id will be deactivated when the course of study/service is completed.

Inappropriate Use

The following activities are prohibited on the College's Internet network. This list can be modified/updated anytime by the Management Committee as deemed fit. Any disciplinary action considered appropriate by the Management Committee (including legal action or

termination) can be taken against any user involved in the activities mentioned below:

1. Playing online games, downloading and/or watching games, videos or entertainment software or engaging in any online activity which compromises the network speed and consumes unnecessary Internet bandwidth.
2. Downloading images, videos and documents unless required for academic purposes.
3. Accessing, displaying, uploading, downloading, storing, recording or distributing any kind of pornographic or sexually explicit material unless explicitly required for academic work
4. Accessing pirated software, tools or data using the official network or systems.
5. Uploading or distributing software, documents or any other material owned by the College online without the explicit permission of the Management Committee.
6. Engaging in any criminal or illegal activity or violating the law.
7. Invading the privacy of coworkers and students.
8. Using the Internet for personal financial gain or for conducting personal business.
9. Deliberately engaging in an online activity which hampers the safety and security of the data, equipment and people involved.
10. Carrying out any objectionable, frivolous or illegal activity on the Internet that shall damage the College's reputation.

4.17 e-Governance Policy

Auxilium College (Autonomous), is dedicated to offer accessible online services from anywhere by staff and students through laptop, mobile, PC and tab.

Need for the Policy :

1. Information Technology Act 2000, Government of India and the Tamilnadu Information Technology Rules 2016.

2. To create a complete framework for the various activities both academic and administrative for e-governance by the Institution.

Objective

1. To ensure a common standard and framework for all the various academic and administrative activities.
2. To provide delivery of online services to both staff and students.

Types of Services

1. Admission
2. Attendance
3. Registrations
4. Grievance
5. LMS
6. Timetable
7. Feedback
8. Examination
9. Fee Collection
10. Administration
11. Inventory

The above services are mandatory and applicable through the ERP portal of the Institution which provides the complete database of all the academic and administrative activities of the Institution to the Management which establishes transparency in e-governance of the educative system. The services and infrastructure needs to align itself with the vision and mission of the Institution, IT policy of the Institution and cyber security thereby empowering women through technology.

4.18 Policy on Consultancy

Auxilium College offers various career-oriented certificate courses and value-added courses along with the regular UG and PG programmes.

The College encourages the faculty to render consultancy services in their areas of expertise. The faculty of the College are involved in rendering consultancy services individually and through the Institution in both remunerative and non-remunerative manner. The consultancy policy document provides the terms and conditions to guide the process of consultancy as it is an administrative requirement.

Terms and Conditions

1. Consultancy services shall be offered under the categories:
 - a) Individual Consultancy
 - b) Institutional Consultancy
 - c) Technical Services
2. Consultancy services shall be offered in areas of expertise available in the College in the following sectors:
 - a) Institutions
 - b) Industry
 - c) Service
 - d) Government
 - e) NGOs
 - f) National and International Agencies
3. The Consultancy Services should be in line with 'Professional Services'. Therefore they should follow the obligations and ethical requirements.
4. Testing and Evaluation services are to be offered in specialized areas, and meet the needs of specific governmental and other agencies, special clients and other educational institutions.
5. Standardization and Calibration services shall be offered in areas in which facilities are available to the fullest or can be improved.
6. The Government-funded projects cannot be offered as Consultancy.
7. The normal duty of the staff and the interest of the department should not get affected due to consultancy services.
8. The individual faculty or a group of faculty offering consultancy services shall periodically report the progress of the consultancy work to the Principal through the Head of the Department.

9. Publication arising from consultancy work shall include the faculty affiliation of the College and acknowledge the facilities used in the College.
10. College IPR shall be used where it is not in conflict with the rights of the third parties or any commercialization plan.
11. The Consultancy fee is to be divided between the Principal Investigator (PI) and the College based on the category of the work consultancy offered.
 - a) Individual Consultancy: 80% of consultancy fees to the PI and the team members and 20% to the College.
 - b) Institutional and Department Consultancy that involves the use of the College facilities: 75% of consultancy fees to the PI and the team members and 25% to the College.
 - c) Testing and Evaluation / Calibration and Standardization Services: 20% to the PI and the team members and 80% of consultancy fees to the College.

Auxilium College faculty, both through individual and Institutional consultancy share their knowledge and expertise with external agencies and contribute to social and economic causes. The College and its faculty are connected to society through such consultancy activities. The College will review and modify the policy periodically depending on the circumstances and demands of the external agencies.

CHAPTER V

STUDENTS

5.1 Students Union

In keeping with the intent to serve the greater interest of the College and the student's community, a Students' Union, a separate unit for Shift I and Shift II, is constituted through election every year. The Office Bearers of the College Union are the President, the Vice-President and the Secretary. They are elected by secret ballot from among the nominated candidates. The election is held at the end of the academic year and the Vice-Principals and the Deans take the responsibility for conducting the election.

At the beginning of the academic year, the members of the Associations and the various Clubs and Movements elect their Secretaries and the Class Representatives are elected by their respective classes. All these together form the College Union. The Vice-Principals and the Academic Deans will be the Advisors to the College Union and every programme will function under their guidance. The Students Union believe in unity and in having a synergized work environment.

The College Union provides a sense of community, unifying the institution by embracing the diversity of students, faculty, staff, alumnae, and guests. It reinforces the educational mission of the institution and the development of students as lifelong learners by delivering an array of cultural, educational, social, and recreational programmes, services, and facilities. Their responsibilities are:

- (i) Operating as a student-centred organization that engages in shared decision-making and holistic development through service and involvement.
- (ii) Advocating for inclusivity and equity, fostering respect, and affirming the identities of all individuals.
- (iii) Educating students in leadership and social responsibility and offering firsthand experiences in global citizenship.

- (iv) Providing gathering spaces to encourage formal and informal community interactions that build meaningful relationships.
- (v) Enhancing the student experience and cultivating an enduring connection to the institution.
- (vi) Organizing Fresher's Welcome and Talent Show, Good Samaritan Day (Day of the Poor), Teachers' Day, Sports Day, Farewell, etc.
- (vii) Organizing and executing efficiently the departmental activities under the guidance of the HOD and the faculty.
- (viii) Monitoring the discipline of the students of the department in all common gatherings.
- (ix) Organizing college social, fest and various social awareness programmes

The guidelines for contesting for College Union are:

- (i) Undergraduate students are eligible to contest in the election.
- (ii) The candidate should in no event have any academic arrears in the semester examinations.
- (iii) The candidate should have attained the minimum percentage of attendance (75%) as prescribed by the University.
- (iv) The candidate shall have one opportunity to contest for the post of office-bearer.
- (v) The candidate shall not have a previous criminal record, that is to say, she should not have been tried and/or convicted of any criminal offence or misdemeanour. The candidate shall also not have been subject to any disciplinary action by the College authorities.

5.2 Student Associations

We recognize the legitimate rights of students to form councils and associations to protect, promote their welfare, and experience democratic living on campus.

- The Students' Council is guided by Deans under the supervision of Vice-Principals. Among other things, the Vice-Principal has to ensure that students from the weaker sections get opportunities to

become leaders. Moreover, she has to help the students function democratically 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 to avoid the influence of money power, political parties and any type of partialities.
- There should be representatives from the poor, SC/ST groups. If they are not already elected, provisions should be made to nominate them according to rules and regulations evolved for that purpose.
- Student organisations, groups and movements that are in keeping with the basic values and apostolic thrust should be enthusiastically promoted and supported, and all facilities are given to them to enable their smooth and effective functioning within the campus.

5.3 Scholarships and Freeships

The College facilitates the availability of Government scholarships through the College Office. In addition to the Government scholarships, several scholarships are instituted by the College with the contribution from the Management, staff, Past Pupils and well-wishers. The College scholarships are awarded on College Day or Valedictory Day.

5.4 Midday Meal Scheme

The College offers a Midday Meal Scheme for economically challenged students. Under this scheme, lunch is provided to poor students by issuing them lunch coupons with which they can get lunch from the hostel mess.

5.5 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 activities of students on the College premises or any off-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, memes or 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 or processions without permission from the College.
 - b) Parking a vehicle in the "No Parking Zone" or in the area allocated for parking another type of vehicle.
 - c) Driving beyond the speed limit indicated on the campus.
 - d) Possessing, consuming, distributing, or selling alcohol/drugs in and outside the College.
 - e) Possessing, carrying or using harmful chemicals and banned drugs, ammunition, explosive or potential weapons, fireworks or banned substances, etc.
 - f) Damaging or misusing the property of the College or others on the premises.
 - g) Stealing or unauthorized access to other's resources.

- h) Getting involved with any media representatives or inviting media persons to the campus without prior 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, reflecting the mission and vision of the College.
 5. Making proper use of the Central Library.
 6. Respecting parents and guardians at all times.
 7. Following the dress code given in the College Handbook.
 8. Ragging in any form is strictly prohibited. A 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 on 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 Examinations.
 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 2 days in advance.
 15. 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.

5.6 Grievance-Redressal Policy

Introduction

Grievances may be real or imagined, but in either case, it is essential that the grievance is brought to light, discussed and the matter resolved to the satisfaction of all concerned. Grievances are feelings of injustice or dissatisfaction affecting an employee or student. Auxilium College regards it important that all its students and employees will have sufficient knowledge of such procedures and easy access to them. To this effect, Auxilium College has formulated a grievance procedure, which has as its main objective the speedy resolution of grievances and thereby eliminating possible and unnecessary causes of conflict.

Objectives

- (i) The Grievance Procedure is aimed to resolve work-related grievances within Auxilium College as fairly and as swiftly as possible.
- (ii) Employees and students may lodge grievances without fear of victimization.
- (iii) Grievances should be resolved at the lowest possible level within the College.
- (iv) A student can lodge grievances with the Deans/HOD of respective departments.
- (v) Any Staff or Student lodging grievances has the right to approach the Secretary of the College directly.
- (vi) Any Staff or Student can express in writing her grievance and drop it in the box and or send it by Email.
- (vii) Records are to be maintained with all the statements and decisions.
- (viii) This Procedure is not used for appeals against disciplinary action which will be carried out according to the Disciplinary and Appeal Procedure and Code.

Procedure and Guideline

The Grievance Procedure will be implemented as follows:

Step 1: Dean/HOD

- (a) In step 1, the student/staff must discuss her grievance with her Dean/HOD in the event of a grievance.
- (b) The Dean/HOD must endeavour to solve the problem within two (2) working days and inform the student/Staff.
- (c) Should the student/staff not be satisfied with the outcome, the Dean/HOD will refer the case to the Principal/Vice-Principals (Step 2).

Step 2: Principal/Vice-Principals

- (a) The Principal/Vice-Principals shall endeavour to solve the problem within two (2) working days and inform the student/staff.
- (b) Should the student/staff not be satisfied with the outcome, the Principal/Vice-Principals will refer the case to the Secretary of the College (Step 3).

Step 3: Secretary

- (a) The matter is referred to the Secretary by handing her the grievance details together with any other further relevant written information.
- (b) The Secretary shall convene a grievance hearing and attempt to resolve the matter within ten (10) working days by discussing it with the Board of Management and informing the student/staff.
- (c) Should the student/staff not be satisfied with the outcome, the Secretary will refer the case to the Chairperson (Step 4).

Step 4: Chairperson

- (a) The matter is referred to the Chairperson by handing her the grievance details and the decisions taken at each level.
- (b) The Chairperson will study the matter with the Secretary and resolve it within fifteen (15) working days and will inform the Secretary and that decision will be final.

CHAPTER VI

AUXILIUM CAMPUS

6.1 Campus Culture

The basic option for a just society - free, fraternal, non-exploitative – calls for an educational process that leads to an anticipated experience of a society built on fellowship. This is the principle that governs campus culture, relationships, celebrations, associations, and elections. This is a great responsibility of the staff and students to maintain the culture of the campus.

- (i) Following the spirit of Don Bosco and Mother Mazzarello, a family spirit is maintained in the Auxilium College Campus.
- (ii) The Preventive System of Don Bosco is lived on the College campus.
- (iii) Students and all on 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.
- (iv) Bold initiatives, responsible and adequate participation in decision-making, a critical approach to reality and commitment to basic human rights should be some of the values to be fostered among the students and the staff.
- (v) 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.
- (vi) We should actively support and enthusiastically promote a culture that is authentically Indian, rooted in the soil, liberating, democratic, and shorn off all superiority complexes and not alienate students from their roots or the ordinary masses of this great nation.
- (vii) Both staff and students are required to be attired modestly and decently. Sarees and churidars are the preferred dress in the College.

- (viii) 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 done with prior permission from the Principal/Vice-Principals and proper accounts are to be submitted by the concerned faculty duly countersigned by the HOD and Vice-Principal. Care must be taken that the celebrations do not degenerate into culturally inappropriate and alienating extravaganzas.
- (ix) Communicating in English is expected on the College campus.
- (x) Maintaining a clean and green environment, keeping the campus plastic-free, and avoiding all types of junk food.
- (xi) The reward system prevalent on the campus should encourage cooperation rather than competition, and simplicity of life rather than hoarding. There should be a careful choice of people to be honoured or invited to preside over the various College functions.

6.2 Relationship on the Campus

1. The relationships that exist among the different groups on the campus - students, staff, administration, and management - should reflect respect for persons, equality, cooperation and justice.
2. Campus relationships would also demand:
 - (a) Creating an atmosphere of freedom and fellowship in all relationships.
 - (b) Adopting a style of administration that upholds the principles of decentralisation, subsidiarity and cooperation.
 - (c) Initiating a decision-making process by involving respective groups on the campus.
 - (d) Evolving appropriate machinery and procedures for ensuring a just and fair dealing in all administrative and disciplinary matters:

6.3 Associations on the Campus

6.3.1 Staff Welfare Association

The College has a Staff Welfare Association, which is managed by the Staff and the Management supports it. The objective of this Association is to offer the staff members financial assistance through loans. This applies to the teaching, non-teaching and support staff of the College. The Association aims to render a bond of solidarity among the staff of the College. There are four separate sub-associations:

1. Aided Teaching Staff
2. Un-Aided Teaching Staff
3. Aided Non-Teaching Staff
4. Un-Aided Non-Teaching Staff

Membership

Membership is confined exclusively to the permanent staff of Auxilium College, who would normally be considered eligible to subscribe to the benefits of the Staff Welfare Association.

Management

The Association is managed by a separate Executive Committee comprising of

1. Chairperson (Secretary of the College)
2. Vice-Chairperson (Principal of the College)
3. Vice-Principals
4. Secretary of the Association (lay staff)
5. Two lay staff members

Term

Three Years

Fund

Members of the Association make a one-time contribution at the time of joining the Association. This amount may be revised from time to time during a General Body Meeting.

Category	Amount of One-Time Contribution
Aided Teaching Staff	₹1,000/-
Un-Aided Teaching Staff	₹1,000/-
Aided Non-Teaching Staff	₹500/-
Un-Aided Non-Teaching Staff	₹300/-

Maintenance of Accounts

To ensure the transparent operation of the funds, a savings bank account was opened in the name of the Principal for the teaching staff and the Secretary of the College for the non-teaching staff on 21.06.2006 with ₹ 1,00,000/- deposit given by the Management for each Account. Besides, to ensure the systematic regulation of financial accounts, the Secretary of each Association properly maintains its Cash Book, Loan Register and Contributory Fund Register. The executive committee is authorized to convene fundraising schemes as and when necessary. The finances of the Association are audited every year.

Loan Transactions

The members of the Association can apply for a loan with a simple interest of 12% per annum. The interest is calculated for the balance amount still to be paid. The number of repayment instalments is fixed by the one who applies for the loan. Application for another loan is permitted only if the previous loan is completely repaid. The rules and

regulations to be followed are given in the Constitution of the Association. (Ref. Annexure I)

6.3.2 Financial Assistance

Financial assistance is given to the children of un-aided non-teaching staff, who study in Government/ Aided/ Matriculation Schools, to help them in their school education. The parent should have a minimum of two years of service in the College. Their annual income should be less than ₹1,50,000/-

- (i) Kindergarten: ₹1,500/- per annum
- (ii) Std. I to V: ₹ 2,000/- per annum
- (iii) Std. VI to VIII: ₹ 2,500/- per annum
- (iv) Std. IX to X: ₹ 3,000/- per annum
- (v) Std. XI to XII: ₹ 4,000/- per annum

The parent should submit the following:

- (i) Letter of Application
- (ii) Income Certificate of the parents
- (iii) Marks scored in the previous class (Minimum 50%)
- (iv) Photocopy of Aadhar Card of the student
- (v) Photocopy of bank passbook

6.3.3 Alumnae Association

The Alumnae Unit of Auxilium College is part of the Chennai Province (INM) Alumnae Association which comes under the World Confederation of the Alumnae of the Salesian Sisters (FMA) and is one of the sectors of the Salesian Family under the governance of the Councillor for Salesian Family. “Roots in the heart, Hands in the world” is the guiding force of the Association. Every alumna works for the affirmation of the values where the dignity of the human person is concerned, working in different fields – in the family and workplaces, in the socio-political fields and social communication.

Objectives

1. To provide fellowship among the alumnae themselves to sustain them in living out in their personal and professional lives the values received in the College.
2. To create opportunities for them to share their talents and expertise for the development and transformation of the College.
3. To provide them with ongoing formation.
4. To help the alumnae in the mission of the College to transform society through the Alumnae Association in keeping with the vision and mission of education they received.

Strategies to Realize the Objectives

Fellowship

The Alumnae Association and the Institution foster the fellowship of the alumnae by way of fulfilling their human needs by

- (i) Periodical get-together
- (ii) Conducting recreational get-togethers.
- (iii) Giving recognition to the talents and capabilities of alumnae.
- (iv) Deepening the sense of belonging.
- (v) Contributing articles for the College magazine.
- (vi) Providing opportunities for the ongoing formation of the alumnae.

Participation in the Salesian Mission

As a consequence of sharing the vision and mission of the College, the alumnae should become sharers and participants in the mission of social transformation. The following action plans help to strengthen the bond between the College and the alumnae and are strengthened and nourished throughout the year:

- (i) Living a witnessing life consistent with the values imbibed from the Alma Mater.

- (ii) Forming core groups with like-minded alumnae to work among the underprivileged brothers and sisters.
- (iii) Inspiring the alumnae to give a lead by involving themselves in social transformation at the local, national and international levels.
- (iv) Contributing financial as well as personal resources to the activities of the Alma Mater.

Membership

- 1. The Association shall be an autonomous body with laypersons as President, Vice-President and Secretary. An FMA shall be its Coordinator.
- 2. All the teaching staff with a minimum of three years of experience are eligible to become members of this Association even though they may not have been students of this institution.
- 3. If a student has studied in more than one FMA Institution, she has the choice to become a member of any one of the Associations.
- 4. They pay a one-time enrollment subscription to the Association.

Relationship with the Institution

- 1. The Secretary and the Principal are ex officio members of the executive council of the Association.
- 2. The Principal shall involve herself actively in the activities of the Association through her cooperation and encouragement.
- 3. It has an FMA as Co-ordinator who is appointed by the Management.
- 4. Her role is one of animation. This animation will be at three levels:
 - (i) Sharing of information about the College with the alumnae by bringing together all the alumnae and creating in them a sense of belonging.
 - (ii) Providing ongoing formation to the alumnae by arranging appropriate programmes to foster fellowship among them and sustain the values they received in the College.
 - (iii) Creating opportunities for the involvement of the alumnae in the activities of the Institution and the process of social transformation.

5. The annual planning of the alumnae association will foster individual and institutional development.
6. Representatives of the alumnae are members of the administrative bodies of the College such as the Governing Body, the Academic Council, the Board of Studies.
7. The Alumnae Association need not be always centred around the College. It should also be associated with other activities, such as social action and communications. This involvement will help in the ongoing formation of the alumnae and also bring to the activities the rich expertise and experience of the alumnae. This will help to nurture lay leaders as well.

Life Membership

The Alumnae Association proposed in 2018 to subscribe to life membership and pay a membership fee of ₹1,000/- The amount is to be used for:

- a) 10% for the expenses of the Association
- b) 30% to pay the tuition fees of poor students
- c) 30% to give as seed money to encourage research of Staff of the College.
- d) 30% for the procurement and maintenance of research equipment

Province-Level Past Pupils Association

- (a) The Province level Association is to coordinate the activities of all units.
- (b) All the alumnae associations of FMA institutions in Chennai Province are members of this Association.
- (c) All the office-bearers of the Association i.e., The President, Vice-Presidents and Secretaries are executive members of the Association and they meet annually and decide on the common programmes and activities of the Association.
- (d) The Delegate of the FMA Past Pupils Association of INM is appointed by the Provincial.

Role of Province Delegate:

1. The Province Alumnae Delegate animates the Association at two levels:
 - (i) Coordinating the activities of the Associations in the Province to give a unity of purpose.
 - (ii) Organising on behalf of the Association appropriate programmes for the ongoing formation of the alumnae.
2. She represents the alumnae apostolate in the various forums in the Province and outside the Province.

CHAPTER VII

CAMPUS ETHOS

The campus ethos of Auxilium College is constituted of an academic fraternity committed to the advancement of learning; dedicated to serious curricular and non-curricular activities, creative in thought and action, and productive both in the individual and public sphere. It entails a special concern for the rural, and economically disadvantaged, and respects the sanctity of a person going out of her way to be of service to others.

Auxilium College recognizes that to fulfil the aspiration of young people, they need to eliminate all forms of discrimination and intolerance, including those based on race, colour, language, religion, political opinion, national, ethnic or social origin, property, disability, birth or status.

Auxilium affirms the principle that peace is not merely the absence of conflict, but also requires a positive, dynamic participatory process, in which dialogue is encouraged and conflicts are resolved in a spirit of mutual understanding and cooperation.

Shared governance is provided at Auxilium College by establishing effective means whereby students and faculty can have an input in the development of policies and programmes relating to student and academic affairs while recognizing that the responsibility and authority for decision-making rest solely with the Management.

On this campus, sincere friendship, joyful comradeship and peaceful relaxation are encouraged to strengthen the family spirit. In essence, our ethos is what our Founder St. John Bosco and Co-Foundress St. Maria Domenica Mazzarello envisaged – Education is a matter of the heart. Educators should love the young in a way that they will know that they are loved. The educators and the young people look up to Mary, the Mother and Queen of Auxilium for inspiration, guidance and protection.

ANNEXURE I

CONSTITUTION OF THE STAFF WELFARE SCHEME

PART I

I **The Auxilium College Welfare Fund Scheme** shall be operated under four separate funds, namely:

1. Aided Teaching Staff
2. Un-Aided Teaching Staff
3. Aided Non-Teaching Staff
4. Un-Aided Non-Teaching Staff

II Raising of the General Fund

1. The Management has made an initial contribution of ₹1,00,000 towards each of the funds.
2. An additional amount of ₹50,000 to the Aided Non-Teaching Staff Fund and Un-Aided Non-Teaching Staff Fund.
3. Collection may also be made by way of voluntary donations from public-minded and philanthropic persons.
4. Benefit performances may be conducted for augmenting the Fund.
5. The amount collected as above shall be distributed according to the following proportion:
 - (i) 30% to the Aided Teaching Staff Welfare Fund
 - (ii) 30% to the Un-Aided Teaching Staff Welfare Fund
 - (iii) 20% to the Aided Non-teaching Staff Welfare Fund
 - (iv) 20% to the Un-Aided Non-teaching Staff Welfare Fund
6. Any of the rules may be amended only by the joint General Body Meeting of the above four funds.

PART II

A. Membership

1. All permanent members of the Teaching/Non-teaching Staff of the College are eligible to be members. However, the religious members have agreed not to claim any pecuniary benefits from the Fund or stand as surety.
2. As soon as a staff member is made permanent in the College, she may opt to join the Fund within 30 days of receipt of the order of appointment as permanent staff, by applying to the Secretary of the Fund in writing with a non-refundable registration fee of:
 - (i) ₹ 1,000/- by the teaching staff, both aided and unaided.
 - (ii) ₹ 500/- by the aided non-teaching staff.
 - (iii) ₹ 300/- by the unaided non-teaching staff
3. If a member joins the Fund later than one month of her permanency, the benefits under clause 11 shall be calculated only from the date of joining the Fund. This rule does not apply to those who joined the Fund at its inception.

B. Benefits

4. Loans may be taken by the members on applying for up to a maximum of ₹50,000/- One member of the Fund who has not less than five years of service in Auxilium College should sign as a guarantee for payment. 1% of the loan amount sanctioned shall be collected as the Processing Fees from the borrower.
5. A member shall be required to give post-dated cheques (IOB Auxilium College Counter), before the disbursement of the loan sanctioned to her.

6. An interest of 12% per annum shall be charged on the loans given. The amount of loans should be repaid in a maximum of twenty equal monthly instalments. That is with a minimum repayment of ₹2,500/- per month together with the interest thereof beginning from the month immediately following the receipt of the loan. The loan amount and the interest shall be fully repaid within the period stipulated at the time of the loan or before the member retires or leaves the College whichever is earlier.
7. The General Body may revise the above rate of interest. The rate should not exceed the general minimum lending rate of a Scheduled Bank. The revised rate shall apply to outstanding loans also.
8. Applications for loans shall be made in a prescribed form, which can be had from the Secretary of the Fund. The Executive Committee shall decide the granting of loans.
9. If an Executive Committee member applies for the loan, she shall withdraw from the meeting when the application for loans is scrutinized for sanction. Such a withdrawal of the committee member shall not affect the quorum of the meeting.
10. The member shall clear the loan taken before applying for a fresh loan.
11. Whenever a member retires or leaves the College, an ex-gratia grant as benefits shall be paid at the rate of ₹ 500/- for every completed year of service in Auxilium College implicitly or explicitly, the service being counted from the date of commencement of the Scheme or the date of appointment or the date of enrolling as member whichever is later, however not exceeding a period of 15 years.

12. If a member discontinues her membership from the Fund during her services, she shall not be entitled to the benefit under Clause 11. However, such a member may re-join the Fund by applying in writing to that effect together with a registration fee of ₹ 1,000/- / 500/- / 300/- In such a case, she shall be eligible for the ex-gratia grant from the date of her re-joining the Fund.
13. If a member dies in harness, or becomes permanently disabled, an ex-gratia amount of ₹ 5,000/- shall be given to her nominee/legal heir/to her together with the amount she is entitled to under Clause 11.
14. If any part of the loan taken by a member remains unpaid, that amount shall be deducted from the payment due to her under Clauses 11 and 13.
15. If any member fails to repay the loan and the interest, the following rules shall apply:
 - a) For the first month of default, she shall be charged the usual interest for the outstanding loan and interest.
 - b) For the following months, for every month of default, she shall be charged an additional interest of 12% on the outstanding loan.
 - c) If she defaults for six consecutive months, she shall cease to be a member of the Fund.
 - d) She may rejoin the Fund by an application to the Executive Committee within three months from the date of cessation of membership, provided she clears all the arrears as stated in Clauses (a) and (b).
 - e) No loan shall be sanctioned to her within five years of her rejoining the Fund.

C. Management of the Fund

16. The Fund shall be managed by an Executive Committee consisting of the Secretary of the College, Principal and the

Vice-Principals as ex-officio members and three other lay members to serve as members in the Committee for a period of three years.

17. The Secretary of the College shall be the Chairperson and shall preside over the meetings. The Principal shall be the Vice-Chairperson and preside over the meetings in the absence of the Chairperson. The powers of the Chairperson and Vice-Chairperson shall not be subject to any amendment or abridgement.
18. The Chairperson shall have only a casting vote.
19. The Secretary of the Fund, elected by the Executive Committee from among the lay members of the Committee, shall be in charge of maintaining the Accounts. She shall work on an honorary basis.
20. The Fund shall be operated by the Chairperson and the Secretary jointly.
21. The amount of the Fund shall be deposited in a Scheduled Bank in a manner at the discretion of the Executive Committee or as may be directed by the General Body of the Fund.
22. The Annual General Body Meeting shall be held once a year during the fourth week of April to scrutinize and approve the Audited Accounts. The notice for the above meeting shall be communicated to the members at least seven days before the day of the meeting. The Secretary of the Fund shall present the audited Balance Sheet and the accounts of the Fund.
23. The financial year of the Fund shall be reckoned from the 1st day of April to the 31st day of March every year.

24. The Executive Committee may call for an Extra-ordinary General Body Meeting by passing a resolution to that effect at any time of the year, by giving the members forty-eight hours' notice.
25. An Extra-ordinary General Body Meeting may be convened by the Secretary of the College within ten days of the receipt of a requisition signed by at least one-third of the total members of the Fund.
26. For any General Body Meeting, the quorum shall be a simple majority.
27. The Executive Committee shall meet as often as necessary, but at least once a year before the General Body Meeting. The quorum shall be four lay members. A meeting of the Executive Committee shall be convened on the requisition of not less than five members of the Committee. The notice for the meeting shall be communicated to the members at least two days before the day of the meeting.
28. The Executive Committee may be convened for an extraordinary meeting by giving the members twenty-four hours' notice.
29. The Secretary of the Fund, with the approval of the Chairperson, or in her absence the Vice-Chairperson, shall convene the General Body Meeting and the Executive Committee Meeting.
30. In case the Fund fails due to any circumstances, the College Management shall not be held responsible in any way, and the initial Fund contributed by the Management shall be returned to the Management with the bank interest as of date. The remaining fund shall be equally distributed to the members.

ANNEXURE II

ABBREVIATIONS

1.	AAA	Academic and Administrative Audit
2.	ABIC	Auxilium Business Incubation Centre
3.	ACGCC	Auxilium College Green Campus Committee
4.	AIIC	Auxilium Innovation and Incubation Centre
5.	AIACHE	All India Association for Christian Higher Education
6.	AIC	Auxilium Infrastructure Committee
7.	AICTE	All India Council for Technical Education
8.	AIDS	Acquired Immune Deficiency Syndrome
9.	AQAR	Annual Quality Assurance Report
10.	ASQC	Auxilium Students' Quality Cell
11.	BC	Backward Classes
12.	CA	Continuous Assessment
13.	CARE	Consortium for Academic and Research Ethics
14.	CARES	Community, Awareness, Reach out, Extension Service
15.	CBCS	Choice-Based Credit System
16.	CDC	Curriculum Development Cell
17.	CGPA	Cumulative Grade Point Average
18.	CL	Casual Leave
19.	CLO	Course Learning Outcomes
20.	DNC	Denotified Communities
21.	DBT	Department of Biotechnology
22.	DCE	Director of Collegiate Education

23.	DQAC	Department Quality Assurance Cell
24.	DST	Department of Science & Technology
25.	EL	Earned Leave
26.	EMS	Environmental Management System
27.	EPF	Employee Provident Fund
28.	FDC	Faculty Development Council
29.	FDC	Faculty Development Council
30.	FDP	Faculty Development Programme
31.	FIST	Fund for Improvement of Science & Technology Infrastructure
32.	FMA	Figlie di Maria Ausiliatrice (Daughters of Mary Help of Christians)
33.	HoD	Head of Department
34.	ICT	Information and Communication Technology
35.	INM	FMA Province of India, Madras
36.	IOB	Indian Overseas Bank
37.	IPC	Intellectual Property Rights Cell
38.	IPR	Intellectual Property Rights
39.	IPRC	Intellectual Property Rights Cell
40.	IQAC	Internal Quality Assurance Cell
41.	IT	Information Technology
42.	KPI	Key Performance Indicators
43.	LLP	Leave on Loss of Pay
44.	LOPA	Leave on Private Affairs
45.	LWA	Leave Without Allowance
46.	MATL	Maternity Leave
47.	ML	Medical Leave
48.	MBC	Most Backward Classes

49.	MHRD	Ministry of Human Resource and Development
50.	MIS	Management Information Systems
51.	MoU	Memorandum of Understanding
52.	NAAC	National Assessment and Accreditation Council
53.	NBA	National Board of Accreditation
54.	NCC	National Cadet Corps
55.	NET	National Eligibility Test
56.	NGO	Non-Governmental Organization
57.	NIRF	National Institutional Ranking Framework
58.	NSS	National Service Scheme
59.	OBE	Outcome-Based Education
60.	OC	Open Competition
61.	OD	On Duty
62.	PEO	Programme Educational Objectives
63.	PG	Postgraduate
64.	PI	Principal Investigator
65.	PLO	Programme Learning Outcomes
66.	PS	Processing Software
67.	R & D	Research and Development
68.	RJDCE	Regional Joint Director of Collegiate Education
69.	SC	Scheduled Caste
70.	SCA	Scheduled Caste Arunthathiyars
71.	SET	State Eligibility Test
72.	SL	Study Leave
73.	SMS	Short Message Service
74.	SQC	Student Quality Circle
75.	SSR	Self-Study Report

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| 76. | ST | Scheduled Tribe |
| 77. | TANSCHE | Tamil Nadu State Council for Higher Education |
| 78. | TRB | Teachers Recruitment Board |
| 79. | UG | Undergraduate |
| 80. | UGC | University Grants Commission |
| 81. | UPSC | Union Public Service Commission |
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