



SARAH TUCKER COLLEGE (AUTONOMOUS)
TIRUNELVELI – 627007
ESTD: 1895
NATIONALLY ASSESSED AND RE-ACCREDITED WITH ‘A’ GRADE
CODE OF CONDUCT FOR STUDENTS AND MEMBERS OF
TEACHING AND NON-TEACHING STAFF

(Approved by the members of the Governing Board and the Management of Sarah Tucker
College, Autonomous, Tirunelveli – 7)

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7.1.12 COLLEGE ANTHEM

Founded in days so long ago
By women called to serve the Lord
Long may our college live and grow,
God's grace and mercy here outpoured;
Come Sarahs! Hear the clarion call,
Strong be your character and tall,
Dear College! Pledge we our love to thee,
Through all the years and years to be.

Hail! Hail! Sarah Tucker College!
With joyful hearts we pay our homage,
As thy banner waves cheerily,
Bidding us march on merrily

Gleaming above us shines the Crown!
Emblem to make our talents shoot,
Pushing our slothful nature down,
To drive us ceaseless in pursuit,
Press on with joy towards the goal,
Steadfast in body mind and soul,
Faithful and loyal beneath his sign,
We'll make our *Alma Mater* shine.

Run not in vain amid the strife,

But run ye, that ye may obtain

Crown incorruptible of life;
O never let this purpose wane!
This golden motto in our mind,
Glorious the heritage we'll find;
Fair Sarah Tucker in our College,
God help her serve from age to age!

COLLEGE PRAYER

Our God and Father who has called us to be co-workers with Thee, we pray for Thy blessing upon all the work done in this college. Grant unto each one of us a sense that we are Thy workmen. May we do our work with vision, intelligence, courage and energy that never despair. Grant unto us joy in our work. Bless Thou our work and crown our efforts with success, through Jesus Christ our Lord and Saviour, Amen.

COLLEGE SONG

Almighty Father, bless we pray
Sarah Tucker College
Grant us its members grace each day,
In us build Thy image.

Holy Jesus, be Thou the rod
And staff to lead us straight
With Thy guidance may we work hard,
Turn drudgery delight.

Spirit of God, our hearts inflame
To toil till victory's won
Help us to run with lofty aim
To gain th'unfading crown.

THE PLEDGE

India is my country, and all Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall give my parents, teachers and all elders respect and treat everyone with courtesy. To my country and my people, I pledge my devotion. In their well being and prosperity lies my happiness.

ACADEMIC ORIGIN AND DEVELOPMENT

1895 Affiliated to Madras University as II Grade College

1927 Natural Science and Mathematics groups of the
Intermediate Class introduced

1939 Rose to I Grade College of the Madras University,
B.A History & Economics of the Intermediate Class introduced

1941 B.A Mathematics

1942 B.A Tamil

1957 B.Sc Mathematics, B.Sc Zoology and B.A Economics

1961 B.A English Literature

1962 B.Sc Botany

1966 Bifurcated from Madras University and affiliated to Madurai Kamaraj University

1968 B.Sc Physics

1970 B.A History

1971 B.Sc Chemistry, MA English and MA Tamil

1979 M.Sc Physics

1980 B.Com

1985 M.A Economics

1986 M.Sc Chemistry

1987 M.Sc Mathematics

1988 M.Com (Unaided)

1990 Bifurcated from Madurai Kamaraj University and affiliated to Manonmaniam
Sundaranar University

1991 Post Graduate Diploma in Computer Applications (PGDCA)

1992 B.Sc Computer Science (Unaided)

1993 M.Sc Zoology (Unaided)

1994 B.Com (Unaided)

1995 B.Sc Mathematics and BSc Physics (Unaided)

2001 M.C.A (Unaided)

2003 B.Sc Food Science & Nutrition (Unaided)

2003 Accredited by the National Assessment and Accreditation
Council with B++ Grade

2007 Autonomous status conferred by the UGC

M.Phil

English

Tamil

Research Centres (Ph. D)

English

Economics

2008 Department of Zoology upgraded as Research Centre

B.Sc Computer Science (unaided) Batch II

B.Sc Nano Science

2010 Department of Tamil upgraded as Research Centre

2011 B.A English (Unaided)

2013 Nationally Assessed and Re-Accredited by the NAAC with 'A' Grade

2013 Department of Chemistry upgraded as Research Centre

2015 B.C.A (Unaided)

2015 P.G Diploma Course Food Science and Public Health Nutrition

2016 P.G Food Science and Community Nutrition

2017 M.Phil Chemistry

B.Com (unaided) Batch II

2018 M.C.A Upgraded as Research Centre

B.A English (Unaided) Batch II

B.Sc Mathematics (Unaided) Batch II

M.A History (unaided)

HISTORY OF THE COLLEGE

Sarah Tucker College, the wondrous realization of God's love manifested through the vision and altruistic concern of the physically challenged Miss Sarah Tucker of England of the mid nineteenth century, holds pride as the first college for women in Southern India. Established in 1895 as a Second Grade College affiliated to the University of Madras with just four students in the First Admission, the college has grown in strength and stature to a first Grade College with autonomous status having 3455 students on its roll.

This Christian minority institution functioning under the Tirunelveli Diocesan Trust Association (TDTA) is a First Grade College affiliated to the Manonmaniam Sundaranar University. Autonomy status conferred on the college with effect from June 2007 is another

luminous gem added to her crown. It was reaccredited with “A” Grade by the National Assessment and Accreditation Council (NAAC) of India in January 2013.

Motto:

So run that ye may obtain the incorruptible crown

Vision:

An institution of excellence where young girls can achieve full potential in their academic, creative, physical and spiritual development so as to become empowered and worthy citizens capable of nurturing the society and the nation.

Mission:

The college is dedicated to the training of the mind, heart and will of young women in accordance with the highest Christian ideals. The college instills in students; love of work, patriotism, civic sense and love of Indian culture, prepares them for life and enables them to fulfill a useful role in home and society.

The mission of the college is implicit in its motto “**So run that ye may obtain the incorruptible crown**”. The college believes that service to humanity is the key to obtain the “incorruptible crown”.

Goals

- To provide students of rural areas awareness about the need for education and employment.
- To equip the inner power and potential of students for social welfare and national development.
- To develop the overall personality of students so that they can face the challenges of life in a confident manner.

Objectives

- To upgrade the curriculum and syllabus so that they can cater to the needs of today’s competitive world.
- To enhance the students’ skill in communication and spoken English.
- To make the students understand the need for research based activities.
- To provide scholarships for the deserving students.

- To improve the learning process of slow learners special attention through remedial classes.
- To provide awareness about women's rights and empower them to meet the needs of the changing scenario in today's world.

Attributes to be nurtured

- Impart the knowledge and courage to break social stigmas and superstitious beliefs.
- Provide activities to improve the spiritual development and make the students understand the importance of basic values like love, honesty, hard work and punctuality.
- Try to find out new strategies to educate the marginalized sections of people.
- Instill the courage to handle the trials and tribulations of life in an optimistic manner.
- To enhance the skills of students and pave a way for the improvement of our society.

Core Values of Sarah Tucker College

Yeoman Service

Sarah Tucker College is renowned and reputed for its rich culture and heritage and takes pride in holding the merit of being the first college for women in South India, established in 1895 by Miss Sarah Tucker of England. It strives perpetually to achieve and fulfill the vision of its founder: to render yeoman service, which is to uplift unfortunate and underprivileged Indian women by imparting knowledge with a crusading spirit.

Gender Equity

To enable the girl students to realize the significance of education and gender equity and to equip them to achieve their full potential in fundamental fields and to develop skills that will empower them for tomorrow's challenges and establish them as ideal citizens.

Human Values

To motivate students to imbibe the fine virtues of Self-discipline, Integrity and Human Values in accordance with cultural, social, economical, educational, and environmental realities at national and international levels. For, true success is the outcome of a combination of skills with a sound value system.

Aptitude – Altitude - Attitude

To facilitate students realize their **aptitude** by providing a conducive environment, appropriate learning experiences and opportunities; to encourage creative thinking and innovative practices to reach a high **altitude** and to help them pursue goals with an **attitude** of contributing to the needs of society.

Personality Development

To foster the holistic development of the students in spiritual, physical, moral, emotional, mental and intellectual aspects and added to that, to inculcate a spirit of kindness and compassion which are essential and basic qualities for women to nurture both home and home country.

Technology and Research

To ingrain with the importance of research and to promote technology as a learning resource, foster global competencies and achieve excellence and expertise in critical and analytical skills in students. To help them face global challenges and also to contribute to the overall development of our Nation.

The Management

The ultimate purpose of Sarah Tucker College is to fulfill the vision of its founder Miss. Sarah Tucker in educating the under privileged girl children and uplifting the downtrodden women. Hence every member of Sarah family has a shared responsibility with regard to the functioning of the institution.

Role of the Secretary

The secretary is the administrative director of work in the college.

The Secretary has to

- Be a committed person, instituting the vision and goals of the college in all activities
- Be supported by the Principal and Staff Members by their participation and co-operation
- Represent the management before the university/educational authorities and Government
- Seek speedy solutions for administrative problems
- Be familiar with all GO's issued from time to time
- Be in-charge of all legal matters
- Take efforts to mobilize funds from different sources for the development of the college

- See to the overall financial matters of the college
- Supervise the maintenance of the college properties and infrastructure facilities
- Be responsible for the canteen, gardens and playgrounds maintenance
- Provide amenities for a smooth functioning of the departments
- See to constructions of new buildings and purchase of goods from miscellaneous fund
- Receive rents from college properties, bank, post office and college buildings
- Take care of electricity, water, sewage facility after consultation with the Principal
- Be in-charge of all appointments, promotion of staff, appointment of HoDs and Deans
- Take disciplinary action against errant staff
- Sanction of increment, provident fund, approval of loan, and closure of income tax
- Approve all kinds of leave except casual leave
- Give salary to management staff
- Arrange meeting for non-teaching staff

Role of the Principal

The Principal is the academic director and executive authority in the College.

The Principal has to

- Provide a climate for the intellectual pursuit of staff and students
- Inspire the academic community
- Supervise, plan and execute all the academic programmes
- Function with a sense of freedom and co- responsibility seeking no personal goals
- Should govern with shrewdness, emotional maturity and mutual trust
- Keep the Secretary informed of all matters of general and financial administration
- Represent the college in all academic bodies like University Grants Commission, the University, the AIACHE, the Xavier Board and others
- Take care of day-to-day administration of the college
- Allot work to the teaching and non-teaching staff in consultation with the Secretary
- Dispense the leave applications to the secretary
- Draw up the Academic calendar and time table
- Allot classrooms for the various disciplines
- Facilitate co-curricular activities and community development programmes
- Regulate the Admission process of students
- Maintain student and staff discipline

- Administrating scholarship and helping poor students
- Be officially in charge of the hostels and the self -finance courses
- Hold office as President of all academic and non- academic bodies of the college
- Conduct staff meeting, regularly
- Establish clear channels of communication and facilitate interaction, with employees
- Establish team spirit, co-responsibility with the Vice-Principal, the Deans and the Heads of Departments
- Delegate authority with responsibility, together with accountability
- Hold responsibility as the Secretary of the Governing Body of the college

Role of Secretary and Principal

- The Secretary and the Principal have to work in close collaboration and cooperation, exercising mutual trust and help.
- The Principal and the Secretary are accountable to the Governing Body and Governing Board. The Secretary arranges to audit all the non-government audited accounts of the Secretary and the Principal, and submits the statements of accounts to the management every year.
- At the beginning of the academic year, the Secretary and the Principal will brief the Governing body on their financial transactions in detail during the previous year and there by proposes for the current year.
- The Secretary is responsible for preparing the financial statement of the college at the end of the financial year and should submit the same to the Joint Director of Collegiate Education within three months.

The Secretary sanctions loans to the teaching and non-teaching staff of the college after discussing with the principal about the loan application, following fixed norms regarding the loan.

Role of the Vice-Principal

The Vice-Principal has to

- Work in collaboration with the Principal
- Maintain the general discipline of students
- Monitor the attendance and regularity of students
- Identify slow learners of the I year UG/ PG students and monitor their progress

- Supervise invigilation work of all internal tests and semester examinations
- Facilitate preparation of identity cards for the newly admitted students
- Look after the general needs of the day scholars

Role of Controller of Examinations

The Controller of Examinations must be of proven capacity, personal integrity and ability to maintain confidentiality. She is responsible for the entire evaluation process.

For CIA the controller has to

- Suggest the mode of CIA and get the approval of the Academic Council
- Be responsible, for conducting the written tests and the practical exams
- Get question papers from the HoDs and make sufficient copies for administering the test
- Conduct online quiz tests with staff-in-charge
- Stipulate a date for the submission of test marks by the teachers
- Collect the consolidated CIA mark statement from departments
- See to the conduct of CIA failure students during the same semester
- Collect from departments an ESE model question paper for each course
- Receive a list of question paper setters from the heads of the departments
- Choose from the panel and send letter of appointment as question paper setters
- Receive question banks and get a question paper set by the course teacher
- Choose any one of the question papers submitted, for the final examination
- Sanction all remunerations and reimbursement for paper setting
- Make payment for question paper setting directly or through the Bursar
- Arrange for question paper scrutiny by heads and one/two department faculty
- Finalise dates of exams in consultation with the Principal/Director
- Prepare the schedule of exams to be announced to the staff and students
- Monitor the conduct of exams which includes supplying the materials needed
- Appoint external and internal examiners and technical staff for the conduct of practical exams and monitor the conduct of such practicals
- Appoint the invigilators and monitor issue of the question papers
- Maintain confidentiality of answer scripts and keep safe custody in sealed covers

- Take decisions with the approval of the Academic Council on the stipulated duration for students appearing for arrear exams, can write with their syllabus of study

For Valuation

- Appoint evaluators to value the answer scripts, either central or door valuation for M.Phil projects
- Fix the date of submission of projects/ dissertations in consultation with the Principal
- Appoint examiners for valuing the projects/dissertations
- Arrange for a third valuation if there is a high difference in marks in double valuations
- Make arrangement for preparing the weighted average for each paper for Financial Operations
- Sanction all amounts payable to paper setters, evaluators and other ancillary staff as per the university/institute norms
- Payment made by the controller through amount drawn from the Principal's account
- Can sanction special allowance to staff for work related to the conduct of exams

For Publication of Results

- Arrange for the Awards Committee meeting for the publication of results
- Controller or the head of the department presents the results
- Sign and publish results along with the Principal on the approval of the committee
- Rectify any commission or omission in the results represented for correction
- Supervise preparation of the mark statement and consolidated statement of marks
- Submit details of malpractice if any to the Grievance Committee headed by the Principal
- Controller may be approached by desiring students for either re totaling or revaluation
- Conducts supplementary exams for final year students with only two arrear papers
- Submits the detailed results through the Principal to the University for provisional and degree certificate

Role of the Deans

The Deans for Science, Arts and Students Welfare are appointed by the Principal.

The Deans have to

- Coordinate and arrange the Statutory and Non-Statutory Body Meetings

- Deal with matters related to the University Grants Commission
- Allocate and dispense funds and grants by the UGC through the Principal
- Prepare agenda and minutes for the Head of the Department and College council meetings
- Look into formal matters related to AIACHE, the Principals' Association and the Managements' Associations
- Supervise and promote research activities
- Allot seed money to staff for staff participation in seminars, meetings, conferences and programmes within and outside the college
- Administer preparation and follow-up measures of the commissions from different agencies like the Government, the University, the UGC and the NAAC
- Supervise certificate courses and maintain accounts
- Prepare Prospectus, Applications, Academic Calendar and collate reports
- Initiate and scrutinize revision of syllabus for UG/ PG courses once in three years
Apply to the University for New Courses /additional seats

Role of the Dean of Students' Welfare

Dean of Student welfare has to

- Issue applications and prospectus to applicants for admission
- Assist the admission committee at the time of admission
- Maintain record of student data
- Notify students on fees payments
- Be in charge of the records and certificates of students
- Maintain students' attendance register
- Process and see to students scholarships and other assistance
- Permit the backward community and physically challenged students to receive government aids and funds
- Keep a record of student progression
- Be in charge of the graduation process and issue of degree certificates
- Assist the controller's office in the conduct of examinations
- Act and contribute towards the welfare of students
- Coordinate with the Vice-Principal to implement welfare schemes

The roles designated to each member of Sarah Tucker College fraternity will help to effectively execute the administrative and academic functioning.

Role of the IQAC coordinator

The IQAC coordinator is appointed by the Principal for a period of three years.

She has the responsibility of maintaining the quality standards of the institution.

The IQAC coordinator has to

- Contribute as member of Statutory and Non-statutory Bodies
- Commit to the policies and orientations of the college
- Place plans and proposals for implementation of the recommendations of peer team visits
- Circulate plans and take steps for implementation support to conduct workshops, awareness programmes, special lectures on quality innovations, Curriculum, Teaching-Learning and Evaluation
- Disseminate information on various quality parameters of higher education to the performing bodies of the institution
- Contribute to effective implementation for total quality management
- Arrange orientations, trainings and professional development
- Plan and convene the 'A' order meetings
- Collect, maintain and analyze documents and document evidences for quality improvement
- Prepare the Annual Quality Assurance Report (AQAR) and submit it to NAAC regularly
- Augment research, reforms and facilitate students to skill oriented learning
- Assess student progression and teaching learning process
- Ensure effective implementation of student support systems and services
- Obtain feedback from students, staff, alumnae and stakeholders and take action
- Coordinate with all stakeholders for quality sustenance and quality improvement

Role of College Bursar

She is an ex-officio member of the Management Finance Committee of the College and sees to the financial management in consultation with the Secretary and Principal.

The College Bursar has to

- Receive and send the budget of the departments to the Secretary
- Prepare budget with the guidelines provided by the management
- Finalize the budget for the year along with the Secretary and Principal
- Submit the budget to the college finance committee for approval
- Present a supplement budget for Staff council approval when expenses exceed Rs 100,000
- Send the consolidated budget to the Province council by the end of February
- Be responsible for computerizing all Governmental and Non-Governmental Accounts
- Automate daily the bills prepared and cheques signed by the Principal and Secretary
- Prepare the salaries digitally for the use of the Bank Extension Counter
- Monitor the payment of the management staff salary on the approval of the Secretary
- See if all bills for activities of the college have the approval of the Principal or Secretary before payment
- Operate current expenses accounts jointly with the Secretary and Principal
- Consult with Secretary and Principal regarding day-to-day financial matters
- Maintain contributions, student welfare funds, poor students fund accounts
- Acknowledge donations by simple receipt/80-G receipt for 100% I.T. exemptions
- Register details of the students fee paid in the bank in the day to day Cash book
- Verify fee collections as per the students' strength of the college
- Scrutinize the Daily Fees Collection Register (DFR) for regular college, self supporting courses, games with the challans and the Bank Statement
- Deduct loans and advances of staff at source, before payment with the approval of Secretary and Principal
- Put aside excess funds/surplus with the prior permission of the Secretary and Principal
- Get quotation before purchase of things
- Actively participate in all the non-academic activities of the institution
- Respect the right of the Secretary, the Principal, the director of the SSC to sanction
- Have in custody records relating to Bank accounts, namely cheque books, pass books, bank reconciliation statements

Supervise the maintenance of the facilities and properties of the college

Role of the Librarian

The Librarian is in charge of the entire Library and effectively monitors its functioning.

The Librarian has to

- Plan and arrange the library infrastructure along with the library non-teaching staff
- See to the maintenance of discipline in the Library
- Place order for books or any item of furniture in consultation and approval of the Secretary
- Check whether the functioning of the Staff and students in the library is satisfactory
- Report complaints if any, to the Principal or the Secretary
- Enrich the library with new books and e-resources
- Encourage students and teachers to use the library to the maximum
- Maintain carefully valuable books
- Take remedial measure for the safe return of books
- Organize workshops and orient students on usage of library

Develop and motivate reading habit

THE RESPONSIBILITIES OF THE FACULTY MEMBER AND HOD

- **Attendance:** The faculty in-charge of the hour is responsible for marking the attendance in the register and for posting the attendance report online.
- **Syllabus distribution:** The HOD after consultation with the members of the Department, shall give each teacher her workload before the semester begins.
- The teacher should plan the syllabus distribution for each course.
- When a course is shared, the faculty concerned should decide for the submission of assignments and seminars for the units she teaches.
- The faculty concerned should prepare the Lesson Plan for the topics to be covered at the beginning of the semester and upload it in the College website.
- At the beginning of a course, the faculty concerned must ensure that the syllabus with the list of reference books be given to the students.
- **Tests:** The Controller of Examinations should assign test dates for the semester. If the student is unable to submit assignments/seminars on time owing to illness or other emergencies, the faculty concerned shall assign new dates.

- Test papers, after correction, should be given to the students before the next test.
- The marks should be posted online.
- The faculty concerned should give a Compensatory Test if the student has submitted a leave letter for absence for valid reasons within the stipulated time. The Course Teacher should download the consolidated CIA mark sheet and get the signatures of the students. She should hand in the consolidated mark sheets to the COE's Office by the last day of the semester.
- **Examinations:** A faculty member who is unable to be present for invigilation should arrange for a substitute and inform the Superintendents of Examinations and the Principal.
- If the external examiner is delayed the internal examiner may begin evaluation after half an hour of the specified time. Consolidation of marks should be done by the internal and external examiners together.
- As members of the faculty are also members of the Board of Examiners they should scrutinize the consolidated marks and give recommendations for moderation. All recommendations are to be written down and signed in full.
- **Other duties of the Faculty Member:** Members of the faculty are also members of the Boards of Studies and may give suggestions and help in framing or revising syllabi.
- The Faculty Member should arrange guest lectures and field trips if required for the course. Prior permission in writing should be obtained from the HOD with an endorsement from the Principal for the field trips. When arranging guest lectures and fields trips, the faculty member should inform the HOD and other faculty members whose classes are being used for the same. Consent letters from parents should be obtained before any trip.
- The faculty member may be permitted by the Principal to leave the College during working hours to organize department work, provided she does not have classes at the time.
- The Mentor as a counselor to the students should establish a good rapport with her academic and stress relief counseling and maintain the Mentee files
- **The HOD:** the HOD in consultation with the members of the Department is responsible for deciding the prize winners and awarding Department merit scholarships. The resolutions regarding the above are to be written down and signed by the HOD. The

names of prize winners are to be given by the HOD to the COE's office as soon as the Board of Examiners meeting is over in April.

- All faculty members should take up responsibilities with regard to co-curricular activities such as the College Play, Sports, arranging for Assembly Program, teaching Scripture / Value Education by rotation and helping with assignments for special functions such as the Convocation.

CONTINUOUS ASSESSMENT

Continuous Assessment for Undergraduate Students: Tests.

- For computation of CIA marks, 3 tests shall be given. The duration of each test shall be one hour and twenty minutes and shall include questions of different types-essays, short and one word answers. Short tests or assignments are to be given to complete the CIA marks.
- The consolidation of final marks is the sole responsibility of the teacher concerned.

Retest for Continuous Assessment:

Students are expected to take all tests as scheduled. However, retests shall be given for tests as shown below:

- If a student misses tests because of authorized participation in extra-curricular or co-curricular activities, a retest shall be given for each test missed. These retests should be taken in the same portions of the syllabus within a week after returning to college.
- If the student has been absent for valid reasons and submitted the leave letters on time, one compensatory test per course shall be given. This test shall be given after the third test and the portions for this test shall be decided by the faculty concerned.

Break-up of marks for CIA:

- The marks for CIA should be in accordance with the template prescribed in Academic Council book.

Consolidation of CIA marks:

- The consolidated CIA mark statement should be downloaded by the faculty concerned and signatures of all the students must be obtained. There should be no blank spaces in the marks columns, no overwriting or erasures. This should be signed by the faculty concerned and the Head and then submitted to the COE's office.

Improvement of CIA marks:

A student who fails in a paper in the end of semester exams because her Continuous Internal Assessment marks are low, can improve her CIA marks only after she completes her VI semester (IV semester for PG students). She is required to apply to the COE's Office within the specified time. This opportunity is given to the student only once.

- For courses without ESE, a student who fails in her CIA is given an opportunity to improve the marks by taking one test. This can be done in the VI semester (IV semester for PG students).

Improvement of CIA is done by:-

- Taking CIA tests only if- a student has passed her end of semester examination but failed in the aggregate, she can improve her CIA marks by taking the tests. She does not have to take the end of semester examinations again, if she so desires.
- Taking CIA tests and end of semester examination – a student may be permitted to take CIA tests in the syllabus that she studied and take the corresponding end of semester examination, provided the end of semester examination satisfies the required conditions. If not, she will have to take both in the revised syllabus.

Attending classes, taking CIA tests and end of semester examinations – If a student is required to re-register for a course, she has to attend classes and if the syllabus has changed she will be allowed to take the CIA tests and the end of semester examination in the new syllabus.

Department Requirements

- Heads of the departments need to plan their departmental requirements for the year
- They have to submit the budget proposal to the Principal/Secretary
- It will include amenities or maintenance that needs to be done
- Minor departmental expenses will be met by faculty contribution
- Department accounts need to be maintained by staff-in-charge
- Expenses of higher denomination have to be stated to the Secretary
- Coordinators of various committees will have to maintain systematic accounts of expenditure incurred during the event/seminars/workshop and submit the same to the Principal

External and Internal Audit

- The institution has to conduct internal and external audit every year
- The directions of the auditors need is to be taken into account
- A certified Chartered Accountant needs to be appointed by the Management for professional auditing
- Accounts of the college are to be maintained and regularly monitored by the administrative staff
- Auditing is to be done by the authorized auditor and the Utilisation Certificate has to be sent to UGC every year

General Duties and Responsibilities of Staff Members in various offices of the Institution

Principal's Office

The staff of the Principal's Office shall work under the direction and control of the Principal to whom they shall be accountable.

- They share the responsibility of ensuring that the following duties and any other duties assigned to them from time to time by the Principal are carried out: (Some duties require interaction with Head of the Departments, Bursar's Office and Registrar's Office)
- Collection of material and maintenance of files : Staff appointments file, Staff workload (Staff workload details prepared as per recent GOs are to be obtained from the Heads of Departments), teaching staff post approval, employment correspondence, list of staff members, qualification approval from the University, agreement forms, joining report, relieving order, leave sanction order, staff appointment approval, FIP etc.

Printing of application forms and prospectus and issue as per following procedure:

- The Principal receives and disseminates information from the Joint Director of Collegiate Education.
- Departments and Bursar's office provide information regarding courses, fees, scholarships to the Principal's Office.
- The Assistant drafts the matter for the prospectus and the application forms and gives them for uploading on the website, after obtaining the approval of the Principal.
- Printing and distribution of College Handbooks to students.
- Maintaining the application registration, community-wise.

- Posting of admission notices and maintaining records regarding posting.
- Collection and checking of all certificates of newly admitted students and keeping the certificates during the period of study
- Maintenance of admission register with roll numbers and preparation of class lists for the use of all departments and offices.
- A Provisional list of the first year students should be provided on the first day. The list should be updated periodically. The completed lists should be given to the COE's office.
- A list of student withdrawals should be disseminated to the departments. This list should be updated periodically.
- Forwarding proposals for new courses and preparation of material for Inspection Commissions.
- Preparation of TC, Conduct Certificate, Course Certificate, Bonafide student certificate (to be done in consultation with the Bursar's Office / the COE's Office), Transcripts, Convocation applications etc.
- Notices for various meetings in the College, Timetable, and Test date etc. are to be typed and copies are to be sent to the Departments and put up on the notice board.
- Printing of Attendance Registers, Principal's Office Letterheads, ID cards, Visitor's list, Attendance cum Marks Registers, etc.
- Preparation of the name list of the faculty members for both chapel and Auditorium in consultation with the Chaplain.
- Preparation of condonation list of students, continued absenteeism etc. for COE's Office use.
- At the time of condonation, the Bursar's Office shall indicate whether all dues have been paid.
- The condonation lists (including various categories) shall be given by the Principal's office to the COE's Office and the Chief Superintendents of Examinations.
- Letters to be sent to parents regarding long absences of their wards, Withdrawal forms should include the signature of the Head of the Department.
- Advertisements in newspapers for vacancies are to be issued well ahead of time (i.e. by the end of April for the following year).
- Audit reply preparation and submission of replies to the Principal (parts relevant to the Principal's office). The principal's office should work with the Bursar's Office on this.

- Correspondence with the University, UGC, DCE, JDCE, NAAC or any other agency regarding issues other than finance.
- This involves interaction with departments.
- Typing of minutes of meetings and preparation for meetings of the Working Committee, the Executive Board, the Governing Body, the College Association and all sub-committees such as the Finance Committee and Building Committee has to be done. Typing work should be attended to without giving room for accumulation of work.
- Miscellaneous correspondence.
- Alumnae-queries & correspondence.
- Assisting in preparation for various College functions such as Prize Distribution, Convocation, College Play, Open Day etc. This involves interaction with departments and the Bursar's Office.

Work allotted to the Record Clerk:

- Opening and sorting the mail: The record clerk should record incoming and outgoing mail and hand-delivered mail and maintain records of stores and student attendance records. In addition, consolidation of student's attendance and preparation of the list of students with insufficient attendance has to be done at the end of every semester.
- As and when they are received from the Government and the University, GOs and University rules pertaining to particular departments should be photocopied and given to the departments. Acknowledgements for the same should be obtained.
- Maintenance of Registers and Attendance.
- Issue of bus and Railway concession forms and preparation of details for monthly statement to the Railway Office.
- Sending completed Convocation application forms to the University.
- Issue of (1) ID cards to the students (2) self appraisal forms to the staff and maintaining these records.

THE BURSAR'S OFFICE

- The Bursar in consultation with the Principal will draw up a job description for each post. A copy of the job description will be given to the person designated for the post and his/her signature indicating receipt and acceptance of the same will be obtained.
- As and when required, work allocation will be reviewed, shuffled and reassigned by the Bursar in consultation with the Principal.

- Interchange of non-teaching staff among the Bursars' Office, the Principal's Office, the COE's Office, the Library and the academic departments will be at the privilege of the Principal.
- The Bursar will have overall charge of all the sections in the Bursar's Office and should be able to retrieve any document in the Office with the help of the staff. The staff in the office should inform the Bursar where files/documents/records are kept by them so that in the event of their absence from work these documents may be located without difficulty.
- The Accounts Officer should ensure that a daily closing of cash is done. All keys of the Bursar's Office should be handed over to the Principal at the end of the day.

Distribution of work among Staff Members

Superintendent:

Checking & supervision of all office work, supervision & checking of Pay Bills & Arrears, career advancement/fixation of pay, non-teaching staff selection grade / special grade, increments for teaching and non-teaching staff, checking of bills for A.S.S. Account, non-salary account & Special Fees, checking of bills, maintenance of G.O. Stock Files and replies to Audit Reports.

Assistant:

Preparation of fees schedules & monitoring payments, preparation of no dues list, maintenance of Daily Fee Collection Register, Term Fees Register, Refund Register (Tuition and Caution Deposit) for the students who have withdrawn, Preparation of Fees Statements and other returns, working of bills for Earned Leave Surrender and Leave on Private Affairs, maintenance of Scale Register, processing of Management Scholarship & Defence fee concession applications, maintenance of Personal Register, Files and rectification of Audit objections and answering enquiries made at the counter.

Maintenance of Teaching & Non-teaching Staff Service Registers, Master Registers at the College & JDCE's office, Teaching & Non-teaching staff attendance, leave letters & Attendance Registers, Fixed Assets Register, Income Tax calculation and preparation of Form-24, Financial Statement, Balance Sheet and budget work, correspondence and statements regarding UGC&

Autonomy Accounts, Rectification of Audit Objections, Government Account Cash Receipts, Personal Register and Files.

Accounts Officer:

The Accounts Officer verifies and passes the bill for payment; is responsible for fixed deposits; facilitates purchase of bulk stationery, equipment and furniture.

Accountant:

Verifies the work of the Junior Assistants and assists in the preparation of reports, budget and finalization of accounts.

Junior Assistant:

Maintenance of Non-salary Account Cash Book and Ledger (with N.S.S) including receipts and payments, Special Fees Account Cash Book and Ledger (including receipts & payments), Application & Registration Registers, Refund of Caution & Library Deposits, Cheques writing (Government Accounts), Preparation of Financial Statement, Audit replies, DCE's returns and University returns, Balance sheet and Budget work, Property Tax and Metro Water Supply & Sewerage Board-Tax and water charges, Government financial returns other than Financial Statements, Personal Register, and Files.

Preparation of Pay Bill for Teaching and Non-teaching Staff members, Arrear claim and all other supplementary bills, Career Advancement, Fixation of Pay & Non-teaching Staff Selection Grade & Special Grade, Maintenance of ASS Account (Cash Book and Ledger/Receipts & Payments), Acquittance Roll (JDCE's Office) Scale Register (JDCE's Office)Preparation of Financial Statement, Audit Replies, JDCE's Office work, preparation of Teaching & Non-teaching staff increment statement, Balance Sheet and Budget work, Personal Register and Files.

TTP entries, Advance and Part-final withdrawal work, Management Current Account, JDCE's Office work, maintenance of register (payment to contractors), Collection of Telephone & amenities charges, management receipts and other collections on non banking days, maintenance of Fixed Assets Register, Furniture Register, STC Provident Fund and Servants' Provident Fund Account, Audit related work, Personal Register & Files.

Maintenance of Petty Cash, EPF Account, Management Current Account Ledger, SBI 1 & 2 FB Accounts' Cash Book and Ledger, Balance Sheet and Budget preparation, Fixed Deposit due

date diary & correspondence work, Foreign Grant Cash Book and Ledger, Personal Register & Files.

Maintaining the Self Finance accounts, examination accounts, Shift I and II, hostel accounts, nursery accounts; preparation of salary, DFC; defaulters list and maintenance of petty cash.

Junior Assistant cum-Typist:

Maintenance of exam fee account cash book and Ledger, Hostel Account, Cash Book and Ledger, Nursery School Cash Book and Ledger, Mess Accounts, Typing Letters and Statements, Salary and other bills for the Management staff, Personal Register and Files.

Typist:

Typing all correspondence, collection & scrutiny of all Government Scholarships & Fee concessions, Preparation of Scholarship & Fee concession proceedings & disbursement, typing of Pay Bill, Arrears Bills, Supplemental Bills, Earned Leave and Leave on Private Affairs, Bills, Banks letters, Pay slips and Salary Certificates, Income-Tax form-16 and Annual Income Statement, Maintenance of Students Admission record, Non-teaching Staff Norms (Appointment and Promotion) Teaching and Non-teaching Staff Salary Register, Personal Register, Files, and rectification of audit objections.

Typing all correspondence, Preparation of Pension Proposals (including death cases), DCRG, SPFG& Group Insurance closure and final PF Closure, Maintenance of nomination forms for SPFG, Group Insurance, PF & Pension, TPF new admission work, issue of form 16-A, JDCE's Office Work, Audit Related work, Personal Register & Files.

The Bursar shall be accountable to the Principal for all actions taken by the Bursar's Office.

THE CONTROLLER OF EXAMINATION'S OFFICE

Functions and responsibilities of the COE's Office Staff:

- Examination Results:
- Computerization of the Final Examination Results.
- Printouts and Validations of the Results.
- Booklets containing the names of candidates recommended for the award of degrees are to be made and sent to the University.
- Photocopying of CIA test papers

- Preparation for and conduct of Examinations
- Calculation of Fees (Repeaters and regular students):
 - The departments are to be asked to give information on the number of papers and their students' details to the registrar's Office. Exam fee is to be calculated in consultation with the Principal and the Bursar. The department should inform the COE's Office of any change made in the pattern of papers in the Board of Studies.
 - Information regarding application for exams, repeat papers, repeating CIA, payment of exam fees is to be posted online/ sent to the departments.
 - Applications of the students are to be checked (Regular and Repeaters).
 - Arranging for the scrutiny of the panel of examiners by the departments, model papers and syllabus.
 - Selection of External Examiners by the Registrar and Invitation to the External Examiners.
 - Preparation of Examination Timetable (Tentative & Final).
 - Giving the details for seating arrangements etc., to the chief superintendents. Co-ordination with the Chief Superintendents on list of invigilators, arrangement of Halls.
 - Fixing of dates for Evaluation and intimation to the Examiners.
 - Typing and Checking of Question Papers: Scrutiny of the question papers is arranged. Typing of handwritten question papers is done when necessary. Copies are to be made and sealed in correctly labeled covers.
 - Preparation of attendance lists for the examination along with the covers for answer papers.
 - Arranging hospitality for examiners and the exams' office staff.
 - Checking of mark sheets and scheme of valuation, preparation of master sheets and entry of marks.

Maintenance of Remuneration Register:

- Entry of title of the papers and names of external and internal examiners and other
- Checking of the remuneration forms and entry of the amounts in the register.
- Ensuring that the claims for practical examinations are supported by relevant documents.

- The sorting and filing of the remaining question papers of the End of Semester Examinations (II, IV & VI semester). The discharge of the rest of the question papers to the respective departments.
- Storing the files and the Duplicate Mark sheets etc.
- Preparation for the Board of Examiners meeting
- Printouts for the Board of Examiners and preparation of files for the same. These files are to be sent to the respective departments.
- Preparation for the Academic Council Meeting
- Invitations and the Agenda are to be sent to the External and Internal Academic Council Members for the meeting.
- Preparation of files for the meeting
- Arrangement of rooms, refreshments and payment of TA to External Members is the responsibility of the COE's Office.
- Typing of Academic Council minutes.

Preparation of Statement of Marks:

- Preparing the University results and sending the same to the University.
- Preparation of duplicate statement of marks, attestation of mark sheets.
- Online transcript services are supported.

Preparation of Grade cards:

- The following shall be the responsibility of the Registrar's Office:
- Checking of marks and CGPA for individual grade cards.
- Printing the Statement of marks.
- Issue of the Grade cards to the departments.

Revaluation:

- a) The respective departments are to be asked for the name of an internal examiner different from the one who corrected the paper.
- b) The external examiners should be chosen from the panel already given for the paper (other than the one who corrected it). In case the examiners from the same panel are not available, a fresh panel has to be provided by the department.
- c) Examiners are to be contacted and arrangements are to be made for revaluation.
- d) In case of discrepancy of marks (more than 10) the marks are allotted as per the table.
- e) The students are to be informed of the final results.

- Stock checking of stationery and preparations of lists for ordering answer books, duplicate papers etc.

The COE shall be accountable to the Principal for all actions taken by the COE's Office.

Redressal of Grievances

The college Grievance Redressal Cell comprising of the Principal, Vice Principal, two counselors and the student president, rectifies students grievances brought to the cell.

Unresolved serious grievances are taken to the Principal.

Role of the Management

- Purchase order, amount, warranty/guarantee of equipment facility be recorded
- Facility inspection and monitoring be periodically done by administrators
- Disruption of the functioning of facilities, to be brought to the notice of the Secretary and the Principal
- Adequate measures are to be taken immediately
- Employee orientation on the duties and role be given at the beginning of each year
- Appraisals of performance of the facilities and human resources be got
- Training be given to the personnel to effectively handle equipments and instruct with recent trend

Key Role of Administration

- Maintain files and other records accurately see to the dispensation of matters related to the government, the UGC, the affiliated university and other offices to which the institution is responsible
- Fulfill the appropriate needs of teaching and non-teaching community and students
- Increase institution's potentialities by networking with alumnae, other institutions, NGO's and well-wishers
- Energize the whole group to work more enthusiastically towards excellence

Maintenance Policy of the Institution

Sarah Tucker College has an extensive area of buildings utilized to deliver its teaching and learning and research programmes. The management establishes a framework to give assurance

that these facilities are maintained effectively to support the institution's core objectives. A consistent effort is taken to the maintenance of all facilities of the college is done.

Objectives

- Ensure that facilities are properly maintained
- Is in association with statutory compliance
- Take appropriate decisions and steps in executing maintenance strategies
- Ensure that equipments, ICT tools, Lab facilities are always in available and usable condition
- Ready to respond to the need of the students regarding constructing buildings, rest rooms building
- Make sure that facilities are always calibrated to provide quality usage

Fund Allocation

- Funds will be used to achieve the benefit for infrastructure and equipments
- Maintenance fund will be prioritized within the budget levels
- It will be allocated in consideration to satisfy the teaching learning needs
- Whether it is within the constraints of available resources
- Use funds to maintain infrastructure facilities to the best standard possible
- Will meet statutory obligations and the operational needs of the institution Planning and Scheduling
- Plan and schedule maintenance in line with the requirement of the institution
- Need to ensure that it does not disturb the regular functioning of the college.
- Categorize maintenance into routine, priority and emergency.
- Plan maintenance considering cost, time and space
- Budget time and money requirements should be planned

Optimize usage of manpower in maintenance

Mobilization of Funds

- Receive funds from the management
- Fund mobilized from students' fees
- Obtain Grants from governmental organizations like UGC/ DST-FIST

- Faculty need to apply for Research Projects and receive funds for research
- Staff contribution for the institution, student welfare fund given
- Endowments made on behalf of faculty
- Alumnae and well-wishers contribution to meet event/ conference expenses
- Mobilize funds through consultancy

Utilization Requirements

- Resources need to be properly utilized for the allotted purpose
- Urgent requirements need to be met for the welfare of student community and the institution
- Funds received should move only through proper channels of administration
- Amount collected for the purpose need to be spent for the purpose only
- Using funds at the appropriate time will avert major expenses

Optimal Utilization

- Fund utilized for maintenance and building infrastructure
- Procurement of lab facilities and learning tools
- Payment of fees and helping the underprivileged students
- Endowment funds used for academic purpose
- Long term investment is kept in view
- Enhancing greenery, water facility and campus utility
- Student/Staff contribution at times of natural disaster and for charity are utilized rightly
- The institution believes in accountability to the self as accountability to God.
- The growth of the institution will be a testimony for the proper utilization of resources.

GENERAL REGULATION

All staff should do any other work assigned by the superiors also apart from his/her allotted work. In case of need when another person is on leave that section of work should be done as instructed by the superiors.

NON-TEACHING STAFF

- Discipline and decorum should be maintained in the office.
- All non-teaching staff should report for work when the College is in session, for e.g., on working Saturdays.

- There will be no compensation on account of this. For absence from duty on such days the staff will be required to apply for casual leave.
- A Service Register should be maintained for every non-teaching staff member. Details of leave taken should be recorded in this register.
- A Movement register should be maintained in every department or office and regular entries regarding time, purpose and place of visit during working hours when non-teaching staff leave and return to their departments or offices.
- During any emergency all non-teaching staff are expected to rise to the occasion and complete the work.
- During vacations, the Principal shall prevent the vacation of the required number of non-teaching staff who shall be entitled to a nominal remuneration.

Finance Committee

- The finance committee of the college functions under the chairmanship of the Principal as per the UGC guidelines.
- The Principal and the Secretary are accountable to the Governing body and the General body.
- All accounts of the institution should be in the name of the Principal/Secretary and not in individual names.

Non-salary Account

- The Secretary operates the non-salary account.
- Though it is a Government audited account, the income for this account comes from the management and other college resources.
- The grant to be given by the management to this account must be clearly spelled out in the budget.
- The income from the endowment deposited for the affiliation of course is credited to the non-salary account.
- The amount got from the sale of application forms and non-registration fees go into this account.

Special Fees Account

- The Principal operates the special fees account. As it involves mostly the collection from the students and is audited by the Government, it must be spent according to strict regulations prescribed by the Government.
- A copy of the students account must be forwarded to the Secretary at the end of every financial year.

Grants from UGC

- All grants received from the University Grants Commission is operated by the Principal in accordance with the UGC regulations.
- A copy of the audited statement accounts to the UGC should be forwarded to the Secretary. Research grants received from various agencies are operated by the Principal in a separate bank account.
- A copy of the audited statements of these accounts sent to the various agencies must be given to the Secretary.
- The Secretary also operates the accounts of the self-financing course and rentals.

Financial Expenditure

- At the beginning of the year, the Principal and Secretary must present the plan of financial expenditure.
- The management should fix a certain amount of money from the institute for the development of the college.

Endowments

- All endowments invested in fixed deposits of the college must be operated in a joint account of the Secretary and the Principal.
- The interest from these fixed deposits has to be credited.

A list of all the endowment fixed deposits of the college must be maintained at the office of the Secretary with updated copies supplied every year to the Superior and the Principal.

Facilities Protection

- Sees to the facility security
- Ensures if there is Computer Security and information is secured

- Makes certain if the Fire Protection System is always ready
- Monitors regularly if Generators and dangerous threat equipments are safely placed
- Ensures if wells are covered and corridors have raised barring structures
-

Environmental Concerns

- Sees if the facilities maintained is away from health hazards
- If it is detrimental to environment concerns of the college
- Disposal of e-waste and dumping of waste is to be carefully done
- Ensures if it is in compliance with pollution control

Maintenance Features

- Daily Maintenance
- Daily cleaning of classrooms, library and office
- Daily lab maintenance of chemicals, instruments and ICT tools
- Proper arrangement of books and periodicals in libraries
- Cleaning toilets twice a day with disinfectant and ensure round the clock supply of water
- Daily cleaning of field, track, indoor stadium
- Watering plants and trees and cleaning the garden

Periodical Maintenance

- Repair/Replace broken furniture
- Check working condition of fans and lights
- Safety protection of chemicals, instruments and furniture ensured
- Safety and protection of books/ equipments sports equipments
- Checking generators and UPS on the level of diesel and water
- Prune, trim and manure plants and trees

Annual Maintenance

- Annual checking to identify missing books in library
- Repair/Replace broken furniture, sports equipments in the gymnasium
- Annual Maintenance Contracts(AMC) and virus protection
- Repair/Replace worn-out parts in technical equipments and ICT tools

Ethical Responsibilities

- It is the prime concern of all who are part of Sarah Tucker College to hold the properties of the institution with much care
- Students need to maintain the utilities provided to them with care
- Faculty need to guide in proper usage and maintenance of the classroom and campus
- Technicians and lab assistants constantly monitor the working conditions of the equipments
- Sanitary workers and cleanliness maintainers should consciously work to keep clean and hygienic campus
- Maximum and proper utilization of the resources and facilities is possible if the Sarahs conscientiously strive to maintain them efficiently.

Hostel Administration

The Principal is the ex-officio director of the college hostel. She is answerable to the University and the Government, on all matters relating to the hostel administration should therefore keep in touch with the hostel administration. Members of the Hostel Board comprises of

- Principal
- College Bursar
- Wardens
 - Make admissions to the hostel and plan the regular programme for the year in consultation with the assistant directors and wardens
 - Take all major decisions in the hostel in consultation with the Principal
 - Prepare data of hostel students with relevant details and submit them to the hostel board
 - Adopt transparent methods in accounts
 - Maintain financial transactions in two separate account books
 - First one with details of receipts and expenses related to the mess
 - Second one to maintain an accounts ledger of all incomes and expenses
 - Operate the bank account that includes admission fees, mess fees and establishment charges
 - Audit the hostel accounts separately

- Disburse concessions and scholarships according to guidelines given by the Principal/ Secretary
- Sanction loans to hostel workers on requirement
- Constitute a mess committee to find the needs of the students
- Discuss with hostel student representative in the event of mess fee hike
- Follow token system for students using hostel during semester exams
- Meet the hostel students as a group or individually to guide and inspire them
- Instruct the warden to keep her informed of the hostel in her absence
- Consult with the Principal for serious disciplinary action if any
- Be responsible for all the hostel students and helpers

- Must be available to meet the students and their parents
- Meet the Hostel Board at least once in two months

Admission Policy

It takes efforts to make the marginalized and under privileged young women its chief beneficiaries.

Target Students:

- First generation learners
- Marginalized
- Economically weak
- Destitute
- Physically challenged
- Rural background

Allotment of Seats

- Management can admit 50% minority students at its own discretion under this category
- Ensure to fill the minority category to maintain the minority status
- Fills 50% according to the Tamil Nadu government norms for community
- reservations - OC: 31%, BC: 30%, MBC: 20%, SC: 18%, ST: 1 %
- 50% of community reservation allotments are based on merit
- Give priority to SC/ST Christian students in admission to UG courses

Admission Committee Members

The Principal shares her responsibility of the admission process with the admission committee set up for the purpose.

The Principal, in consultation with the Vice-Principal and staff appoints the members of the committee and convenes meetings. The selection Committee for UG and PG courses is constituted on the State Government norms of co-opting a senior faculty belonging to SC/ST.

- Principal
- Secretary
- Vice Principal
- Two Senior staff

Role of the Admission Committee

- Advise applicants to make right choice of course according to their aptitude and academic background
- Ensure that all applications are registered with all the particulars
- Strictly adhere to the admission policies outlined
- Consider special applicants brought by the superior and Principal
- Take appropriate actions for admissions
- Principal will decide in any difficult case which has to be decided outside procedures
- Continue the healthy practice of not accepting donations
- Provide financial, academic and personal counseling assistance to the poor/dalit/ oppressed students

Appointment Policy

- The appointment of the teaching and non-teaching staff must be decided in the Governing body.
- The sanction of the governing body is needed before making them permanent.
- The interview board for the selection of the staff consists of the
- Secretary, Principal, Vice-Principal, and two external members.
- The Head of the Department may or may not be on the panel for interview of teaching faculty.

Appointment of Teaching Faculty

Application Procedures

- The Secretary will give an advertisement for all the vacant posts
- Candidates applying for the posts should send their applications to the Secretary
- Applications will be processed and interview cards are sent to the applicants by the Secretary
- Interview will be held in the college for which the posts have been advertised

Qualifying Requirements for Regular Appointment

- Masters degree with SET/NET or Ph.D
- Knowledge and depth in the subject
- Good communication skills and creative performances
- Ability to promote the institutions vision, mission, goals and objectives
- Qualified first generation candidates to be given preference
- Preferences are inbuilt into the break- up of marks in interview for permanent posts

Selection Process: Allotment of Marks -100

- Knowledge of the subjects - 30
- Teaching skills - 25
- Academic qualification – 10
- Christian back ground 10
- Community SC/ST - 05
- Teaching experience - 05
- First generation qualifier - 03
- Rural background - 03
- Creativity skills - 04
- Empowerment - 05

On Completion of Selection

- Selected candidates will be informed by the Secretary and Governing Body
- At the time of appointment the staff appointed has to sign a common agreement

form

Appointment in Leave Vacancies

- For leave vacancies less than 10 months appointments should be made by the secretary from the available list of selected candidates in interviews already held
- If no interviews have been held the secretary can make appointments in short leave vacancies in consultation with the principal
- At the end of the leave period/ academic year, such appointments should be terminated
- For leave vacancies more than 10 months the selection process is done by the Secretary using the staff selection method
- If the candidates are found suitable these appointments are not terminated at the end of the academic year
- Suitable candidates may have to be relieved and reappointed after vacation period
- Staff on FDP can be relieved only when a qualified staff is available for appointment in the FDP vacancy

Probation Period Assessment

- Orientation programmes for the newly recruited staff members must be arranged twice a year
- They must be made to share the vision of Sarah Tucker College
- Assessments should be conducted during the period of probation of the new recruits.
- Knowledge and communication skills to be assessed by students and head of the department
- Assessment obtained after the first six months of probation and by the end of the year
- Confidentiality of evaluation will be maintained
- Termination or extension of service is done accordingly
- On any doubt regarding the merits of a probationer, her services should be terminated at the end of the first year itself
- If the service of a probationer is terminated, three months notice is to be given

Staff Appointment for Self-Supporting Courses

- The staff selection is done by the staff selection committee if the candidate is selected for 10 months and more.

- Secretary is the appointing authority for all faculty members in self-financing courses in collaboration with the Principal
- If the appointment is for less than ten months, the Secretary constitutes a selection board and chooses a suitable candidate
- Priority is given to candidates with SLET/NET or with PhD
- Candidates with Masters and M. Phil are also recruited
- Priority is to be given for marginalized women
- Performance of the selected candidates is assessed periodically
- Management should decide whether to confirm or terminate service within one year
- Selected candidates may be appointed for two years
- If the faculty performance is satisfactory, service could be extended for five years or made permanent
- Vacancies must be immediately filled when a faculty leaves

Appointment of Non-Teaching Staff

The non-teaching staff form an integral part of the college administration. In addition to the academic qualifications as prescribed by educational authorities, the following norms should be kept in mind while recruiting the candidates.

Qualifying Requirements

- Suitability of the person for the job
- Personal qualification matching the job requirements
- Minimum qualification for the category of record clerk is VIII standard
- For any service staff it is sufficient that they know to read and write
- For appointment in the feeder category of record clerk and above, a pass in S.S.L.C is required
- Age limit of the Backward Community applicant must be below 35 years
- Readiness for hard work
- Interest in the welfare of the institution
- Preferences given to Christian, marginalized, destitute women, dalits and other backward classes

Appointment and Promotion Procedures

- Any candidate seeking appointment as a non-teaching staff should send an application with relevant particulars
- The secretary, principal, and the superintendent will conduct the interview and select the candidate for the non-teaching staff
- The secretary will issue the appointment order after referring to the principal

The appointment is to be on the basis of probation for one year

- At the end of the year the employee should be confirmed of the job
- If found satisfactory his/her service to be retained and terminated if unsatisfactory
- As per the Tamil Nadu Private Colleges Regulation Act 1974, the promotion from one category to another in the non-teaching cadre is on seniority basis
- After appointment the faculty must be provided training to share the vision, aims and objectives of the institution and be given opportunities for self-development and professional advancement.

Academic Policies

Research and Consultancy

Aim

- The Research Policy of the institution aims to create and recommend a vibrant research culture among its members of faculty, student community and researchers.
- It would strengthen their competencies to facilitate active participation in research and related activities.
- It will pave way to generate academic and economic growth, achieve societal recognition and community development.

Research Advisory Committee

The committee will comprise of the Principal as the chairperson, member secretary as the co-ordinator, nine teachers as members and industry/academia representatives as its members.

Specific Objectives

- The research policy will be applicable to all faculty, students, external experts and industrialists associated with research enterprise of the college.

- To invigorate the institutional capacity for strategic, technical and operational planning, budgeting and exercising control over all the research activities of the college
- To frame rules and regulations, effective techniques and guidelines for the grant of research and other related activities
- To promote transfer of knowledge through consultancy
- To establish a framework to support consultancy activities and services

General Objectives

- To inculcate the research attitude among scholars and to promote them to undertake original research work and study
- To encourage staff to undertake major and minor projects in a wide range of fields
- To enable the staff and students to present research papers in seminars and conferences and publish articles, chapters and books in UGC approved research journals
- To organize national and international seminars and conferences in collaboration with other institutions, universities and industries and transfer knowledge across the boundaries
- To create and administer a research fund for executing the research facilities of the college
- To render a methodology for a proper coordination of all the research activities of the college
- To integrate research with the curriculum through research projects by the learners
- To provide information about appropriate research opportunities announced by distinct academic research, industry or government organizations
- To establish linkages with the institutions, industries for internship on the job training and sharing of research facilities
- To have tie ups with MoUs for long term relationships with universities, industries, corporate houses to make the researchers do job oriented project work

Ultimate Operations

The Research forum will:

- Motivate the faculty in undertaking research by mobilizing research fund to pursue research
- Confer research facilities such as laboratory equipments, research journals, books and furniture
- Create a research culture by gearing them to attend conferences, workshops and symposiums
- Encourage the staff and students to do research in collaboration with other institutions and research organizations
- Frame curriculum for M.Phil and Ph.D programme
- Encourage to establish of specific research units/centers by funding agencies
- Organize seminars/workshops/symposiums/exhibitions to promote research activities
- Send research proposals to funding agencies to support students' projects
- Call for industries to use the research facilities of the college and sponsor research projects
- Approach National organizations such as UGC, ICSSR, DST, DBT, TNSCST to fund major and minor research projects undertaken by the faculty and students
- Develop and adapt an official code of ethics to check malpractices and plagiarism
- Motivate interdepartmental and interdisciplinary research projects
- Induce faculty to publish research articles and books in journal with high citation index to formulate rules and guidelines for research related leave
- Encourage the research scholars and staff to contribute their research articles to Sarah Research Publications

Consultancy Guidelines:

- Faculty and scholars need to undertake college facilitated consultancy activities and services provided with no conflict to the interests of the institution
- Consultation services can involve industries, factories, institutions and other knowledge societies
- Decisions and approval to consultancy services should be made by the head of the department and institutional head
- The consultancy proposal should be a short term contract making minimal use of college resources
- The college is not liable for the performance or result of the consultation activities

- College name shall not be used unless permitted by written approval from the college authority/ research center
- Faculty/Scholars are fully responsible for all aspects of their individual consultancy and use of college equipment and resources
- The college/research center is subject to review suspected policy violation by consultant and make appropriate actions to close the consultation activities
- There is no provision to assign new staff during the period of consultation services
- The policy prohibits publishing the results of the consultancy activities
- Consultancy includes the source of income to consultant and to the college for research promotion

The Research and Consultancy Policy will substantially contribute to enriching quality in the teaching learning process and overall growth of the institution as a premier portal in the realm of Higher Education.

Code of Conduct for Students

- The Identity Card should be worn at all times on campus. If the students fail to do so, they have to stay back till 5 P.M and attend remedial coaching as scheduled by the department.
- In case of emergency, students should get a Gate Pass from the Department / Office to leave the campus during college hours.
- Students are not allowed to organize any meeting inside the campus or collect money for any purpose without the permission of the Principal/Management.
- Students should not participate in fashion shows, stage shows and TV programs without permission from the Principal. Request for modeling / acting in movies will not be entertained. No matter for publication or interviews in newspapers, magazines, journals, radio, television or social media may be submitted in the name of the College by students without prior permission from the Principal/ management. Strict action will be initiated and will lead to the expulsion of the student.
- Students should not use mobile phones on college campus. If a student violates this rule, she will be suspended for 6 working days.
- Students who come to College by either two or four wheelers are required to strictly adhere to the rules issued by the college authorities. Two wheelers should be parked only in the student parking area.

- Students are not permitted to receive letters, parcels and visitors in college or use the college address for their personal mail.
- Students misusing the facilities on campus, destroying college property and indulging in graffiti on the walls and furniture will be duly fined.
- Important information to students will be put up on Notice Boards / College Website. It is the responsibility of every student to check this data regularly.
- Ragging in any form is strictly prohibited on campus. Students who are directly or indirectly involved in ragging will be punished as per the Government rules. Incidents of ragging should be reported to the Principal and written complaints may be dropped in a “Suggestion Box” available at the Principal’s Office.
- Students should be present on all working days of both semesters. Defaulters will be punished.
- No student shall absent herself without producing a leave letter. When absence is due to unforeseen cause, an application for leave must be submitted on the first day of absence and be renewed subsequently if necessary.
- Permission will not be granted during working hours for meeting parents, guardians, relatives or friends.
- In case of sickness, the student is required to produce a Medical Certificate.
- If a student is absent without a leave letter for any hour of the day, she will be regarded as absent for the whole session. The staff concerned of the hour of the class has full authority over the entire class. Students cannot leave the class nor do any other task during the class hours without getting permission from the staff.
- The certificate of attendance required for the End Semester Examination will in no case be granted unless the student has attended 68 numbers of working days (75%) and with penalty 60 numbers of working days in the semester.
- The Student has to report to the Principal whenever she changes her residence. Written prior permission must be obtained from the Principal when a student wants to leave the hostel.
- Attendance is compulsory for moral and religious instruction classes.
- The students are expected to show love and respect towards the members of the staff.
- They should be endowed with fine virtues and values and be willing to go for the second mile to help fellow students and others in the society when they are in need.
- Their behaviour should reflect the vision of Miss Sarah Tucker and execute the mission of the College by winning laurels both in academic and non – academic endeavors.

- The rich culture and heritage of Sarah Tucker College has to be inherited and implemented in their course of learning.

DRESS CODE FOR STUDENTS

From Monday to Friday the students are strictly advised to come to college in neatly ironed college uniform, if they fail punishment will be given. On Saturdays students are advised to come in simple and modest clothes. Jeans, tight fitting garments, low necked and sleeveless tops, transparent & flimsy materials, and miniskirts are strictly prohibited inside the college campus

CODE OF CONDUCT FOR THE FACULTY MEMBERS

Thousands of the students, their parents, administrators and the people of the society put their trust on the teaching faculty and they expect them to be professional, capable and competent role- models. The faculty members are required to come to college in neatly groomed traditional attire and to put up their hair properly to present them dignified and professional.

All the faculty members are required to be present in the respective classrooms during working hours as per the time table on all working days.

- A faculty member shall devote her whole duty time to the service of the College and the students and shall not engage directly or indirectly on any other private work/business/devotion.
- All faculty members are liable for disciplinary action for disobedience, misconduct, misappropriation, dereliction/negligence of duty and action involving moral turpitude.
- As faculty members of Sarah Tucker College, they are responsible for contribution and sustenance of the standards of the institution. They should comply with the relevant policies, rules, regulations, norms and standards set to guide their work. While every individual member is accountable for her action, as member of the institution, they are collectively accountable for upholding those standards of behaviour and for compliance with all applicable rules, regulations and code of conduct.
- This document details the rules and regulations that every faculty member should follow and the code of conduct they should adopt in the discharge of their professional duties.
- The faculty member is required to plan and make complete preparation well in advance to teach effectively the theory and practical courses.
- The faculty member should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc., in advance and the students should be informed of the same.

- The faculty member has to design experiments for laboratory classes so as to improve the student's creative skills besides properly understanding the physical phenomena or concept.
- A faculty member should actively participate in curriculum preparation for new programmes/modification of existing programmes.
- Contribution to the preparation of new syllabus or updation of existing syllabus is also the responsibility of a faculty member pertaining to her specialization.
- A faculty is expected to be creative so as to contribute to the introduction of new academic programmes in the emerging areas relevant to the society, innovative curriculum and new methodology of teaching and evaluation.
- In order to be an effective faculty, she is required to update her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities. They may also enroll in one or more Professional Societies/Associations.
- A faculty member is required to make alternative arrangement to handle her scheduled course work and other works whenever she goes on leave.
- As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made. This will ensure better compliance of scheduled classes.
- The faculty member plays a pivotal role not only in attaining the general aims of education, but also in the realization of the mission, goals and objectives of the College in which she is a member.
- She should take all efforts to promote the physical, mental and spiritual development of students. In particular a faculty member shall strive to achieve to accord just and unprejudiced treatment to all students irrespective of religion, caste and creed, economic and social status.
- She should make regular contribution for the personal development of students, while looking after their interest and welfare.
- She should be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.
- She should not disclose confidential information about students to anyone except to authorized persons/Management or in the interest of law.
- She should be fair and to assess the students impartially and only on merit performance.

- She should abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.
- A faculty member is expected to develop fraternal relations with her colleagues to have proper interpersonal relationships and to develop team spirit
- Should not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the institution.
- Co-operate whole heartedly with the authorities and senior faculty members of the institution in the fulfillment of educational policies in conformity with professional responsibilities.

- Conduct the institution's transaction with utmost honesty, accuracy and fairness.
- Avoid unethical practices even on the grounds that it is 'customary'. The faculty member is advised not to exploit the potentialities of the students by extracting physical tasks for personal benefits
- The College resources such as the use of telephone systems, data communication and networking services, electronic communication forums, computers and peripherals, stationery, even the time and effort of staff, students and others must be used only for the purpose and welfare of the college and students. They should not be used for personal gain, or personal purposes.
- Use of cell phones by students in the College campus during working hours is discouraged and hence the faculty member has to set an example. They should not use them during class hours, meetings, the open premises, etc., while they are free to use them in their staff room.
- Faculty member shall not start private Business Organization, Association, Ministry of her own or in partnership of her spouse or siblings, without prior information and permission of the management even if it is not pre judicial to her duties and even if it is none profiteering.

Conclusion:

The institution of Sarah Tucker College is doing the yeoman service for the students community and the local community for the past 125 years with tireless and incessant efforts in uplifting the down trodden first generation girls to fulfill its goal and objectives. Every day with better thoughts and better approach it marches towards the attainment of perfection without compromising with both religious and social challenges.