



# ST PHILOMENA COLLEGE

Affiliated to Mangalore University Re-Accredited by NAAC at 'A' Grade

**MAI DE DEUS EDUCATIONAL INSTITUTIONS**

Managed by the Catholic Board of Education, Mangalore

Philonagar, Darbe, Puttur - 574202, D.K., Karnataka | 08251 230340

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## HANDBOOK FOR ADMINISTRATORS



## 1. INTRODUCTION:

Since the dawn of human civilization, education has been considered an agent of change, a growth driver and a means of empowerment. The importance of education stems from its contribution to personality development, human capital formation, and good citizenry. The knowledge and skill acquired by the young generation through the process of education have proved to be a catalyst for nation-building activities. St Philomena College was founded in 1958 by Fr Antony Patrao, a missionary, who conscientiously believed that education was the best means of empowerment. His conviction that the religious, spiritual, social, and economic interests of the students could be best served through education made this region an educational hub. Even in the nascent stages of its growth, the College showed all the signs of becoming a center of excellence. A full-fledged center of excellence is yet to be realized, but efforts towards this end have not ceased. Affiliated with Mangalore University and recognized by the UGC under 2(f) and 12B, the Institution does attempt to treat the primary stakeholders in six UG programs and seven PG programs with a rewarding educational experience. On the basis of the record of growth in student enrollment, physical infrastructure and student achievements, the NAAC re-accredited the Institution at 'A' grade with a CGPA of 3.19 on a four-point scale in the III cycle.

**Vision:** To be a premier Institution for Higher Education, constantly in service for the welfare of society.

**Mission:** To facilitate the holistic development of the youngsters through education and training thereby contributing to the socio-economic development of the society.

### Objectives:

- To provide guidance and support for the students to excel
- To sensitize the students about the social needs and problems
- To help the students accomplish their career opportunities
- To prepare the students in nation building activities
- To promote good citizenry among the students.

## 2. DEFINITIONS

- 2.1 **'Catholic Board of Education'** means the registered education society formed by the Diocese of Mangalore under the document, Memorandum of Associations on 6 September 1956 for the management of the Catholic Educational Institutions and other establishments if any attached to it in the Diocese of Mangalore, hereafter it shall be called CBE.
- 2.2 **'Office'** means the office of the CBE presently situated at Shanti Kiran, Bajjodi, Mangalore-575005.
- 2.3 **'President'** means the Bishop of the Diocese of Mangalore. He is the Ex-officio President of the society.
- 2.4 **'Vice President'** means the Vicar General of the Diocese of Mangalore
- 2.5 **'Treasurer'** means the Procurator of the Diocese of Mangalore



- 2.6 **'Secretary'** means a priest appointed by the President.
- 2.7 **'Deputy Secretary'** means a priest appointed by the President.
- 2.8 **'Secretariat'** means the office of the CBE and the office bearers serving therein.
- 2.9 **'Governing Board'** means the Ex-officio, elected, nominated members and the representatives of the Catholic Educational Institutions for the management of the affairs of the CBE.
- 2.10 **'Management'** means the Governing Board of the CBE having its Secretariat and administrative offices presently situated at Shanti Kiran, Bajjodi, Mangalore-575005.
- 2.11 **'Educational Institutions'** means Degree and Post-Graduate Colleges, and any other higher educational institutions managed by the CBE.
- 2.12 **'Joint Secretary'** means the overall head of all the educational institutions under CBE functioning in the parish.
- 2.13 **'Head of the Institution'** means the Principal, Dean of the institution under CBE appointed by the President of the CBE.

### 3. THE MANAGEMENT

- 3.1 The Diocesan Educational Institutions are managed by a registered Society known as "The Catholic Board of Education of the Diocese of Mangalore" (S.N. 32 of 1956).
- 3.2 The President, Vice President, the Treasurer, and the Secretary/Secretaries constitute the Secretariat of the Catholic Board of Education.
- 3.3 The Bishop of the Diocese of Mangalore is the ex-officio President; the Vicar General is the Ex-officio Vice President and the Procurator of the Diocese is the Ex-officio Treasurer of the Catholic Board of Education.

### 4. MANAGING COMMITTEE:

As per the Karnataka Education Act, each educational institution will have its own managing committee. Accordingly, we have constituted managing committees for each institution. The Managing Committee needs to have a minimum of 11 and a maximum of 15 members. There are representatives from the management, institution, Parish Pastoral Parishad of the local church, teaching fraternity, parents of the students, and some educationists from the locality. Each member should take interest in the development of the school; should be qualified (at least graduation). Management of the institution is the responsibility of the local correspondent who is the joint secretary. He will do this in consultation with the Managing Committee.

4.1 Managing Committee of the Institution is constituted as follows:

- 4.1.1 The President of the Catholic Board of Education
- 4.1.2 The Vice President of the Catholic Board of Education
- 4.1.3 The Secretary and deputy Secretaries of the Catholic Board of Education
- 4.1.4 The Joint Secretary of the Institution
- 4.1.5 The Academic Head of the Institution



- 4.1.6 Two members duly elected from the parish Pastoral Parishad have the quired qualifications mentioned above. However, they should not be former or present employees of the same institution. One of them shall preferably be the Vice President of the Parish Pastoral Parishad.
- 4.1.7 A nominated representative of the staff of the institution
- 4.1.8 One Parent representative of the current student who is not a former or present employee of the same institution.
- 4.1.9 One alumnus/alumna of the Institution who is not the former or present employee of the same institution.
- 4.1.10 A Maximum of three educationists to be nominated by the Join Secretary of the Institution

## **5. MANAGING COMMITTEE MEETINGS:**

- 5.1 The Joint Secretary shall convene the meeting of the managing committee at least once in three months.
- 5.2 The quorum shall be 1/3 of the members or 5 members whichever is less.
- 5.3 The Joint Secretary shall preside over the meeting of the managing committee in the absence of the President, Vice-President, and the Secretary.
- 5.4 The Joint Secretary shall maintain the minutes of the meetings and send a copy of the same to the Secretary of CBE within 7 days of the said meetings.

## **6. ROLE OF THE MANAGING COMMITTEE:**

- 6.1 To carry on the general administration of the Institution.
- 6.2 To exercise supervision and control over the employees of the Institution.
- 6.3 Any other function which may be assigned by the Governing Board.
- 6.4 To assist the Correspondent/Jt.Secretary in the administration of the institution
- 6.5 The members, other than ex-officio, have no direct supervisory role during the working hours.
- 6.6 Attend the meetings convened by the Correspondent/Jt.Secretary as per the directives of CBE and maintain attendance and the minutes book
- 6.7 Help the management to select good and able teachers to raise the standard of Education
- 6.8 Suggest ways and means improve the standard of the institution
- 6.9 Find ways to increase the number of admissions
- 6.10 Take a keen interest in the extra-curricular activities
- 6.11 Pay attention and encourage the staff to bring good results.
- 6.12 Give importance to imparting value education to the students
- 6.13 Propose short-term and long term programs for the improvement of the institution.
- 6.14 Pay attention to the welfare of students and employees
- 6.15 Organize an in-service training program for the teachers
- 6.16 Bring to the notice of the correspondent/Jt.Secretary if there are any complaints regarding the students or staff members



- 7.17 To ensure that the staff abides by the code of conduct
- 7.18 To sanction casual leave to the Head of the Institution.
- 7.19 To sanction the earned leave, leave on loss of pay, and maternity leave of the Employees including the head of the institution to a maximum of 3 months.

## **8. POWERS, FUNCTIONS, AND DUTIES OF THE HOI**

- 8.1 The Head of the Institution (HOI) being appointed by the Management, shall consult the Joint Secretary before taking any decision. Any correspondence with the Department/Government/University or any other regulatory body shall be in consultation with the Joint Secretary. He/ She shall be responsible for general administration and overall supervision of teaching programs.
- 8.2 Preparations of budgetary proposals and Procurement of College equipment, supplies, stationery etc.
- 8.3 The HOI shall be the Drawing and Disbursing Officer and operate all funds earmarked for the aided college.
- 8.4 The HOI shall be an ex-officio member of the Local Selection Committees of all teaching and Non-teaching posts in the college.
- 8.5 The HOI shall be an ex-officio chairman of various committees in the college, e.g. Examination Committee; Admission Committee; Library Advisory Committee; IQAC; Time Table Committee; etc.
- 8.6 The HOI shall have the authority to exercise all such disciplinary powers over the students in the college as may be necessary for the proper conduct of the college. The Principal may also frame such supplementary rules, as deemed necessary to maintain discipline in the college.
- 8.7 The HOI may delegate some of the powers to any offices working under him for the sake of administrative control and convenience.
- 8.8 The HOI shall perform such other duties as may be assigned by the University/Department of collegiate education and exercise such other powers as may be prescribed by the Regulations from time to time.
- 8.9 The HOI shall conduct staff meetings for the purpose of discussing educational and administrative matters.
- 8.10 The HOI shall coordinate and supervise the work and duties of staff and keep vigilance on their attendance and movement. He/She shall also assign workload to staff including teaching assignments.
- 8.11 The HOI shall plan orientation and guidance programs to staff in understanding the vision and mission of the institution. He/She shall be responsible for effective planning and development review, review of staff performance and performance, and encourage the professional development of all staff.




- 8.12 Where there is no Vice-Principal, designate a senior member of the teaching staff of the college to assume the duties and responsibilities of the HOI in his absence and inform the staff designated.
- 8.13 The HOI shall provide leadership, direction, and coordination to develop and maintain effective educational programs and promote the improvement of teaching and learning in the college.
- 8.14 The HOI shall strive to create an organizational climate that fosters student and teacher growth and endeavor to improve the operating effectiveness of the institution.
- 8.15 The HOI shall supervise students, welfare, and health and security services.
- 8.16 The HOI shall regularly upgrade the current practices and techniques relating to academics, quality enhancement, accreditation, and administration by attending meetings, professional development conferences, and reading professional materials.
- 8.17 The HOI shall maintain an organizational chart to assign work to case workers and get the work done and arrange for speedy disposal of work. He/She shall reply properly to all official letters immediately.
- 8.18 The HOI shall control the use of College premises, buildings, equipment, and grounds in accordance with Management policy.
- 8.19 The HOI shall coordinate and/or direct the monitoring of student attendance, and progress and arrange for regular reports to parents/guardian.
- 8.20 The HOI shall maintain permanent records and register of students, staff, salary acquittance, College fees, Government Grants and scholarship, etc.
- 8.21 The HOI shall perform public relations for the college.
- 8.22 The HOI shall supervise hostel, office, library, sports and games.
- 8.23 The HOI shall adhere, implement and enforce the policies of the Management in the College from time to time.
- 8.24 The HOI shall ensure quality assurance through IQAC.
- 8.25 The HOI shall closely observe various academic activities like conferences, seminars, workshops, fests etc.
- 8.26 The HOI shall build close rapport between staff, students and management for effective functioning of the college
- 8.27 The HOI shall ensure order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- 8.28 The HOI shall have power to sanction any kind of leave up to the level of Heads of departments, except for himself.
- 8.29 The HOI shall collect and analyze the feedback from various stakeholders of the institution and submit a report to the management at the end of every academic year.
- 8.30 The HOI shall be responsible for quality assurance initiatives through processes like NAAC, NIRF, AISHE, Institutional Ranking Surveys, etc.



## 9. CONCLUSION:

This manual serves as a handbook for the effective governance and administration of Higher Educational Institutions. This helps to maintain uniformity in all HEI's under CBE. In respect of matters not specifically provided in these rules, the Governing body of the CBE shall be competent to issue such directions or orders as it may be considered appropriate and such directions or orders shall be treated as part and parcel of and shall have the same effect as these rules.

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PRINCIPAL  
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