

**St. Joseph College of Teacher Education for Women, Kovilvattom
Road, Ernakulam, Kochi.**



Policy in Action: Guidelines

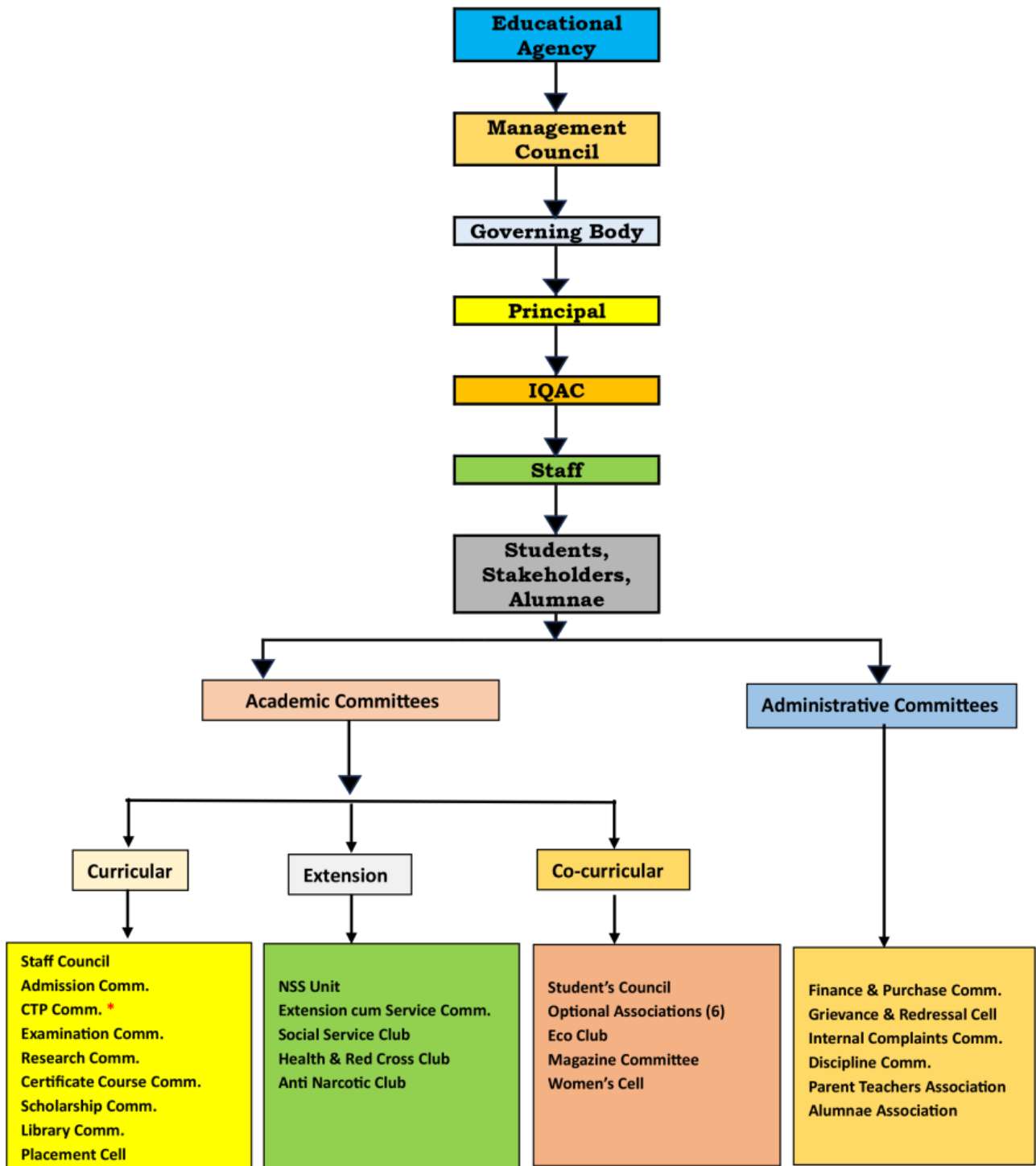
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Publication Unit

St. Joseph College of Teacher Education for Women, Ernakulam

Kochi, Kerala - 682035

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01.Educational Agency

The term “Educational Agency means any person, or body or persons who /which owns, controls, maintains and manages one or more private training colleges” (Articles of Direct Payment Agreement dated 10.02.1975 No.34B). The Educational Agency is at the apex of the administrative set up of St. Joseph College of Teacher Education for Women, Ernakulam. The college is owned and managed by Vimala Province of the Congregation of the Mother of Carmel. The Provincial Superior of the Vimala Province of the Congregation of the Mother of Carmel act as the Educational Agency of the college by virtue of the power vested in her under CMC Constitutions No. 159. She exercises her authority in accordance with the minority rights of Indian Constitution, CMC Constitution, Government, UGC and NCERT rules, University Acts and Status etc. The Governing body assists the Educational Agency in executing her powers.

02. Manager

The Manager of the institution is appointed by the Educational Agency from among the perpetually professed members of the Vimala Province. She acts as an official signatory in matters related to appointment, increment, promotion and leave of staff members. The manager shall possess such powers and discharge such duties as may be delegated to her by the Educational Agency.

03. Principal

The principal is the Chief Officer of the college. She is responsible for the day-to-day administration of the institution. She carries out her functions as per rules and directions of the competent authorities. The Management Council has entrusted the following powers to the principal.

a) Academic

- Processing admissions
- Setting the general timetable
- Fixing the academic calendar
- Condonation of attendance
- Conducting university examinations

b) Administration

- Placement and promotion of faculty and staff

- Sanctioning leave
- Directing union and association activities of students
- Maintaining overall discipline
- Work distribution of Staff

c) Finance

- Financing new projects
- Financing purchase and maintenance
- Appropriation of funds
- Collection and remittance of fees
- Collection and disbursement of salary

The College Council assists the principal in exercising the above-mentioned powers.

04. Management Council

Management Council is an organization responsible for making high-level decisions and overseeing the overall management of the entity.

Members:

- Educational Agency – Provincial Superior
- Vicar Provincial
- Councillor for Education- Manger
- Councillor for Faith Formation
- Councillor for Renewal
- Councillor for Healing Ministry

Objective

To make strategic decisions, set policies, and ensure the organization's success and long-term sustainability.

Functions:

1. Strategic planning
2. Decision-making
3. Policy Development
4. Appointment and supervision of executives
5. Performance monitoring

The Management Council shall be reconstituted every three years.

05. Governing Body

The governing body of a college typically refers to the group of individuals or organization responsible for making important decisions and overseeing the operations of the college.

Members

- Govt. Nominee
- University Nominee
- Manger
- Principal
- Faculty Member (2)

The term of office for all members except Principal is three years.

Objective

To provide effective oversight, make decisions, and ensure the smooth functioning of the institution.

Functions

1. Approval of strategic plan
2. Oversees the effective implementation of Policies,
3. Ensures compliance with legal and regulatory requirements,
4. Monitoring financial performance and approval of budget
5. Ensures quality and standard of education and encouragement and support for translating the vision and mission of the institution.

Term: The Governing Body shall be reconstituted every three years except for the retirement and long leave of the staff

Meetings: Meetings of the Governing Body shall be held at least twice a year.

06. Internal Quality Assurance Cell

The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges.

Members

- Principal – Chairman
- Management Representative
- IQAC Coordinator
- Faculty Members (9)
- Administrative staff
- Librarian
- Employee
- Alumnae
- Student Representative

The IQAC members will be reconstituted as per NAAC guidelines.

Objective

To develop and implement quality assurance processes and to ensure that the institution meets the desired standards of excellence in all its activities.

Functions

1. Development of quality policies and guidelines in alignment with the objectives of the institution.
2. Initiation and coordination of quality enhancement activities within the institution.
3. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
4. Documentation of the various programmes/activities of the College, leading to quality improvement.
5. Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes.

Term: The IQAC shall be reconstituted every three years except for the retirement and long leave of the staff.

Meetings: Meetings of the IQAC shall be held at least four times a year.

07. Curriculum Transaction Planning Committee

The Curriculum Transaction Planning Committee of a college is a group responsible for planning and implementing the curriculum offered by the university.

Members:

- Principal/ Convener
- Faculty Member- Core Course
- Faculty Member -English Optional
- Faculty Member - Malayalam Optional
- Faculty Member –Mathematics Optional
- Faculty Member – Natural Science Optional
- Faculty Member- Physical Science Optional
- Faculty Member- Social Science Optional
- M.Ed- HOD
- M.Ed Faculty (Secretary)
- Principal of the practice teaching school
- Employer
- Experts
- Student Rep.
- Alumni
- Parent Representative

Objective

To ensure that the curriculum delivered is aligned with the overall educational goals and objectives of the institution and to define the desired learning outcomes for students. As well as to connect different subject areas or disciplines, fostering a holistic and comprehensive educational experience for students.

Functions

1. Planning the curriculum delivery in the institution
2. Organizing meetings, workshops, and professional development sessions to ensure a cohesive and unified approach towards delivering the curriculum.
3. Allocating resources required for curriculum implementation.
4. Preparing Academic Calendar, Time table and Workload
5. Seeking inputs from various stakeholders to ensure that the curriculum reflects the needs, interests, and values of the community it serves.

Term: The Curriculum Transaction Planning Committee shall be reconstituted every three years except for the retirement and long leave of the staff.

Meetings

Meetings of the Curriculum Transaction Planning Committee shall be held at least twice in a year.

08. Staff Council

The Staff Council of a college is a representative body composed of staff members from various departments of the institution.

Members

- All faculty members constitute the Staff council

Objective

To facilitate regular dialogue between staff members, sharing information, and encouraging feedback and suggestions and creating healthy college climate through active cooperation and collaboration of the entire staff.

Functions

1. Providing support to students and faculty by assisting with research, locating resources, managing course materials, coordinating academic programs, and offering guidance on academic planning.
2. Preparing plans related to celebrations like the College Day, national and religious festivals, reception of dignitaries to the college, send-off of staff members etc.
3. Ensuring that the physical infrastructure of the college is well-maintained and operational.
4. Organizing and supporting various student activities, events, and clubs.
5. Ensuring that staff voices are heard and taken into account in relevant discussions and decision-making processes.

Meetings

The Council typically holds regular meetings to discuss and address matters related to the college community. The frequency of meetings may vary, but they are often held at least once a month or as needed.

09. Finance Cum Purchase Committee

The Finance cum Purchase Committee of a college is a decision-making body responsible for managing the financial affairs and procurement processes of the institution.

Members

- Principal / Convener
- Financial Officer/Bursar
- Faculty Member
- Faculty Member
- Faculty Member
- Head Accountant
- Librarian

Objective

To mobilize resources and allocate it in order to make the institution user friendly and learner-centered.

Functions

1. Providing financial advice and recommendations to the college administration
2. Preparing the college's annual budget.
3. Keeping proper accounts of income and expenditure of the amount collected from students.
4. Making necessary maintenance and improvements in the infrastructure facilities.
5. Purchasing major items for the institution, observing the required procedures and keeping records of it.

Term: The Finance Cum Purchase Committee shall be reconstituted every three years except for the retirement and long leave of the staff.

Meetings: Meetings of the Finance Cum Purchase Committee shall be held at least twice in a year.

10. Examination Committee

The Examination committee is responsible for overseeing and managing all aspects related to examinations and assessments within the institution.

Members

- Principal / Convener
- College Coordinator
- Course Coordinators: Core Course
- Pedagogic Course
- Elective Course
- M.Ed Core Course
- M.Ed Pedagogy Course
- Faculty Advisor / Secretary
- Non -teaching staff

Objective

To design, organize, and manage the internal and external theory and practical examination process and to ensure fair and transparent assessment of students.

Functions

1. Preparing examination time table and intimate the faculties for setting question paper at least two weeks in advance for the terminal examinations and model examinations.
2. Preparing invigilation timetable and making necessary arrangements for internal and external examinations.
3. Preparing time table and assigning work for conducting class and interview for the practical examination.
4. Ensuring that the questions are appropriate, aligned with the curriculum, and meet the academic standards of the institution.
5. Analyzing exam results and providing feedback to faculty and students.

Term: The Examination Committee shall be reconstituted every three years except for the retirement and long leave of the staff.

Meetings: Meetings of the Examination Committee shall be held at least four times a year.

11. Admission Committee

The committee is responsible for reviewing applications, assessing the potential of applicants, and making informed decisions about whom to admit based on the universities' admission criteria.

Members:

- Principal / Convener
- Nodal Officer
- Faculty Member/ Secretary
- Non -teaching staff

Objective

To identify applicants who not only meet the minimum academic requirements.

Functions

1. Reviewing the applications submitted by prospective students.
2. Communicating admission decisions to the applicants, including acceptance, waitlist status etc.
3. Keeping admission statistics, including enrollment numbers, demographics, and other relevant data.

Term: The Admission Committee shall be reconstituted every three years except for the retirement and long leave of the staff.

Meetings: Meetings of the Admission Committee meets whenever the need arises.

12. Research Committee

A research committee is an organizational body that oversees and supports research activities within an institution.

Members

- Principal / Convener
- Coordinator/ Secretary
- B.Ed. Faculty (2)

Objective

To ensure the quality, integrity, and ethical conduct of research programme conducted within the organization

Functions

1. Preparing and revising research policies and procedures of the institution.
2. Conducting periodic reviews and evaluations of research outcomes and impact.
3. Ensuring the quality and integrity of research conducted within the institution.

4. Giving guidance and assistance about research programmes, coursework and examination to researchers.
5. Fostering a culture of research excellence, promoting responsible and impactful research, and supporting the advancement of knowledge and innovation within the institution.

Term: The Research Committee shall be reconstituted every three years except for the retirement and long leave of the staff.

Meetings: The Committee meets as and when required

13. Library Committee

The library committee is a group of individuals responsible for overseeing the management and development of the college library.

Members

- Principal / Convener
- Librarian/ Secretary
- Research Guide
- B.Ed Faculty
- M.Ed Faculty
- B.Ed. Student Representative.
- M.Ed Representative
- Menial Staff

Objective

To ensure that the library meets the academic and research needs of the students, and staff.

Functions

1. Preparing policies and guidelines for the library, such as borrowing rules, operating hours, and access to resources.
2. Planning for the purchase of books, almirahs, catalogs, furniture and other modern library equipment and preparing the library budget.
3. Selecting, placing orders for and procuring books, journals and other materials in line with the demands of the curriculum, changing trends of education and needs of students, and to organize these for effective use.
4. Introducing the modern facilities and information technologies for the efficient organization and management of the library.
5. Selecting the student who reads maximum number of books for the award

Term: The Library Committee shall be reconstituted every year.

Meeting: The members of the Library Committee shall assemble at least once in a year and whenever necessity arises.

14. Student Council

Student Council is a representative body that advocates for the interests and welfare of the student community.

Members

- Union Members of the college

Objective

To empower students, provide them with a platform for engagement and representation, and contribute to the overall positive college experience for the student community.

Functions

1. Serving as a platform for students to engage in dialogue and decision-making processes that affect their academic and campus life.
2. Standing for student rights, expressing student opinions, and communicating with college administrators, teachers, and staff on behalf of the students.
3. Organizing events, activities, and initiatives that promote positive relationships among students.
4. Developing leadership skills among its members and empowering students to take an active role in shaping their college community.
5. Organizing community service projects, fundraisers, awareness campaigns, or initiatives that foster a sense of social responsibility among students.

Term: The Student Council reconstituted every three years.

Meeting: The Student Council assembles whenever necessity arises.

15. Grievances Redressal Committee

A Grievances Redressal Committee in a college is a dedicated body or committee responsible for addressing and resolving grievances or complaints raised by students, faculty, or staff members related to various aspects of college life.

Members

- Principal / Convener
- Coordinator cum Secretary
- Staff in charge

- Staff advisor
- M.Ed Faculty
- Non-teaching Staff
- Student Representative.

Objective

To ensure that students' grievances are heard, considered, and resolved in a timely and impartial manner, fostering a healthy and harmonious environment within the college.

Functions

1. Receiving and analyzing grievances related to various aspects of college, such as academic matters, infrastructure, administration or any other concerns raised by students.
2. Providing a fair and impartial process for handling grievances and treating with respect the concerns raised.
3. Resolving grievances promptly and efficiently, minimizing any adverse impact on the academic or personal life of the students.
4. Providing guidance to students on how to raise grievances and the steps involved in the resolution process.
5. Promoting transparency, accountability, and a positive environment within the college.

Term: The Grievances Redressal Cell shall be reconstituted in every year.

Meeting: The members of the Grievances Redressal Cell assemble once in a year and whenever necessity arises.

16. SC/ST Monitoring Cell

The SC/ST Monitoring Cell is established to address the concerns and issues related to students belonging to Scheduled Castes (SC) and Scheduled Tribes (ST).

Members

- Principal / Convener
- Faculty/ Secretary
- Faculty
- Non - teaching
- Ward Member

Objective

To implement and monitor the policies and initiatives that promotes equal opportunities and the welfare of SC/ST students within the college.

Functions

1. Providing support and guidance to SC/ST students in academic and non-academic matters.
2. Assisting SC/ST students in accessing scholarships, financial aid, and other benefits available to them.
3. Ensuring the representation and participation of SC/ST students in various college activities and committees.
4. Solving the grievances and complaints related to discrimination, harassment, or unfair treatment of SC/ST students.
5. Appreciating the SC/ST students who are achieving excellent results.

Term: The SC/ST Monitoring Cell reconstituted every year.

Meeting: The SC/ST Monitoring Cell assembles whenever necessity arises.

17. Anti-ragging Cell

The Anti-Ragging Cell of a college is to prevent and address incidents of ragging within the college campus.

Members

- Principal / Convener
- Nodal Officer
- Faculty Member (2)
- Non- teaching staff
- Hostel Warden
- Parent Representative
- Police Administrative Representative
- Student Representative B.Ed. (2)
- Student Representative M.Ed

Objective

To create awareness about ragging, implement policies and guidelines to prevent ragging, and provide a safe and secure environment for all students.

Functions

1. Conducting awareness programmes to educate students about the consequences of ragging and the anti-ragging measures.
2. Directing prompt and impartial investigations into reported incidents of ragging.
3. Providing support and counseling services to victims of ragging.
4. Ensuring the safety and well-being of the students.
5. Fostering a positive and inclusive campus environment and promoting respect and empathy among students.

Term: The Anti ragging Cell is reconstituted every three years.

Meeting: The Anti ragging Cell assembles once in a year and whenever necessity arises.

18. Internal Complaints Committee

Internal Complaints Committee deals with issues regarding sexual harassment. It works for the prevention of sexual harassment to maintain safe environment for students and staff.

Members:

- Principal / Convener
- Presiding Officer
- Faculty Member
- Faculty Member/ Secretary
- Non - teaching
- Student Representative- I Year
- Student Representative- II Year
- Student Representative - M.Ed

Objective

To prevent all sorts of sexual harassment and to ensure safe environment for students and staff in the college.

Functions

1. Ensure safe environment for students and staff in the college
2. Providing assistance if a student or employee chooses to file a complaint with the Police.
3. Protecting the safety of the Complainant by not divulging the identity of the complainant.
4. Providing mechanisms of dispute redressal and dialogue to anticipate and address issues
5. Ensuring the victims or witnesses are not victimized or discriminated while dealing with Complaints of sexual harassment
6. Ensuring prohibition of retaliation or adverse action against a covered individual because

student is engaged in protected activity.

Term: Internal Complaints Committee shall be reconstituted every three years except for the retirement and long leave of the staff.

Meetings: Meetings of the Internal Complaints Committee shall be held at least twice a year.

19. Minority Cell

It refers to a cell within a college dedicated that addresses the needs and concerns of minority students.

Members:

- Principal/Chairperson
- Vice Principal
- Manager
- Faculty Member (2)
- Student Representative.

Objective

To foster a sense of belonging and inclusivity among students from minority communities.

Functions

1. Ensuring fair representation of minority students in admissions, scholarships, and other opportunities.
2. Organizing events, workshops, and programs that celebrate diversity and promote understanding among students of different backgrounds.
3. Offering support services to help minority students overcome academic, social, or personal challenges.
4. Providing information and assistance to minority students regarding available scholarships, grants, and financial aid opportunities.

Term: The Minority Cell reconstituted every three years.

Meeting: The Minority Cell assembles once in a year.

20. Equal Opportunity Cell

Equal Opportunity Cell functions as a dynamic body that tries to create an environment where all individuals are treated with dignity, respect, and justice, and have equal access to opportunities and resources.

Members:

- Principal / Chairperson
- Vice Principal
- Manager
- B.Ed. Faculty (2)
- Student representative

Objective

To promote equality, eliminate discrimination, and safeguard the interests of all students in our institution without prejudice and strive to uphold diversity and inclusive practices, creating an environment that respects and embraces the unique qualities and perspectives of every individual.

Functions

1. Promoting diversity among students and eliminate the perception of discrimination.
2. Offering guidance and counselling services to support disadvantaged groups.
3. Fostering a positive academic environment that encourages healthy interpersonal relationships among students from diverse social backgrounds and facilitates their academic growth.
4. Ensuring the effective implementation of policies and programs to support disadvantaged groups.
5. Organizing awareness programs to sensitize individuals about concerns on equality, diversity, and inclusion.

Term: The Equal Opportunity Cell shall be reconstituted every three years except for the retirement and long leave of the staff.

Meetings: Meetings of the Equal Opportunity Cell shall be held at least twice a year.

21. OBC Cell

OBC Cell is often set up to address the needs and concerns of students belonging to the Other Backward Classes.

Members

- Principal / Chairman
- Faculty Member / Coordinator

- Faculty Member
- Administrative Assistant
- Ward Councillor

Objective

To nurture and develop social equality in the institution.

Function

1. To ensure the implementation of reservation policies for OBC candidates in accordance with government regulations.
2. To help OBC candidates to avail grants/scholarship/allowances due to them from the govt.
3. To work for the general welfare and progression of the OBC students

Term: The Equal Opportunity Cell shall be reconstituted every three years

Meeting: The Cell assembles once in a year.

22. Discipline Committee

The Discipline Committee of a college is a body responsible for maintaining discipline and enforcing rules and regulations within the college campus.

Members

- Principal / Convener
- Faculty Member (Secretary)
- Faculty Member
- Faculty Member
- Non-Teaching Faculty
- Menial Staff
- Student Representative

Objective

To promote a safe and conducive learning environment for students and staff.

Functions

1. Ensuring that all students adhere to the college's code of conduct, policies, and regulations.
2. Providing counseling and support services to students who have violated the college rules.
3. Organizing workshops, seminars, or awareness campaigns to promote ethical conduct and prevent disciplinary incidents.
4. Promoting a culture of responsibility and respect within the college community.

Term: The Discipline Committee reconstituted every three years.

Meeting: The Discipline Committee assembles twice in a year.

23. Placement Cell

The Placement Cell, that assists students with job placement and career-related services.

Members

- Principal / Convener
- Placement Officer
- Faculty Member (2)
- Non - teaching Staff
- Students Representative

Objective

To facilitate the successful placement of students into suitable job positions provide employment opportunities.

Functions

1. Collecting information regarding the vacancies available in schools of Kerala and outside.
2. Informing students about the job opportunities available.
3. Identifying economically poor and efficient teachers and helping them get employed.
4. Allowing heads of the institutions to conduct campus interviews and select the best teachers from the college.
5. Selecting suitable candidates to be employed and inform the concerned heads of the institutions as per their request.

Term: The Placement Cell reconstituted every three years.

Meeting: The Placement Cell assembles twice in a year.

24. Parent Teacher Association

PTA is a formal organization composed of parents and teachers in an institution.

Members

- President
- Vice President
- Secretary
- Joint Secretary
- Treasurer
- Executive Members (8)

Objective

To strengthen relationship between parents and teachers and provide intellectual and economic support for qualitative improvement of the training programme.

Functions

1. Motivating students to strive for excellence, through PTA endowments for the top scorer of the college as well as, in optional subjects in the qualifying examination: in the form of Cash Award, Gold Medal and Certificate of Merit.
2. Acting as an advocate for students and their families, ensuring their concerns, suggestions, and needs are addressed by the college administration
3. Offering resources and support for students' academic success.
4. Serving as a platform for parents to provide feedback, suggestions, or concerns regarding college policies and programs
5. Providing suggestions and support for raising the standard of the teacher education programme.

Term: The PTA shall be reconstituted every year.

Meeting: The members of the PTA Executive assemble whenever necessity arises.

25. Alumnae Association

An alumnae association is an organization formed by the alumni of a college.

Members

- Principal / Convener
- President
- Vice President
- Secretary
- Treasurer
- Staff Coordinator (2)
- Ex. Member (5)

Objective

To maintain connections with their alma mater and fellow students and works in collaboration with the college to foster engagement, support and networking opportunities among its members.

Functions

1. Promoting a sense of community among alumni, facilitate lifelong relationships, and encourage involvement in the growth and development of the institution
2. Offering scholarships, grants, or other forms of financial support for current students.

3. Providing constructive recommendations and suggestions for the better functioning of the college.
4. Cooperating with the activities of the institution for updating their professional knowledge and skills.
5. Organizing various events such as reunions, networking gatherings, professional development workshops, and social activities to connect alumni and foster a spirit of companionship.

Term: The Alumnae Association shall be reconstituted every three years.

Meeting: The members of the Alumnae Association assemble once in a year and whenever necessity arises.