**HOLY TRINITY CAPUCHIN PROVINCE**
**KARNATAKA, INDIA**

# CAPUCHIN EDUATION BOARD

**(CEB)**

(A UNIT OF CAPUCHIN FRIARS SERVICE SOCIETY)

STATUTES


***Office Address:***
**Capuchin Friars Service Society**
**Saccidananda, Capuchin Provincialate**
**P.B. No. 1060, Dr. Rajkumar Road,**
**Rajajinagar, Block I, Bangalore - 560 010, India**

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## STATUTES

**Note: These Statutes are mainly for Internal Administration within the Capuchin Order. These are to be read along with the (1) Manual of Service Rules and Code of Conduct for the Employees of the Educational Institutions administered by the Capuchin Friars Service Society; (2) the Karnataka Education Act, 1983, very specially Ch. XV "Control of Private Educational Institutions" and (3) Directives of the Council of the Indian School Certificate Examinations, New Delhi. In case of discrepancies, appropriate authorities will be consulted and the rules will be accordingly interpreted by the Governing Body.**

**1. Preamble:**

**1.1. Motto:**

The Motto of Capuchin Education Board (CEB) is: jnanenaiva vimuktih: "Indeed, Liberation is through enlightenment". As the temporal, mundane existence is characterized by the experience of bondage (samsara) ignorance (avidya) and pain (duhkha), the eminent sages and prophets have propagated means to alleviate oneself from tha above negative experiences of human existence, and fill life with hope and joy. The fullness of existence is characterised by Liberation attained through true knowledge, which is an experience of enlightenment.

**1.2. Mission**

The Capuchin Education Board takes upon itself the task of facilitating growth in human personality of pupils and make their life meaningful and hopeful. The mission of CEB is to promote fullness of life in every child that approach its institutions.

## 1.3 Objectives of CEB: Universal

To promote human personalities who will face the challenges of life with courage and hope.

To enlighten through academic training and co-curricular activities the meaning and purpose of human existence.

To empower the students to strive after meaningful life-goals with zeal and courage.

To create a positive vision of life that inspires them to aspire for higher goals in life and deeper awareness of the Divine.

To inculcate perspectives which strengthen interrelationships and enhance respect and reverence to all fellow citizens..

To create a 'world-view' that embraces all cultures and belief structures without losing one's own self identity.

To help students to discover and discern the possibilities of social engagements with humanitarian perspectives.

To inculcate in them the Gospel values of universal love, kindness, forgiveness and peace.

To train them to respect nature and environment so that they grow with right ecological perspectives.

## 1.4. Objectives of CEB: Particular

1.4.1. To conduct, organise and streamline the Education Ministry in the Holy Trinity Capuchin Province of Karnataka India. (HTCPKI)

1.4.2. To provide a forum to Friars involved in the ministry to share their aspirations, goals, plans, projects, difficulties, problems and concerns.

1.4.3. To submit progress reports and evaluate now and then the functioning of the educational institutions.

1.4. 4 To create a tradition of effective administration of the educational institutions so that the movements/transfers of friars involved in the ministry is made easier and lighter without adverse effects on the running of the Institutions.

1.4.5. To formulate norms, statutes and regulations in order to guarantee continuity and efficiency to the ministry.

1.4. 6. To report to the provincial Definitory as a body the progress made, problems faced, and difficulties encountered in the running of the institutions.

## 2. The Function of Capuchin Education Board

The Capuchin Education Board functions under the supervision of Provincial Minister and his Definitory. The Education ministry of the Province is teamwork of all the friars involved in the ministry. The ministry constitutes one single unit with one goal, one ideal and one system of organisation that goes to make one single tradition.

## 3. The Organisation of CEB

3.1. The CEB is a unit of Capuchin Friars Service Society (CFSS) which is registered under Karnataka Societies Registration Act 1960 (Reg. No 9/73-74 dated 12 April 1973) . The Governing Body of the CFSS is the Governing Body of all the Schools which is the highest decision making authority of the educational Institutions of the Holy Trinity Capuchin Province of Karnataka, India (HTCPKI).

3.2. The Provincial Minister of HTCPKI will be ex-officio the President of the Society and also the Chairperson of the CEB. The Definitors of HTCPKI will be members of the Governing Body of CFSS.

3.3. The Secretary of the CFSS will be the Executive Secretary (ES) of the CEB.

3.4. The CEB shall meet at least twice in a year. The date of next meeting will be fixed by the previous meeting. The President of CEB will preside over the meeting. The Secretary will prepare the agenda in consultation with the President and communicate to the members at least a fortnight in advance. He will also record the minutes.

3.5. The Definitory Meeting itself will be considered as the Governing Body meeting of the CFSS. The Decisions concerning Education will be considered as CFSS Governing Body resolutions and recorded as such.

3.6. All CEB members can apply for the membership of CFSS. The General Body meeting of the CFSS in the month of October every year will be integrated with the CEB meeting.

3.7. The Governing Body of CFSS will decide which Society/Trust of the province should own the assets of a particular School. The School shall pay the rent to that society/trust determined by the General Body.

## 4. The Executive Secretary

4.1. The Executive Secretary (ES) is appointed by the Provincial Definitory. (Governing Body of the CFSS).

4.2. The ES of CEB will function as a liaison between the President/ Governing Body of CFSS on the one hand and the Joint Secretaries and Principals of the schools on the other.

4.3. He shall constantly remain in dialogue with all the Joint Secretaries and the Principals of the schools. He shall keep himself informed about the actual running and management of the schools and himself maintain the copies of the following records in his office:

4.3.1. Primary Records of Establishment of the schools: Recognition/Affiliation and their renewals, Permissions from Central Board/Dept./Government. Payment of dues and the receipts obtained.

4.3.2. Records of the Property (Sale Deed), construction, repairs, general land records and the like.

4.3.3. Appointment letters of all staff members, their salary and evaluation and personal records

4.3.4. School statistics.

4.3.5. Monthly balance sheet and budgets

4.3.6. Minutes of the CEB and CFSS meetings.

4.3.7. Minutes of the Local Administrative Boards. (LAB)

4.4. He shall collaborate with the Principals in sending the applications for the affiliation/recognition of the schools and their timely renewals; supervise the payment of all taxes and/or any dues to the Board/Govt. Departments or to any other offices.

4.5. He shall provide the forms for the balance sheet and budget. Receive every month end the budget and balance sheet from all the schools.

4.6. After consulting the Provincial Treasurer, he shall approve the monthly budget with any comments etc. He shall get the approval of the President in case of extraordinary expenses. This should be done within three days after receiving the details.

4.7. Once in six months he shall provide detailed report of financial status and other administrative matters to the President.–to be submitted to the Gov. Body (Definitory).

4.8. He shall visit the schools if there is any conflict or crisis and personally supervise the resolution of the crisis. He will remain in contact with the President regarding the crisis.

4.9. He is the ex-officio Convenor of the School Managing Committees which will be held at least twice in a year. He shall also attend the meetings of the parent – teacher association at least once a year.

4.10. He shall function as Joint Secretary of any school if the post is vacant.

4.11. He organises at least once in a triennium a seminar of at least three days to all CEB members. He shall also communicate to them the availability of such seminars elsewhere.

4.12. He is the member of the Karnataka Educational Commission of the Church in Karnataka.

**5. Local Administrative Board (LAB)**

5.1. Every school will have a Local Administrative Board. The executive Secretary of CEB will be the Chairperson and Convenor of all the LABs in the Province. The Joint Secretary/Director, Principal and the Local Treasurer of the School will be the members of the board in each place.

5.2. There could be some extra ordinary members to LAB like Vice Principals as decided upon by the General Body. The office of Joint Secretary and local treasurer (or Joint Secretary and Vice Principal) can be combined if the Gov. Body so determines.

5.3. The LAB meets at least once in four months. Wherever there are only primary schools this meeting could be twice in a year. The meeting will be convoked and presided over by the ES under normal circumstances.

5.4. If the President or Vice President of CFSS is present in the place, he will preside over the meetings of LAB. If any members of Gov. Body are present, they too will participate in the meeting.

5.5. The LAB deliberates all the matters of the school–affiliation/recognition and their renewals; any application to the Departments/ Board, admissions, strength of the school, staff (teaching and non teaching), programmes and activities, examinations, results, financial matters (very specially the payment of f dues and taxes), or any other local administrative concerns such as reminders and notices from Government Departments, or from any other offices.

5.6. The LAB can send proposals to CEB/Governing Body regarding the appointment or dismissal of teachers and other employees, text books, development plans etc.

5.7. The approval of governing body has to be sought for the following administrative matters. The application has to be submitted by the LAB:

5.7.1. Extra ordinary expenditure (e.g. putting up a building, purchase of, vehicles, equipments etc. (which cannot be included in the ordinary monthly budget, like vehicles). Three quotations should be obtained and the preference by the LAB should be mentioned.

5.7. 2. Approval of the Fee structure before the commencement of the year

5.7. 3. Opening new bank accounts for any purpose.

5.7.4. Approval of canteen agreements or any other agreement (like using grounds or renting our sections of the buildings).

5.7.5. Any financial agreement with outside bodies.

5.7.6. To start new courses and sections as also to close down sections and courses.

5.7.7. To initiate any legal action or going to the court for any reasons whatsoever.

5.7.8. Procedures and norms for fee concessions to special category of Children (like Parishioners), fancy fetes, souvenirs, raffles, etc.

5.8.1. The LAB Meeting should be an occasion for the ES to cross-check all the School Documents enlisted in the Checklist (see Appendix One)

5.8.2. In order to integrate the school ministry within the local fraternity, important matters of the school are to be presented to the Local Chapter, and then presented in the Agenda of LAB meetings. Similarly, the conclusions of all the LAB meetings will be displayed on the Notice Board of the Fraternity.

Note. The text books should not be changed without sufficient reason and without the prior consultation with the staff members. The uniform should, in principle, never be changed. If there is a need to change the parents are to be consulted and prior notice of at least one full year should be given.

**6. Financial Administration**

6.1. The Local Treasurer appointed by the Governing Body is responsible for the local financial administration, and maintenance of all accounts and other day to day matters. He functions in collaboration with the Joint Secretary and the Principal.

6.2. There will be three signatories for all school accounts. All the cheques and bank transactions are to be signed by any two of the signatories of the particular account.

6.3. There will be three main accounts in every school.

6.3.1. The Collection Account: To which all fees and all other collections approved by the Government are to be credited. It will be operated by the ES, Provincial Treasurer and Principal. The Cheque books of this account will be maintained by the ES/Provincial Treasurer.

6.3.2. The Payment Account: All payments (like salaries and other expenditures) for all the day to day running of the school will be made from this account. The Joint Secretary, Principal and Local Treasurer will be the signatories to this account. It is administered fully by them. The salaries and payments are preferably done through bank orders.

6.3.3. The General Account: Amounts received through donations from the benefactors, amounts collected for annual School Day, publication of Souvenirs, Stationery, Bus Transportation and other miscellaneous collections are credited to this account. The ES, Provincial Treasurer and Joint Secretary are the signatories of this account.

6.4. The Local Treasurer will prepare in consultation with the Principal and the Joint Secretary the monthly balance sheet and budget (indicating expenditure under different heads) and fax it to the ES by the 20th of each month. The Balance sheet will show the actuals of the past month for which accounts are available. The document has to be signed by the Principal and the Joint Secretary. The CS returns the approved budget before the end of the month. .

6.5. After the approval of the budget, cheques/DDs will be issued to the payment account of the institution before the end of each month by the ES and/or Provincial Treasurer.

6.6. The LAB has no powers to handle fixed deposits. The Provincial Treasurer in consultation with the ES will handle the fixed deposits and mutual funds having obtained permission from General Body.

6.7 No special collections will be made for Birthdays, send off or welcome functions of the Principals and Joint Secretaries, Teachers etc. As far as possible they should resists all presents in any kind.

6.8 Temporary accounts for extra ordinary occasions like Jubilee etc. can be opened with the permission of the Gov Body. These are to be closed once the occasion is over and the same is to be informed to the Gov. Body of CFSS. The ES shall supervise the use of such accounts.

6.9 Each institution will try to build corpus funds (fixed deposits) for the following purposes: Staff Salaries, building and infra structure maintenance fund, scholarship fund etc. The Provincial Treasurer will be in charge of these funds.

6.10 The 50% of salary of the Capuchin Brothers is sent to the Provincialate and 50% will be given to the local fraternity to build up a corpus fund (once the institution gets established). The Gov. Body can alter this rule as and when needed

6.11. Care should be taken to see that TDS, service tax and other taxes are duly paid.

6.12. Canteen agreements, and other legal documents shall be signed by the ES after obtaining approval from the governing body.

## 7. Recruitment of Staff

7.1. The Quality of staff defines the quality of the education we impart in our institutions. So we need to take great care in managing and empowering our staff.

7.2. At the end of the academic year a list of vacancies is to be sent to the ES so that a common advertisement may be placed by CEB in the news papers for staff for our institutions. The institute can give suggestions for these advertisements. Each institution too may place its own advertisement for this purpose in the local places if that is necessary.

7.3. For the selection of the staff and all other points concerning the management of the Staff see Manual of Service Rules.

7.4. In the appointment letter not only the salary amount but also the pay scale is to be indicated. If the raise in salary is related to performance, that too should be mentioned.

7.5. A well-planned staff meeting is to be held once in a month. The minutes of the meeting are to be maintained and a copy of it is to be sent to the ES for information. This is entirely the duty of the Principal.

7.6. Cordial and respectful relations are to be maintained with the staff. Proper measures are to be taken to cultivate good relations.

7.7. The staff can have their own cooperative society to help themselves.

7.8. Special concern has to be shown for the on-going formation and updating skills of our staff.

7.9. Any favouritism, which may lead to groupism or a clique is by all means to be avoided.

**8. Admission Norms**

8.1. The CEB will formulate common norms and procedures of admission and get them approved by the Governing Body. The norms could be changed or reformulated as and when necessary.

8.2. There will be a common agreed upon format for the admission forms approved by CEB for all the schools under CEB.

8.3. LAB will decide upon the dates for issuing the applications and the last date to receive the applications. If needed, the managing committee of the schools will be consulted regarding these matters.

8.4. The norms of interviews will be formulated by the CEB which will be followed in all schools.

**9. Documents to be made available to the ES for Crosschecking:**

9.1. Primary Documents of Establishment: Recognition/affiliation, renewal of recognition/affiliation

9.2. Notifications /reminders received from Govt. Offices and Education Board especially regarding lapses, delays etc.

9.3. Copies of the Receipts of payments made to Government Offices and CBSE Board.

9.4. Minutes of the staff meeting.

9.5. Minutes of School Managing Committee.

9.6. Minutes of the PTA meeting.

9.7. Prospectus and admission forms.

9.8. A list of students admitted.

9.9. Examination manual, student's manual, staff manual, School magazine.

9.10. Calendar of the school.

9.11. Invitations and material printed in connection with fests of the institution.

**10. The Duties and Responsibilities**

10.1. Duties and Responsibilities of the Joint Secretary/Director.

10.1.1. The joint secretary is the administrative head of the Institute. He is responsible for the material administration of the Institution. He represents the management before the Government.

10.1.2. He shall communicate the resolutions and directives of the Governing Body of the Society to the Managing Committee.

10.1.2. He shall be the Deputy Chairperson of the School Managing Committee. He can convene the meeting after consulting ES and preside over them in his absence.

10.1.3. He shall act as the representative of ES and the Governing Body in all the matters concerning the school.

10.1.4. He shall supervise the maintenance of the establishments like buildings and other structures; he shall pay regularly and timely all taxes such as land/ building tax, vehicle insurances, electricity tax or any other dues to any department He shall make all these documents available to the ES for crosschecking during LAB Meeting..

10.1.5. He shall maintain, repair, renovate all buildings, equipments (like computer, laboratories) etc, after the due procedures of getting approval from Gen. Body whenever necessary and after the civil procedures duly observed.

10.1.6. He shall maintain best of public relations with the parents and government officials and well wishers.

10.1.7. He shall maintain all the documents related to all the establishments in the archives and hand over all of them to his successor up to date along with the introduction of all the offices and the administrative personnel.

10.2. The Role and the Duties of the Principal

10.2.1. As an Academic Head, he is responsible for the academic standards, quality of teaching, general discipline and strength of the school. He is responsible for all personnel, teaching and non –teaching employed in the institution.

10.2.2. He is responsible to maintain all official and academic documents up to date by renewing them whenever necessary well in advance: The records connected with affiliation/recognition (and their renewals if necessary); payment of all dues and taxes to Govt. Offices and Education boards, records and registers of the school: service records of teachers and employees, records connected with admissions, examinations, results and statistics. He shall do the official correspondence on time like reply to Board notices, payment reminders or any other communication that demands immediate attention.

10.2.3. He shall also be the Secretary of the School Managing Committee. Besides maintaining the minutes of the meetings, he will also act as a Public Relation Officer for the Institute and take responsibility for Public Relations with the parents, government officials and the general public.

10.2.4. He shall function as head of the school office and carry out all the administrative duties required by the Head of the Office.

10.2.5. Handle all official correspondence with the Central Board and State Ed. Departments. Furnish all data and information demanded by them – give convincing reasons in case of lapses within the specified time.

10.2.6. Make all payments (including the salaries and allowances of all employees) in time and according to the instructions governing such payment.

10.2.7. Shall supervise, guide, and control the work of the teaching and non-teaching staff of the school.

10.2.8. Shall do the admissions as per rules, prepare school time table, calendar and allocate duties to teachers.

10.2.9. Plan the year's academic work in advance in consultation with the colleagues, and hold staff meetings at least once a month, review the work done and assess the progress of the pupils.

10.2.10. Help and guide the teachers to promote their professional growth.

10.2.11. Supervise class room teaching and secure co-operation of the teachers.

10.2.12. Conduct examinations systematically and send the progress reports and statement of marks of students to their parents or guardians.

10.2.13. Organise co-curricular activities and physical growth programmes and activities effectively.

10.2.14. He should undertake and organise programmes/activities which will bring in lasting benefits and effects to the School and the Children. He shall carefully avoid unnecessary glamour and curtail activities which distract the regular schedule of academic performance.

10.2.15. He shall hand over all the documents and records up to date (especially those of recognition/affiliation, renewal of recognition and the receipts of all payments made to Departments boards) to his successor when he leaves the office and introduce to him all the administrative personnel and offices.

10.3. The Role of the Local Treasurer

10.3.1. The local treasurer is responsible for financial administration of the Institution. He maintains all the books of accounts, prepares monthly and annual budgets and acts as a liaison between the bank and the Institution on the one hand between the Institution and the Governing Body on the other.

10.3.2. He shall help the Principal in doing all payments and purchasing school materials.

10.3.3. He shall also help the Joint Secretary in the maintenance of the establishments and goods of the Institute.

10.3.4. He shall executes decisions of the LAB regarding any payments and purchases

10.3.5. The post of Local Treasurer can be combined with that of Joint Secretary if the Governing Body so decides.

11. The interrelationship between the Joint Secretary/Superior/Director, the Principal / Academic Head and the Treasurer.

11.1. The Joint Secretary's (who is also Local Superior of the Fraternity) concern should never be how to control or restrict the Principal/ Academic Head. His primary concern should be how to be of help to the Principal. He should frequently reflect on the needs, difficulties or problems of the Principal, so that he can be of help to him. He must maintain an atmosphere of communication wherein the Principal feels encouraged, appreciated and also guided. As the Superior of the fraternity he enjoys all the powers of the local superior and coordinates the educational activity in the Fraternity.

11.2. The Principal / Academic Head must keep in mind that while he has the responsibility for the work which is entrusted to him, he is never independently in charge, that he is accountable to the Joint Secretary/Superior and the Society. Keeping in mind that he is functioning on behalf of the Fraternity and the Society, the Principal should be in constant touch with the Superior / Joint Secretary, keeping him informed about all that is relevant in the work entrusted to him, getting his guidance, and when called for, his permission.

11.3. No doubt, there may be some who would be far more effective and successful if they had total independence, but this is not possible for us as religious who necessarily live a life of Fraternity and must work as a team.

**12. Conclusion**

12.1. All the Friars involved in the School Ministry need to pay supreme attention to public relations. They need to take all complaints from parents and the general public seriously and respectfully. No disrespect in any manner should be shown to any parent, teacher or any public personnel. This is of utmost importance to preserve and promote the good name of the Institution they represent.

12.2. The Friars are exhorted to desist from involving in any manner with the teachers, parents etc., once they are transferred from the Institution. With the true Franciscan spirit of brotherhood they are requested to sincerely desire the welfare of the institution they worked for and do not hinder in any way the new persons to execute with freedom their duties and responsibilities.

12.3. The Friars need to be conscious of their noble task in the society and in the fraternity. They represent the public face of our Capuchin Order to people of all hues. They need to be persons of great example and emulation to all: the teachers, parents and the children.

Note: Since St. Anthony's Kannada Medium School, Gangondanahalli is owned by ABE, the norms of the ABE will be complied with taking into account the Agreement between the Archdiocese and the Province.

Approved by the Provincial Definitory on 30th June 2008 and promulgated on the same day.

Province Secretary Provincial Minister

Seal

# APPENDIX ONE

**Checklist of the Documents. (Subject to Change depending on the circumstances)**

**A. TO BE MAINTAINED BY THE PRINCIPAL:**

01. Affiliation / Recognition Documents (Renewals if necessary)
02. Receipts of official payments of dues to Govt. Offices and Educational Departments.
03. Notifications / reminders received from Govt. Offices and Ed. Board especially regarding lapses, delays etc.
04. Minutes of the staff meeting
05. Minutes of the PTA meeting
06. Minutes of School Managing Committee
07. Admission Register
08. Appointment Letters
09. Correspondence with Education Department
10. Correspondence with Civil Authorities
11. Register of School Results.
12. Prospectus and admission forms
13. A list of students admitted
14. Class wise final results of the academic year
15. Record of education department visits
16. Examination manual, student's manual, staff manual, School magazine.
17. Calendar of the school
18. Invitations and material printed in connection with fests of the institution
19. School equipments Inventory (Labs, office, etc.)
20. Library Details

**B. TO BE MAINTAINED BY THE JOINT SECRETARY:**

(See Province Statutes Appendix VIII D)

01. Land Documents – Sale Deeds, RTC, Land Tax.
02. Building License, Building Tax.
03. Electricity Department Documents
04. Telephone Department Documents

05. Vehicle Documents - Registration Certificate (R.C.), Annual Insurance,
06. Building Construction details (Architect Diagrams)
07. Building maintenance and repair Documents
08. Inventories of School furnishing
09. Project files
10. Correspondence with Civil Authorities
11. Correspondence with ES. and Governing Body

**C: TO BE MAINTAINED BY THE TREASURER:**

(See Province Statutes – Appendix VIII D)

01. Account books and payments details
02. Bank Account details – Cash Book, Ledger Books, Signatories, F. D's,
03. Monthly Budgets
04. Correspondence with the banks
05. Stationery Accounts
06. School Buses Accounts
07. Canteen Accounts
08. Accounts regarding the purchase of School Equipments
09. Sports and Games Accounts