

91	Abisha Louis	Siluvaipatty	50 - 00
92	Arockiadoss	Siluvaipatty	50 - 00
93	P. David	Siluvaipatty	35 - 00
94	Arockiasamy	Siluvaipatty	50 - 00
95	A. Nirmala	Siluvaipatty	50 - 00
96	Velankanni Rosy	Siluvaipatty	50 - 00
97	J. Jayabal	Siluvaipatty	45 - 00
98	Daisy	Siluvaipatty	20 - 00
99	D. Suresh	Siluvaipatty	68 - 00
100	Velanganni	Siluvaipatty	50 - 00
101	Innacimuthu	Siluvaipatty	20 - 00
102	Anthonisamy	Siluvaipatty	100 - 00
103	Catholic People of Mallapuram	Vadagarai	1,000 - 00
104	Parish Priest	Vadagarai	1,000 - 00
105	Catholic People of Vittalur	Vadagarai	1,000 - 00
		Total	64,806 - 00

BALANCE SHEET

S. No.	Particulars	Receipts
	Balance on 30.04.2012	4,02,502 - 00
	Month of May - 2012	64,806 - 00
	Total	4,67,308- 00

E.&O.E.

Very Rev. Fr. A. Sahayaraj
Procurator

Bishop's House, Post Box No. 3, Kumbakonam - 612 001.

E-mail:kumbakonamdiocese@gmail.com

Webpage : www.dioceseofkumbakonam.org.

Udaya Offset, Kum. Cell : 9443651112



DIOCESE OF KUMBAKONAM

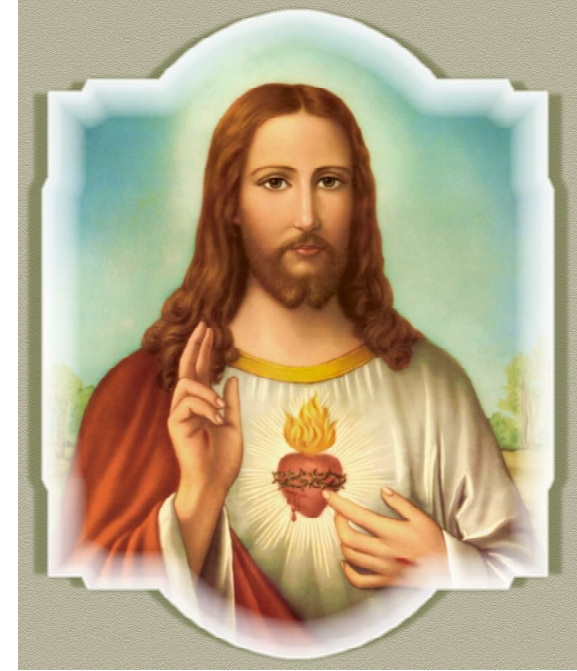
NEWS - LETTER

(Compiled and Edited by Diocesan News - Letter Committee)

VOL : XXII

JUNE - 2012

No. 6



அன்பின் ஆழத்தை
அன்பின் அகலத்தை
அன்பின் உயரத்தை
அறிந்துகொள்ள, சுவைக்க
அன்பே உருவான இயேசுவை
அன்பு செய்வோம்!

Bishop's Programme - June, 2012

01	FRI	5.00 AM	House Blessing, Thanjavur
		10.00 AM	Education Committee Meeting
		6.30 PM	Blessing of the new Chapel dedicated to St Sebastin at Kumaramangalam, Mathur Parish
02-03			Pastoral Visit : Pudukottai
03	SUN	6.00 PM	Feast Mass, Eucharistic Procession & Confirmation Mass at Ayyampet
04	MON	10.00 AM	The election of the new Senate members in the Bishop's House, Kmu
05	TUE		Visitors' Day (Religious Sisters and Lay People)
		6.00 PM	Prison Ministry
06	WED	6.00 PM	Blessing of the R.C. Primary School, Maravanatham, Thiruvallanthurai
07	THU	8.00 AM	Marriage Mass at Mannargudi
08	FRI	6.30 PM	Special Mass at the Calvary Grotto, Michaelpatti
09-10			Pastoral Visit: S.Pudur
11	MON		Visitors' Day (Diocesan and Religious Priests)
12	TUE		Visitors' Day (Religious Sisters and Lay People)
		6.30 PM	Feast Mass at St Antony's church, Kmu
14	THU	10.30 AM	PSSS General Body Meeting at Perambalur
		6.00 PM	Blessing of the renovated church dedicated to the Sacred Heart, Sikkal Nayakkan Pettai
15	FRI	6.30 AM	Feast Mass at Sacred Heart Hospital, Kmu
		Evening	Marian Congress at Vailankanni
16	SAT	Morning	Marian Congress at Vailankanni
16-17			Pastoral Visit: Sembodai
18	MON		Visitors' Day (Diocesan and Religious Priests)
19	TUE		Visitors' Day (Religious Sisters and Lay People)

60	F. Pitchaipillai	Siluvaipatty	100 - 00
61	S. Balraj	Siluvaipatty	50 - 00
62	P. Alex Pandiyan	Siluvaipatty	100 - 00
63	Susairaj	Siluvaipatty	100 - 00
64	S. Savariraj	Siluvaipatty	100 - 00
65	Philominal	Siluvaipatty	50 - 00
66	V. Lucas	Siluvaipatty	50 - 00
67	A. Edwin Selvakumar	Siluvaipatty	50 - 00
68	J. Edison	Siluvaipatty	50 - 00
69	Gnanadurai	Siluvaipatty	50 - 00
70	Xavier	Siluvaipatty	20 - 00
71	Parishioners	Siluvaipatty	1,000 - 00
72	Packiaraj	Siluvaipatty	100 - 00
73	E. Arockiasamy	Siluvaipatty	50 - 00
74	A. Josephine Mary	Siluvaipatty	50 - 00
75	Xavier	Siluvaipatty	50 - 00
76	Velankanni	Siluvaipatty	50 - 00
77	Philomina	Siluvaipatty	50 - 00
78	Singarayar	Siluvaipatty	50 - 00
79	Rayappan	Siluvaipatty	50 - 00
80	K. Francis	Siluvaipatty	100 - 00
81	T. Velankanni	Siluvaipatty	50 - 00
82	Francis	Siluvaipatty	50 - 00
83	S. Anthonisamy	Siluvaipatty	100 - 00
84	Selvaraj	Siluvaipatty	50 - 00
85	M. Christian	Siluvaipatty	100 - 00
86	R. Johncy Rani	Siluvaipatty	100 - 00
87	Sengolraj	Siluvaipatty	50 - 00
88	Pitchaipillai	Siluvaipatty	200 - 00
89	Vincent	Siluvaipatty	80 - 00
90	Jayakumar	Siluvaipatty	50 - 00

29	Catholic People	Malanthankulam	590 - 00
30	Catholic People of Keelaiyur - Melapaluvur	Malanthankulam	1,000 - 00
31	Soosainthan Teacher	Malanthankulam	100 - 00
32	Paulraj Rajam Teacher	Malanthankulam	100 - 00
33	Rajamanicakm - Keelapaluvur	Malanthankulam	100 - 00
34	Fr. I. Arulswamy	Pullambadi	5,000 - 00
35	Sr. Provincial - St. Anne's Provincialate	Thanjavur	5,000 - 00
36	The Parishioners	Andimadam	3,500 - 00
37	S. Chinnapparaj - Annai Fancy Stores	Andimadam	200 - 00
38	Fr. S. Rajasekar	Canada	5,000 - 00
39	Parish Priest	Megalathur	1,000 - 00
40	Parish Priest	Vizhapallam	1,000 - 00
41	St. Peter's Convent	Vizhapallam	500 - 00
42	A. George Vincent	Vizhapallam	100 - 00
43	M. David	Vizhapallam	50 - 00
44	Sanjay anand	Vizhapallam	1,000 - 00
45	KMSS	Vizhapallam	500 - 00
46	A. Josephine Soniya	Vizhapallam	50 - 00
47	M. David	Vizhapallam	50 - 00
48	Adaikalaraj	Vizhapallam	50 - 00
49	Parishioners	Vizhapallam	895 - 00
50	Catholic People of Poovaikulam	Vizhapallam	2,722 - 00
51	Parish Priest	Siluvaipatty	1,000 - 00
52	Samuel	Siluvaipatty	100 - 00
53	Stanislaus	Siluvaipatty	50 - 00
54	T. Innacimuthu	Siluvaipatty	50 - 00
55	S. Vincent	Siluvaipatty	50 - 00
56	Xavier	Siluvaipatty	50 - 00
57	V. Peter	Siluvaipatty	110 - 00
58	S. Arulsamy	Siluvaipatty	100 - 00
59	Saminuthu	Siluvaipatty	100 - 00

20	WED	Morning	Visiting the St Xavier's Middle School at Sembodai
		Evening	Finance Committee Meeting, Good Shepherd Seminary, Coimbatore
21	THU		Finance Committee Meeting, Good Shepherd Seminary, Coimbatore
22	FRI	10.00 AM	Chalice Meeting
		11.00 AM	Curia Meeting
23	SAT	6.00 PM	Ordination to Priesthood at Siluvaipuram
24	SUN	5.00 PM	Meeting: Christian Kalai Ilakkia Mandram, Madurai
25	MON		Visitors' Day (Diocesan and Religious Priests)
26	TUE		Visitors' Day (Religious Sisters and Lay People)
29	FRI	10.00 AM	KMSSS Secretaries Meeting
		11.00 AM	Feast Mass: Sacred Heart Minor Seminary, Kmu
30	SAT	9.00 AM	Blessing of the New Church dedicated to Infant Jesus at Tollgate-1

WISH YOU A HAPPY BIRTHDAY

01.06.1983	Fr. M. Joseph	Gabrielpuram
02.06.1944	Fr. M. S. Selvaraj	Ayyampet
02.06.1964	Fr. U. S. Arockiasamy	Thiruvallur
09.06.1982	Fr. B. John Bosco	Bishop's House, Kmu
11.06.1970	Fr. S. Eugene Karunakaran	USA
15.06.1973	Fr. S. J. Soosaimanickam	Kaniyiruppu
16.06.1975	Fr. A. Victor Paulraj	St Peter's Seminary, Bangalore
26.06.1973	Fr. A. Arockia Sahayaraj	Chennai
27.06.1974	Fr. J. Regis	Manathidal
29.06.1978	Fr. A. Benedict Prbakaran	GSS, Coimbatore

WISH YOU A HAPPY ORDINATION DAY

07.06.1978	Fr. P. Henry Pushparaj	Pastoral Centre, Kmu
07.06.1978	Fr. S. Selvarayar	Naduvalur
07.06.1978	Fr. A. Santiagu	Purathakudi
07.06.1978	Fr. A. Samson	Kulamanikam
08.06.1985	Fr. S. Augustine	Vadugarpet
08.06.1985	Fr. A. Maria Francis	S.H.Hospital, Kmu
08.06.1985	Fr. Martin de Porres	Kumbakonam
11.06.1973	Fr. M. S. Selvaraj	Ayyampet
11.06.1973	Fr. S. Soosai	Kumbakonam
11.06.1973	Fr. P. Joseph	Sukkambar
11.06.1973	Fr. A. Dhanaraj	Pudukottai
15.06.1983	Msgr. C. Peter Francis	Bishop's House, Kmu
15.06.1983	Fr. L. Benjamin	LFHSS, Annamangalam.
17.06.1974	Fr. S. A. Chinnappan	Pullambadi
17.06.1974	Fr. A. Mariadoss	Ayakudi
17.06.1974	Fr. A. Antony Joseph	Thirumanthurai
29.06.1977	Fr. H. Vallabanathan	K. V. Pet
29.06.1977	Fr. S. I. Arulsamy	Poondi
29.06.1977	Fr. A. J. Durai	Konalai
30.06.1975	Fr. R. Vincent Ferrer	Pullambadi

NECROLOGY

07.06.1969	Rev. Fr. S. Arokiasamy	Annamangalam
10.06.1961	Rev. Fr. Arumainathar	Kumbakonam
11.06.1989	Rev. Fr. Sanjeevi	Ammanpet
16.06.1989	Rev. Fr. T. Arokiasamy	Kokkudi
18.06.1953	Rev. Fr. P. M. Stephen	Purathakudi
20.06.1998	Rev. Fr. A. Rayappar	Poondi
22.06.1982	Rev. Fr. A. Arulnathar	Coimbatore
24.06.1966	Rev. Fr. George Kadanthot	Pudukottai
29.06.1983	Rev. Fr. A. Mariasamy	Kumbakonam

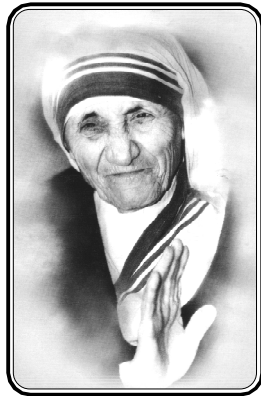
BISHOP'S FUND FOR EDUCATION MONTH OF MAY - 2012

S. No.	Particulars	Parishes	Amount
01	Fr. Parish Priest	Mela Thirupanthurithy	2,500 - 00
02	Confirmation Children	Mela Thirupanthurithy	590 - 00
03	Parish Priest	Palayam	5,000 - 00
04	The Parishioners	Palayam	7,811 - 50
05	Parish Priest	Kulamanickam	2,000 - 00
06	Parish Priest	Elakurichy	1,000 - 00
07	Parish Priest	Malanthankulam	1,500 - 00
08	St. Joseph's Primary School	Malanthankulam	2,000 - 00
09	Martin Carpenter	Malanthankulam	2,000 - 00
10	John Peter	Malanthankulam	500 - 00
11	Marcos	Malanthankulam	500 - 00
12	INA. D. Joseph	Malanthankulam	500 - 00
13	J. Jayabal Vency	Malanthankulam	500 - 00
14	A. Thanraj	Malanthankulam	200 - 00
15	Sathiya Paul Stella Mary	Malanthankulam	200 - 00
16	A. Francis	Malanthankulam	100 - 00
17	Gaspar	Malanthankulam	100 - 00
18	Rajamanickam	Malanthankulam	100 - 00
19	A. Soosairaj	Malanthankulam	100 - 00
20	P. Arockiasamy	Malanthankulam	100 - 00
21	Thomas Arokiasamy	Malanthankulam	100 - 00
22	X. Thangaprakasam	Malanthankulam	100 - 00
23	G. Karunamoorthy	Malanthankulam	100 - 00
24	R. Francis	Malanthankulam	100 - 00
25	M. Joseph Fernandez	Malanthankulam	100 - 00
26	Ashokraj Anusia	Malanthankulam	100 - 00
27	Adaikalasamy	Malanthankulam	50 - 00
28	Jayamary	Malanthankulam	50 - 00

wording. Use your free time not only to play about, not only to sing, but also to dig deep into the books of the library. Study particularly the Gospels. Never preach without prayer and preparation. Never call out or condemn an individual directly or indirectly. Above all remember the greatest wealth the world can possess is a holy priest."

INSPIRATIONAL SAYINGS OF MOTHER TERESA ON LOVE

1. "It is not how much we do but how much love we put into what we do."
2. "The world Today is Hungry Not only for Bread But Hungry for love."
3. "We can do no great things only small things with Great Love."



OUR BELOVED BISHOP SPEAKS

GOD'S LOVE IS WONDERFUL

Respected and dear brother-priests, religious and laity,

The month of June invites us all to meditate on the Sacred Heart of Jesus. The whole world knows that **heart stands for love** and God's heart stands for God's love.

Here is a beautiful story told by Soren Kierkegaard which speaks of the length, breadth, height and depth of God's love.

Soren Kierkegaard was a philosopher and theologian who lived in Denmark about 150 years ago. In one of his books, there is a story about a king, who fell in love with a peasant girl. The king knew that it was difficult for him to marry the girl. Kings always married girls of royal origin. But this king was so powerful that he knew he could marry the girl and get away with it.

But another thought occurred to him. If he married the peasant girl and stayed king, there would always be something missing in their relationship. The girl would always admire the king but she could never really love him. The gap between them would be too great. She would be always conscious of the fact that she was merely a lowly peasant.

So the king decided to resign his kingship and become a lowly peasant himself. Then he would offer his love to her as one lowly peasant to another.

Kierkegaard never told how the story ended. He never told whether the girl accepted the king's love or rejected it. He never told whether they got married and lived happily thereafter.

There were two reasons for Kierkegaard's silence.

One: the point of the story wasn't its ending. The point was **the grandeur of the king's love** for the peasant girl.

Two: Kierkegaard wanted to communicate that **his story is still going on, it has not ended. It is a true story of God's love for each one of us.**

Now the question is whether we accept God's love for us and are prepared to live happily with him for ever.

Yours affectionately in our Lord,
+ F. Antonisamy,
Bishop of Kumbakonam.

FOR YOUR KIND INFORMATION

Rev. and dear Fathers,

Prayerful greetings from F. Antonisamy, Bishop of Kumbakonam.

The election of the new Senate members will take place on Monday, June 4, 2012 at 10.00 a.m. in the Bishop's House, Kumbakonam.

May I request you to keep yourself free on that day to attend the meeting by all means.

Wishing you all the best in your ministry,

Yours affectionately in our Lord,

Most Rev. F. Antonisamy,
Bishop of Kumbakonam.

PROCLAIM THE GOOD NEWS (Mk 16:15) (Art of Preaching)

Most Rev. F. Antonisamy
Bishop of Kumbakonam.

4. How to overcome the complexes?

There are three ways of overcoming the complexes.

4.1 To have a master thought in us as a guiding star of our life.

What do we mean by master thought? A thought that haunts our mind all the 24 hours. It is a guiding principle which pushes us from within and pulls us from without towards the purpose of our life. A single master thought can destroy a number of negative feelings in us.

E.g. God is always merciful.

4.2 To take a strong decision to live for others or to reflect the love of Christ.

4.3 Seeking the help of the Holy Spirit who will be able to produce in us the feeling of love (Gal 5: 22) and who will serve as a sword which will destroy all that is evil in us and around us (Eph 6: 10-17).

3. What should a preacher do after the homily or sermon?

3.1 Get the criticism of the people

3.2 Accept the criticism with thanks.

3.3 Without being put out if the homily or sermon was not up to the expectation of the audience, start again preparing better homilies or sermons.

Conclusion

Antony Cardinal Padiyara says: "Please equip yourself with whatever will be necessary and helpful for your future ministry of preaching. One anecdote or illustration is worth several minutes of preaching. Collect as many as possible, classify them under several headings. Read pen in hand and note down only the idea not the whole

ஆ. மறைவட்டம் : புள்ளம்பாடி - 2012

வ. எண்.	பங்கு	வ. எண்.	நன்கொடையாளர் விவரம்	நன்கொடை
I	புள்ளம்பாடி	i	பேரருட்திரு. பங்குத் தந்தை V.F.	1,000
		ii	அருட்திரு. P. தங்கசாமி இயக்குநர் Fr. அற்புதம் இல்லம் - SMC	1,000
		iii	அருட்திரு. தலைமை சகோதரி - SMC	500
II	குலமாணிக்கம்	i	அருட்திரு. பங்குத் தந்தை	1,800
		ii	அருட்திரு. தலைமை சகோதரி	500
III	விளாகம்	i	அருட்திரு. பங்குத் தந்தை	200
IV	கோக்குடி	i	அருட்திரு. பங்குத் தந்தை	1,000
		ii	அருட்திரு. தலைமை சகோதரி	300
V	கல்லக்குடி	i	அருட்திரு. பங்குத் தந்தை	1,000
VI	வடுகர்பேட்டை	i	அருட்திரு. தலைமை சகோதரி	2,000
VII	புதுக்கோட்டை	i	அருட்திரு. பங்குத் தந்தை	2,000
VIII	சோவாண்டகுறிச்சி	i	அருட்திரு. பங்குத் தந்தை	300
		ii	அருட்திரு. தலைமை சகோதரி	300
IX	ஆலம்பாக்கம்	i	அருட்திரு. தலைமை சகோதரி	100
			மொத்தம்	12,000

IMPORTANT EVENTS

1. The Bishop blessed the foundation stone for the Grotto of Our Lady of Poondi at the Thanjavur - Trichy main road on 6th May, 2012.
2. The Bishop blessed the renovated church dedicated to St Antony of Padura, Vittalur, Vadagarai Parish on 17th May, 2012.

FROM THE DESK OF FR. PROCURATOR

Dear Rev. Fathers,

Prayerful greetings from Fr. A. Sahayaraj, on the feast of Sacred heart of Jesus.

01. Those who have not submitted their last will please do so at your earliest convenience. Get the last will form from the procurator office.
02. Those who have not submitted their parish and institutions budget for the year 2012 – 2013 please do so at your earliest convenience.
03. You have to send two copies of the budget and two copies of the financial statements of accounts. Those who have sent one copy of the above mentioned please send the other copy too.
04. Those who have received project money and other help from the diocese please be kind enough to send the bills and vouchers at your earliest convenience.
05. Tamil Missal is available. Those who need can get it from the Diocesan Procurator.

Thank you very much for your love, concern and cooperation.

Very Rev. Fr. A. Sahayaraj,
Diocesan Procurator.

The Salient Points of the Senate Meetings Regarding Finance and Enhancing the Resources in the Diocese of Kumbakonam

Dear Fathers / Sisters,

I am pleased to approve the following recommendations of the Senate along with a few suggestions made by the Body of Consultors to implement them in our Diocese.

The Senate discussed the agenda of the Finance and Enhancing the resources of the Diocese in three Senate meetings. The salient points of the Senate meetings held between 11.11.2011 and 23.2.2012 are the following:

1. Contribution to the Diocese

தலைக்கட்டு வரி

Every Catholic family of all the Parishes of the Diocese contributes ₹20/-every year to the Diocese. It is called தலைக்கட்டு வரி. This will come into effect from June 2012. The amount collected should be remitted to the Procure by all the Parishes before 31st of March every year.

2. Parish Support

2.1 Monthly Subscription

All the Parishioners are encouraged to contribute to the Church by way of monthly subscription or annual contribution in cash or in kind. This is in practice in a few town Parishes and it should be followed in all the Parishes with due consideration for the poor.

2.2 Support from the Religious for Evangelization

The TNPCRI has decided that the Religious working in the Schools with Government salary shall pay 1% of their basic salary to the Diocesan Pastoral Centre towards Direct Evangelization.

3. Finance of the Parish

It is better to understand the difference between the Parish account and the Peoples' fund of the parish main station, the substation's church account and the village fund.

3.1 Parish Account

All the offerings within the church, namely Sunday collections,

	ii	அருட்திரு. K. சேவியர் இல்லக் காவலர் சிறுமலர் மாணவர் இல்லம்	2,000
	iii	அருட்திரு. தலைமை ஆசிரியர், சிறுமலர் மே.நி. பள்ளி	1,500
	iv	அருட்திரு. தலைமை சகோதரி	500
		மொத்தம்	22,900

இ. மறைவட்டம் : இலாக்குடி - 2012

வ. எண்.	பங்கு	வ. எண்.	நன்கொடையாளர் விவரம்	நன்கொடை
I	லாக்குடி	i	பேரருட்திரு. பங்குத் தந்தை V.F.	1,000
II	கபிரியேல்புரம்	i	அருட்திரு. பங்குத் தந்தை	1,000
III	ராமநாதபுரம்-காட்டுர்	i	அருட்திரு. பங்குத் தந்தை	200
IV	திருக்காவலூர்	i	அருட்திரு. பங்குத் தந்தை	500
V	கொன்னைக்குடி	i	அருட்திரு. பங்குத் தந்தை	1,000
VI	இருங்கனூர்	i	அருட்திரு. பங்குத் தந்தை	1,000
VII	சமயபுரம்	ii	அருட்திரு. தலைமை சகோதரி	500
		i	அருட்திரு. பங்குத் தந்தை	500
		ii	Priest House	500
VIII	நெ. 1 டோல்கேட்	i	அருட்திரு. பங்குத் தந்தை	1,000
IX	முசிறி	i	அருட்திரு. பங்குத் தந்தை	750
		ii	அருட்திரு. தலைமை சகோதரி	2,000
		iii	அருட்திரு. தலைமையாசிரியர் அமலா. பெண்கள் மே.நி. பள்ளி	2,000
X	புரத்தாக்குடி	i	அருட்திரு. பங்குத் தந்தை	2,000
		ii	அருட்திரு. இல்லக் காவலர்	2,000
			St. சேவியர் மாணவர் இல்லம்	
XI	உத்தமனூர்-புதூர்	iii	அருட்திரு. தலைமை சகோதரி	400
		i	அருட்திரு. பங்குத் தந்தை	300
		ii	அருட்திரு. தலைமை சகோதரி	200
XII	மணக்கால்	i	அருட்திரு. தலைமை சகோதரி	100
			மொத்தம்	16,950

“மனிதம் மலர”

வெரம்பலூர் சமூகசேவை சங்க செயல்பாடுகள்

பசி நிணி ஒழிப்பு நன்கொடை தொகை விவரம்

அ. மறைவட்டம் : வெரம்பலூர் - 2012

01.04.2012 முதல் 20.05.2012 வரை

கும்பகோணம் மறைவட்டத்தில் உள்ள PSSS பணி பகுதியாகிய வெரம்பலூர், புள்ளம்பாடி, லால்குடி ஆகிய மறைவட்டத்திலுள்ள அனைத்து பங்குகளிலும் (H&D) பசி நிணி ஒழிப்பு நன்கொடை தொகையாக வசூலான விவரங்கள்

வ. எண்.	பங்கு	வ. எண்.	நன்கொடையாளர் விவரம்	நன்கொடை
I	வெரம்பலூர்	i	பேரருட்திரு. பங்குத் தந்தை V.F.	3,000
		ii	அருட்திரு. தலைமை சகோதரி St. ஜோசப் கன்னியர் இல்லம், எளம்பலூர்.	700
		iii	அருட்திரு. தலைமை சகோதரி ஹோலரி கிராஸ் கன்னியர் இல்லம், கவுல்பாளையம்.	250
II	பாளையம்	i	அருட்திரு. பங்குத் தந்தை	3,000
III	பாடாலூர்	i	அருட்திரு. பங்குத் தந்தை	500
		ii	அருட்திரு. தலைமை சகோதரி St. பிரான்சிஸ் மருத்துவ மனை	500
		iii	அருட்திரு. தலைமை சகோதரி St. பிரான்சிஸ் மெட்ரிக்குலேசன் பள்ளி	500
		iv	அருட்திரு. தலைமை சகோதரி	500
IV	பெருமாள்பாளையம்	i	அருட்திரு. பங்குத் தந்தை	600
		ii	அருட்திரு. தலைமை சகோதரி	100
V	கோட்டப்பாளையம்	i	அருட்திரு. தலைமையாசிரியர் புனித லூத் அன்னை பெண்கள் மே.நி.பள்ளி	1,500
VI	துறையூர்	i	அருட்திரு. பங்குத்தந்தை	2,000
VII	பெருமத்தூர்- இறையூர்	i	அருட்திரு. தலைமை சகோதரி	500
VIII	பாத்திமாபுரம்	i	அருட்திரு. தலைமை சகோதரி	500
IX	திருவாலந்துறை	i	பங்குத் தந்தை	1,750
X	அன்னமங்கலம்	i	சிறுமலர் மாணவர் இல்லம்	3,000

donations, family subscriptions, dumb box and the revenues from the church properties, land, houses, shops and marriage halls and Parish schools go to the Parish account. The Parish is supposed to remit the due amount to the Diocese.

3.2 Peoples' Fund

All திருவிழா வரி, தேர் உண்டியல், மகிமை குத்தகை, குளம் குத்தகை etc. may go to peoples' fund for the Parish feast and common expense. All these may be defined with the people before starting a new Parish. The local custom in existing parishes can be maintained.

3.3 Village Fund

In the Substations all the offerings and the collections during the Mass go to the Parish account and the rest of the income like landed property goes to the village fund. The latter account will be maintained by the local people and submitted to the Parish Priest.

4. Corpus Fund

4.1 Foreign Mission

Once the Foreign Missionaries came to our country, helped our people and did the work of evangelization. Now it is our duty to send our priests to foreign countries on demand and invitation.

A priest is sent to such mission for three years. Those who are sent abroad for such missions are obliged to help our Diocese and to increase the Corpus Fund by regular monthly contribution fixed by the Diocese.

No more excardination will be granted. Each priest sent abroad on fixed term should return to our Diocese.

4.2 Priests in the Schools

We appreciate the dedicated and hard work of the Priests working in the schools. They should pay their salary and pension to the Procure and it will be saved in the Corpus Fund. If there is any difference regarding the payment of the full salary of the Priests working in the schools it will be sorted out individually.

5. Bishop's Appeal

The Bishop can make 'Bishop's Annual Appeal' (BAA) like any other Mission appeal done abroad. He can appeal to the people every year visiting the parishes for the special purpose like higher education, Corpus Fund etc.

6. Finance Committee

A team of six priests representing each Vicariate will visit all the parishes and institutions with the concerned Vicar Forane to collect the revenues which were already fixed for each and every institution, community halls, hostels, rented houses, shops and the slab system from the parishes.

All the six priests are appointed by the College of Consultors. These members will be the 'Special Invitees' during the annual budget and evaluation meetings of the Diocesan Finance Committee.

7. Transparency of the Finance

The finance of all the parishes and institutions must be transparent. All the details of the finance must be known to the Bishop and the Finance Committee.

8. Transparency and Execution of the Projects

The old system of choosing five projects from every Vicariate cannot be in practice as the donors are decreasing. Only very few projects are sanctioned. Hence for the whole Diocese the general project selecting committee consisting of the Bishop, the Vicar General, the Procurator, the Project Secretary and the concerned Vicar Forane will see to the proper distribution of the projects in the selection according to the needs before forwarding them to the agencies.

When the project is sanctioned the monitoring committee (the Procurator and the Project Secretary) will look into the execution of the project according to the regulation proposed by the Senate.

N.B.: The money will be given only when the project is sanctioned.

As decided by the College of Consultors, as administrative cost, for every one Lakh ₹1000/ will be charged from the project holders. For below one Lakh ₹500/ will be charged.

9. Monitoring Committee

The Monitoring Committee consists of the Procurator and the Project Secretary. Once the amount is granted, they visit the location, assess the

மறைமாவட்ட மறைப்பணி நிலையச் செய்திகள்

பெண்கள் பணிக்குழு

- 20.04.2012 - பிரச்சனையால் பிரிந்துள்ள, திருமண தம்பதியர்களை சந்தித்து ஆலோசனைகள் கூறி வந்தோம்.
- 20.04.2012 - உல்லிக்கான் சந்து மக்களை சந்தித்தோம்.
- 26.04.2012 - சன்னாபுரம் மக்களையும் குறிப்பாக பெண்கள் இயக்க உறுப்பினர்களையும் சந்தித்து வந்தோம்.
- 27.04.2012 - திருமுழுக்கு பெற்ற புதிய கிறிஸ்துவ மக்களை சந்தித்து அவர்கள் விசுவாசத்தில் வளரவும், மகிழ்வாக வாழவும் மறைக்கல்வி கற்பித்து வந்தோம்.
- 07.05.2012 - புதிய கிறிஸ்துவ மக்களை சந்தித்து பணிக்குழு நடத்திய மாணவர்களின் திறன் வளர்ப்பு பயிற்சிக்கு மாணவர்களை தயார்படுத்தி அழைத்து வந்தோம்.

இளையோர் பணிக்குழு

- 28.04.2012 - சனிக்கிழமை மறைமாவட்ட நிர்வாக குழு மற்றும் செயற்குழு கூட்டம் நடைபெற்றது. இதில் பொறுப்பாளர்கள் அனைவரும் கலந்து கொண்டனர். பணிக்குழுவின் செயல்பாடுகள் மற்றும் திட்டங்கள் குறித்து ஆலோசனை நடத்தப்பட்டது.

28,

- 29-04.2012 தேதிகளில் அய்யம்பேட்டை பங்கில் இளைஞர்களுக்கு திருமண கருத்தரங்கு நடைபெற்றது. கிளைகிராம இளைஞர்களும் இளம்பெண்களும் கலந்து கொண்டனர். இறுதியாக இயக்குநர் தந்தை அனைத்து இளைஞர்களையும் சந்தித்து இயக்க வளர்ச்சி பற்றி கருத்துக்கள் வழங்கினார்.
- மறைமாவட்ட கத்தோலிக்க இளைஞர்களுக்கு 12.05.2012 அன்று வேலைவாய்ப்பு முகாம் ஏற்பாடு செய்யப்பட்டது. இதில் 10க்கும் மேற்பட்ட கம்பெனிகள் வந்திருந்து நேர்முக தேர்வு நடத்தினார்கள். இளைஞர்கள் அனைவரும் கலந்து கொண்டு சிறப்பித்தனர்.

- அருள்தந்தை அ. பிரான்சிஸ்,
பணிக்குழுக்களின் ஒருங்கிணைப்பாளர்.

Extraordinary powers of the Bishop-President

162. The Bishop, who is Manager of the schools and the President of the Kumbakonam Diocese Society shall have the power to do all or any such things as may be required to be done in the interest of the Society and the educational institutions under the Society, notwithstanding anything contained in the above rules or any instructions or orders issued there under. Any decision taken or order issued in exercise of the extraordinary power under this rule shall be binding on all persons and authorities concerned.

Publication of Rules

163. All the Rules made shall be published in the Diocesan News Letter and unless they are expressed to come into force on a particular day, shall come into force on the day on which they are published.

The above rules and regulations are approved by me as the President of the Kumbakonam Diocese Society on 31.05.2012 and come into effect from 01.07.2012.

+ F. Antonisamy

Most Rev. F. Antonisamy,
President,
Kumbakonam Diocese Society.

work and release the amount on two or three installments. After the work is executed stage by stage, the project executor has to submit to the Procurator all the related bills and vouchers in time and also the project report to the Project Secretary after the execution of the project.

10. Slab System

Slab system is to be strictly followed by every parish and institution. The slab system is applied to the balance amount after deducting the priest's maintenance taken from the parish / institution.

11. Diocesan Audit and Annual Returns to the Diocese

All the parishes and all the institutions of the Diocese are subject to the Diocesan audit by the Ad hoc School Finance Review Committee and Financial representatives. All the parishes and Institutions are bound to send the annual budget and financial statement to the Diocese on time every year.

The Diocesan finance will be subjected to internal Audit.

12. The Question of Viatique

The Question of Viatique is left to the recommendation of the Finance Committee.

13. Donations from Generous People

The Priests are requested to give the names and addresses of the generous Parishioners to the Bishop. He himself may write to them personally for assistance.

THESE RECOMMENDATIONS COME INTO EFFECT FROM JUNE, 2012.

Appreciating your cooperation,

Yours affectionately,

+ F. Antonisamy

Most Rev. F. Antonisamy,
Bishop of Kumbakonam,

**RULES AND REGULATIONS
FOR THE ADMINISTRATION OF THE
EDUCATIONAL INSTITUTIONS UNDER
THE KUMBAKONAM DIOCESE SOCIETY**

DIOCESE OF KUMBAKOAM

KUMBAKONAM DIOCESE SOCIETY
(Reg.No: 1/1922-23, dated 5th July, 1922)

DIOCESE OF KUMBAKONAM
BISHOP'S HOUSE
POST BOX No.3
KUMBAKONAM - 612 001
TAMILNADU, INDIA.

CHAPTER I

PREAMBLE

“Possessed by charity both towards each other and towards their pupils and inspired by an apostolic spirit, they (teachers) should bear testimony by their lives and by their teaching to the one Teacher, who is Christ” (Vatican II, *Gravissimum educationis* / Christian Education, art. 7).

“Education must pay regard to the formation of the whole person, so that all may attain their eternal destiny and at the same time promote the common good of the society. Children and young persons are therefore to be cared for in such a way that their physical, moral and intellectual talents may develop in a harmonious manner, so that they may attain a greater sense of responsibility and a right use of freedom, and be formed to take an active part in social life” (Can. 795).

unless and otherwise special directions by the President/ Manager are given in addition. The management of these institutions will be the responsibility of the diocese.

Diocesan Fund

156. Every educational institution will be required to contribute to the diocese an amount worked out by the diocese.

**Interpretation, Revision - Amendment and Making of Rules
Interpretation**

157. DEC will be the competent authority to decide, revise and amend the guidelines, criteria and procedures on applications, domiciles, registration, renewal and waiting list, removal from the list, transfers and promotions.

158. In case of doubt on any provision in these rules, the interpretation by the Bishop and the Manager and DEC shall be final.

Revision of Orders (Amendments)

159. The Bishop, who is the Manager of the diocesan school, and the President/Manager of Kumbakonam Diocese Society shall have the full power to revise any decision or order of any authority under these rules either *suo moto* or on an application by any person aggrieved by such decisions.

160. These rules are framed by the Bishop, the Manager of educational institutions and the President of the Kumbakonam Diocese Society. Therefore, he is the competent authority to amend, add or alter these rules at any time as he deems fit. Any amendment in the rules has to be approved by the President of the Society and the Manager of educational institutions.

Making of Rules

161. The Manager/President shall make Rules to carry out the administration of the schools whenever needed.

CHAPTER – IV

Starting / upgrading and closing down educational institutions

153. Prior written permission from the President/Manager in consultation with DEC is required
- 153.1 To start any new academic educational institution (government aided or self-financing).
- 153.2 To start any English medium school from LKG to higher secondary level.
- 153.3 To open any new English medium section in the existing grant-in-aid school.
- 153.4 To start any new courses / groups in the higher secondary classes.
- 153.5 To start any new industrial, technical, professional and vocational institute and to start any new trade therein.
- 153.6 To upgrade any existing school.
- 153.7 To open any home for children, orphanage, boarding and hostel.
- 153.8 To close down any of the institutions, if there is no need to continue to run the same, an application to the department six months prior to such closure is a must.
154. Deposits in the following ratio need to be kept with the diocese for upgrading the schools so as to meet the expenses of the upgraded sections from the interest received:
- 154.1 Primary school into middle school : ₹ 3,00,000
- 154.2 Middle school into high school : ₹ 10,00,000
- 154.3 High School into higher secondary school : ₹ 15,00,000

Self –financing Schools

155. All the self-financing institutions under the diocesan management are also governed by these rules and regulations

1. These are the rules and regulations for the administration of all kinds of educational institutions run by the Kumbakonam Diocese Society. These rules are to be read in the light of the by-laws of the society. These can be amended or abrogated by the Bishop, who is the Manager of all educational institutions.

Diocese – a registered Society

2. The Roman Catholic diocese of Kumbakonam was registered as “Kumbakonam Diocese Society” under Act XXI of 1860 dated 5th July, 1922, the Society’s register number being 1/1922-23. The Bishop of the Roman Catholic diocese of Kumbakonam is the President of the said Society. This society establishes various types of institutions – Churches, Chapels, Educational, Charitable, Technical, Industrial, Medical etc., Viz. Pre-primary, Primary, Middle, High, Higher Secondary schools, Colleges, Industrial Training centers, Social institutions, Dispensaries, Hospitals, Clubs, Recreational Centers, Orphanages, Reading Rooms, Study Circles, Agricultural Schools, Nurseries and other related institutions to promote the objectives of the Society within the geographical limits of the Revenue districts of Thanjavur, Trichirappalli, Ariyalur, Perambalur, Thiruvavur and Cuddalore covered either fully or partially at present within the limits of Kumbakonam diocese.

Religious Congregations

3. Educational institutions and other institutions run by the Religious Congregations are very strongly recommended to adopt these norms, *mutatis mutandis*. In giving employment in their educational institutions they are persuaded to select local candidates. The management schools of the Religious Congregations are expected to follow the guidance given by TNBC and TNPCRI. As regards the appointment of aided teachers in our diocese, they should employ at least 60% from our diocese and the rest is left to their choice. This gesture will be a manifestation of the whole hearted interest they have for the people and to the local Church. The Bishop and the senate should sit with the Diocesan CRI and ask the CRI to take the necessary measures to follow the diocesan policy that falls in line with TNBC’s educational policy.

CHAPTER II

ADMINISTRATION

4. The Bishop of the Catholic diocese of Kumbakonam being the President of the Kumbakonam Diocese Society is the Manager of all the educational institutions of the diocese. Hereafter by President we refer the Bishop of the Catholic diocese of Kumbakonam, the President of the Kumbakonam Diocese Society and the Manager of all the educational institutions of the diocese.
- 4.1 By virtue of his office as the President, he exercises power and control over these educational institutions in all aspects related to educational administration. The President may issue such orders and effect such changes in these Educational Institutions from time to time as it deems fit.
- 4.2 For the general administration and framing of policies related to Educational Institutions, there shall be a Diocesan Education Committee, hereafter called DEC, to assist the President in exercising his work as the Manager. Diocesan Education Committee will be coordinated by the Diocesan Education Committee Secretary, appointed by the Bishop.

Functions of the Diocesan Education Committee (DEC)

5. This Committee is responsible

- 5.1 For all matters regarding starting of schools, upgrading of existing ones, appointments, promotions and transfers and taking disciplinary actions on the teaching and non – teaching staff as well.
- 5.2 For coordinating the activities of all the educational institutions run by the Kumbakonam Diocese Society.
- 5.3 For recruiting the candidates for appointments of teaching and non-teaching staff in the institutions.
- 5.4 For finalizing the waiting list for appointments, transfers and promotions of teaching and non-teaching staff in the diocesan institutions.

147. Minor punishments shall be awarded by the correspondent and major punishments are awarded by the DEC. An appeal against the Orders of the DEC shall be made to the Manager/President within 30 days from the date of the receipt of the punishment order. There shall be no appeal to the department against these orders.
148. No disciplinary proceeding involving major penalties is to be initiated against a staff by the correspondent without written approval from Manager / President.
149. The enquiry has to be conducted as per the procedures. The findings of the enquiry with remarks of the enquiring officer should be sent to the Manager through the Secretary of DEC. The final order of the Manager / the President of the Kumbakonam Diocese Society in the matter should be scrupulously carried out.
150. Any failure on the part of the correspondents to comply with the rules regarding the appointment in permanent vacancy, transfer, promotion of staff, disciplinary action or any other matters, will attract sanctions by the President/Manager in proportion to the gravity of the offence.

Grievance Cell

151. The DEC shall establish a grievance redress cell for those who come under the scope and purview of this committee. The Vice-President and the Secretary of the Diocesan Education Committee will constitute the cell with co-opted persons as every situation demands and these co-opted persons may or may not be from the Committee. The cell shall consider only petitions referred to it by the President/Manager.
152. Any person aggrieved by the decision of the Committee can seek redress of his grievance. The procedure to be adopted will be decided by DEC.

consultation with the Committee appointed by the President/ Manager.

140. Regarding the collection of fees, the institutions will follow directives of the Education Committee. Any additional collection will entail disciplinary action against them by the Manager in consultation with the DEC.
141. Fees concession should be given by the institutions for the economically backward catholic students, especially the poor dalit students and scholarship from the government should be arranged for them.
142. It is the duty of the correspondent to prepare the budget for the next academic year and present it to the President/Manager positively in the month of May itself for his approval.

Agreement and Code of Conduct

143. All the staff of the educational institutions under the Kumbakonam Diocese Society shall sign the terms of agreement and code of conduct. They shall abide by all the terms of the same and any failure will attract disciplinary action.

Disciplinary Action

144. Healthy relationship and mutual understanding between the management and the staff must be cultivated to preserve the good traditions of our schools and to promote the welfare and progress of the pupils.
145. Disciplinary action may be minor or major. Censure (a serious paper punishment), withholding of increment or promotion and suspension are minor. Reductions to a lower rank or lower post, compulsory retirement and dismissal from service are major.
146. The correspondent of the institution is the competent authority to impose minor penalties. While it is within his power to suspend a staff member, he should send a copy to the President/Manager so as to reach him on the next day and to enable him to review and give DEC's opinion, if need be. The staff cannot be given major punishments while on suspension.

- 5.5 For interviewing the candidates whenever it is needed and preparing the waiting list of the interviewed candidates according to the norms laid down by DEC and publish the same. As and when the vacancy arises the waiting list will be followed strictly for the appointments.
- 5.6 For framing policies regarding admission of students and to monitor fees structure and special collections.
- 5.7 For studying the feasibility and propose to the President/ Manager about upgrading the existing institutions and starting additional courses, trades and disciplines and recommending to the President/Manager to open new institutions or closing down any institution after thorough study.
- 5.8 For assisting the heads of institutions for their smooth running especially in matters pertaining to judicial, legal, revenue and other government departments.
- 5.9 For reviewing the functioning of the institutions and giving overall guidance for the efficient functioning of the educational institutions through regular visits and annual evaluation.
- 5.10 For managing the diocesan educational fund promoted by DEC to award scholarships to deserving students especially poor Catholics..
- 5.11 For the finance and scholarship for professional studies.

Composition of the Diocesan Education Committee(DEC)

6. Members

Ex-officio members

- 6.1 The Bishop of Kumbakonam, the Manager of all the educational institutions and the President of the Kumbakonam Diocese Society is the President of DEC.
- 6.2 The Vicar General is the Vice-President.
- 6.3 The Secretary of Diocesan Education Committee is appointed by the Bishop of Kumbakonam and the Manager.
- 6.4 The Senate Secretary.

Elected members

- 6.5 One diocesan priest from Kumbakonam vicariate
- 6.6 One diocesan priest from Jayankondam vicariate
- 6.7 One diocesan priest from Perambalur vicariate
- 6.8 One diocesan priest from Lalgudi vicariate
- 6.9 One diocesan priest from Pullambadi vicariate
- 6.10 One diocesan priest from Michaelpatty vicariate

7. Term of Office

- 7.1 Ex-officio members function as long as they hold the office.
- 7.2 Elected members function for 6 years or as long as they represent the Vicariate.

Functions of the Office – bearers**8. The President**

- 8.1 Presides over the DEC meetings.
- 8.2 Has the control over all the affairs of the institutions and ensures their smooth functioning. He shall exercise his authority as per the Memorandum and Bye-laws of the Kumbakonam Diocese Society.
- 8.3 Has the power to appoint, transfer, promote and remove correspondents, headmasters, teaching and non-teaching staff of the educational institutions.
- 8.4 Has the power to appoint and transfer diocesan / religious priests, brothers and sisters in the diocesan schools and relieve them from the diocesan management.
- 8.5 Has the competency to authorize opening of a new educational institution, under the management of the Kumbakonam Diocese Society, upgrading existing school and closing down institution and transferring any institution to another management or buying any institution from another management in consultation with the college of consultors and DEC.
- 8.6 Has the power to monitor the financial administration in all the educational institutions belonging to the diocese.

- 129. Promotion in our educational institutions will be given to the staff based on the conditions and criteria decided by DEC. Those who work with consolidated salary cannot claim for permanent post or promotion or any of the service rights.

Retirement / superannuation

- 130. The teachers including HMs will be eligible to be re-employed on attaining the age of superannuation till the end of the academic year subject to the satisfaction of the conditions prescribed by the education department. The president/Manager shall be the competent authority to order such re-employment.
- 131. The provisions for government servants on retirement benefits will be applicable to all the aided staffs.

Re- deployment

- 132. The powers to appoint teachers on deployment rest with President/Manager and DEC.
- 133. The correspondent has no authority to admit or appoint the teacher *suo moto*.

Admission of Students

- 134. All the Catholic students should be admitted in the diocesan as well as in the religious institutions. No catholic students should be denied admission in the institutions managed by the diocese and the religious congregations.
- 135. In higher secondary schools, the Catholics of the diocese should be allotted the desired groups.
- 136. Special consideration shall be given to the Catholic students from rural areas and dalit community.
- 137. In order to avail certain privileges, the Catholic students should bring a letter of introduction / recommendation from the parish priest for admission on time.
- 138. Prior admission in the school is necessary for admitting the students in the orphanages / homes/hostels.
- 139. Admission of students to the technical, professional and the higher educational institutes is done by the correspondent in

Transfers of teaching and non-teaching staff

118. All the teaching and non-teaching staff appointed in the diocesan educational institutions are liable to be transferred to any of the schools in the diocese of Kumbakonam under the management of the Kumbakonam Diocese Society.
119. As far as possible, transfers shall be made by Manager / President following the criteria and guidelines of the DEC.
120. Transfers shall be made at the beginning of the academic year. But, when cogent reasons demand, they shall be made during the academic year. Transfers will be given only where there is the stipulated strength of students in both the schools concerned.
121. Transfers are also given at the request of the teaching and non-teaching staff. They have to apply, in the printed form, to DEC during the month of December and January every year.
122. Any teaching and non-teaching staff can be transferred by the President/Manager for administrative reasons.
123. If both the spouses are working in the same school, one among them will be transferred, if necessary.
124. Candidates are eligible to apply for transfer only after two years of their probation. No request for transfer will be accepted by the DEC if it involves migration.
125. If more than one person asked for transfer to a particular school, it is the prerogative of the President/Manager and DEC to appoint any one among them.
126. Transfer will not be given to the teacher's native place or the place where the male and female teachers got married.
127. The management has the right to transfer a staff for administrative reasons.

Promotions

128. No employee appointed to a particular post can claim promotion to a higher post as a matter of right or purely on the basis of seniority.

- 8.7 Has the power to take control of schools from local correspondents either permanently or for a specified period when circumstances warrant it.
- 8.8 Has the power to remove any individual member of DEC for grave reasons.
- 8.9 His approval as the Manager of all the educational institutions will be necessary for all decisions in matters related to the management of the institution and his decision is final.
- 8.10 The management of the technical, professional and the higher educational institutes is done by the Committee appointed by the President/Manager.

9. Vice President

- 9.1 The Vicar General of the diocese shall be the ex-officio Vice-President.
- 9.2 With the permission of the President, in his absence, the Vice-President presides over the education committee meetings and fulfills the functions of the President/Manager.
- 9.3 He carries out temporarily or permanently the functions entrusted by the Manager.

10. The Secretary

- 10.1 Has his own independent office and deals with the day-to-day affairs regarding the governance and administration of the educational institutions.
- 10.2 Executes the policies, programmes and directives framed by the Committee.
- 10.3 Ensures with the assistance of the Diocesan Education Committee that the policies and directives of the Committee are adhered to by all the institutions and in case of default by any institution, the matter will be brought to the notice of the President/Manager and DEC.
- 10.4 Is responsible to receive applications for appointments of teaching and non-teaching staff and receive applications for transfers and promotions and register them, prepare the

- waiting list as per the norms of the DEC and place before the DEC for its approval.
- 10.5 Is responsible for collecting, preparing documents and maintain all the relevant statistics, records, reports and documents with regard to the educational institutions.
 - 10.6 Maintains a collection of all the Government Orders and Director's proceedings and other important circulars.
 - 10.7 Calls for all records and reports from the institutions as and when it is deemed necessary.
 - 10.8 Issues circulars of routine nature to the institutions.
 - 10.9 Calls for the report from the correspondent for the newly appointed staff for the confirmation of the appointments.
 - 10.10 Circulates the copy of all relevant GOs, Director's proceedings and other important circulars to the correspondents on request.
 - 10.11 Communicates the proceedings of DEC to those concerned.
 - 10.12 Publishes the list of appointments, transfers, promotions, priority list and other details in the Diocesan News Letter.
 - 10.13 Helps the correspondents in running the institutions properly and assists them, among other things in getting recognition and allotments.
 - 10.14 Helps in convening the meetings of the DEC under the direction of the President/Manager and maintains the proceedings and minutes of the meetings.
 - 10.15 Finalizes the agenda of the meeting in consultation with the President/Manager.
 - 10.16 Periodically visits the institutions individually or with DEC team and goes through the records of institutions with the knowledge of the local correspondent.
 - 10.17 Conducts the meetings of the teaching and non-teaching staff, Headmasters and correspondents whenever it is needed.
 - 10.18 Is responsible for the management of the finance of DEC.
 - 10.19 Represents the Committee and the President before the

Probation on appointments

111. All those who are appointed initially shall be appointed on probation of two years within a continuous period of three years and it can be extended for one more year.
112. Before the probationer is considered permanent he/she is required to complete a satisfactory probation for a continuous period of two years. The probation period can be extended for another year, if proved not satisfied.
113. If no order extending the probation is passed in writing before the expiry of the said period of probation, the said person shall be deemed to have completed his/her probation. The post is considered to be regularized.
114. The services of the probationer may be terminated by the management, at any time, during the period of probation or at the end of probationary period with sufficient reasons.

Leave Rules

115. Both teaching and non-teaching staffs are eligible for leave benefits as per the norms of the government.

Transfers

For women religious teacher

116. In all the educational institutions of the diocese the Bishop/ Manager is the appointing authority. It will be also applicable to the Religious Congregations. For women religious teachers, who are going to be appointed in our schools run by the Kumbakonam Diocese Society, either by appointment or by transfer, the appointment order will be given by the President/Manager.
117. Transfer/appointment of nun-teachers should be informed to the Bishop by their respective Major Superiors in writing with a copy to the correspondent and then the Bishop/ Manager / President of the Society issues the transfer/appointment order to the Nun-teachers.

102. After the scrutiny of the application, a certificate of registration containing registration number and other particulars will be issued to the applicants.
103. Any complaint regarding registration or seniority can be made to the Secretary in person and in writing within a month from the time of registration or the publication of the waiting list. Any appeal against his decision may be made to the President/ Manager within a month. The decision of the President/ Manager shall be final.

Renewal

104. All candidates must renew their registration once a year. Renewal can be made at the diocesan education office only in the month of December.
105. If a person does not renew every year his/her name will be removed automatically from the registration without any information. He/she has to register afresh.
106. The renewal can be done by proxy.
107. Parish priest's letter, ration card issued by the government and the Church family card are essential for renewal.

Removal from the waiting list

108. The women candidates married to men of other diocese will be automatically considered outsiders and are not eligible for registration and appointment. If already registered, their names will be removed automatically from the waiting list, even if interviewed and prioritized. If, with sufficient reasons, they wish to re-register they will have to follow the criteria of 3 years domicile applicable to outsiders.
109. If the particulars furnished by the candidates are proved to be false, their names will be removed from the waiting list.
110. If a candidate converts himself/herself to another religion or other Christian denomination / other sects, it will be deemed that he / she forfeits his / her name from the live register and priority register.

- government departments and other public bodies.
- 10.20 Represents DEC in Tamil Nadu Catholic Educational Association and other regional, national and international Church-related and other educational organizations.
- 10.21 Assists the Secretary of Kumbakonam Diocese Society in legal matters related to educational institutions.
- 10.22 Shall arrange seminars for correspondents, teachers and the HMs on administration of the schools, Government Orders and disciplinary actions etc., periodically.

Meetings of the Diocesan Education Committee (DEC)

11. The Committee will meet once in 3 months or more if necessary
12. The Secretary of DEC issues not less than 15 days notice for the meeting. However, an emergency meeting can be called at the notice of 3 days.
13. Half plus one of the members present will form the quorum.
14. All matters shall be decided by absolute majority of those present.
15. Every member of the Committee shall have one vote and if there shall be a tie on any question to be decided, the President/ Manager will break the tie by costing vote. Any decision can be enforced only with the consent of the President/Manager.

Diocesan Education Advisory Committee Members: (DEAC)

16. Members

- 16.1 The President, the Bishop
- 16.2 The Vice – President, the Vicar General
- 16.3 The Procurator
- 16.4 The Senate Secretary
- 16.5 The Educational Secretary
- 16.6 Diocesan Pastoral Centre Director
- 16.7 SC / ST / BC Commission Secretary
- 16.8 Diocesan CRI Secretary
- 16.9 KMSSS Secretary
- 16.10 PSSS Secretary

- 16.11 A lawyer
- 16.12 A priest representing the B.Ed. College
- 16.13 A priest representing the technical schools
- 16.14 A priest representing the nursing schools
- 16.15 A priest representing the teacher training schools
- 16.16 A priest representing the hostels
- 16.17 A priest representing the matriculation schools' principals
- 16.18 A sister representing the matriculation schools' principals
- 16.19 A priest representing the Hr.Sec.schools' HMs
- 16.20 A sister representing the Hr.Sec.schools' HMs
- 16.21 A sister representing the high schools' HMs
- 16.22 A lay person representing the high schools' HMs
- 16.23 A sister representing the middle schools' HMs
- 16.24 A lay person representing the middle schools' HMs
- 16.25 A sister representing the primary schools' HMs
- 16.26 A lay person representing the primary schools' HMs
- 16.27 A clerk from the educational institutions
- 16.28 A retired AEEO / DEEO/DEO
- 16.29 A retired HM

17. Functions

- 17.1 This DEAC committee will be convened by the President/Manager whenever it is needed.
- 17.2 It is only an advisory body.
- 17.3 It will help the President/Manager and the DEC to have clarification and make decision on certain important educational matters.

18. Appointment of Members

All the members of Advisory Committee will be either by ex-officio operation or by appointment by the Bishop of Kumbakonam and President/Manager of the Society.

19. Term of Office

3 years from the date of appointment.

- or those domiciled for a period of 3 continuous years on the date of registration in this diocese will be registered for employment.
- 92. Candidates from other dioceses and non Catholics are not eligible to be registered.
- 93. The criteria to declare a person Catholic and as one belonging to this diocese or domiciled here will be given by DEC.
- 94. The fact that a candidate registers his/her name in the diocesan education office is not a guarantee for appointment. It is purely the prerogative of the President / the Manager to appoint the staff in the educational institutions. No one can claim appointment as a matter of right. The waiting list is maintained for the convenience of the appointment and changes can be made for genuine purposes. The reasons for changes shall be announced in the newsletter. Only those who register will be eligible for appointment. The candidate needs to affix a passport size photo in the application for registration.
- 95. The applications of those who settle in this diocese from other dioceses will be treated afresh.
- 96. Candidates with double / triple qualifications will have to submit separate registration forms for each qualification.
- 97. The candidate needs to bring at the time of registration parish priest's letter, ration card issued by the government, the church family card, community certificate, educational certificates and other certificates and particulars requested by DEC.
- 98. Candidates, who studied in other states, will be registered only when they produce the evaluation certificate of the Tamil Nadu University Board / Tamil Nadu Universities.
- 99. Only the unemployed, i.e., who are not regularly employed in government or aided private schools, will be eligible to be registered.
- 100. The candidates should come in person for registration. Postal registration will not be entertained on any account.
- 101. Candidates can register at the diocesan education office only on the first Mondays and Tuesdays of every month.

Priority to dalit Catholics

83. As for the appointment of the SC candidates in all the Catholic educational institutions the diocese of Kumbakonam will follow the norms prescribed by TNBC.
84. The castes under our SC group for the SC quota will include the equivalent of SC communities as found in Government Order.
85. The candidate will be considered SC only if he/she presents the Christian minority community certificate at the time of interview and appointments.

Guidelines and procedures for appointment in permanent vacancies**Applications**

86. The application form for registration is available in the office of DEC on payment of fees prescribed by the DEC. The application will be issued only on the first Mondays and Tuesdays of every month.
87. Only the applications that are completed in all respects will be registered. The documents, required along with the application, will be decided by DEC and announced then and there.
88. Only the practising Catholics belonging to this diocese are eligible to apply.

Domicile

89. At the time of appointment, the applicant should have domicile for 3 continuous years in this diocese, supported by both Church and civil documents required by DEC.
90. At the time of appointment others who are from outside the diocese or who have come in either by marriage or by domicile should have a domicile at least for 3 years of continuous residence in this diocese with the clear intention to reside in this diocese permanently.

Registration

91. The application of only those Catholics who belong to this diocese

CHAPTER III**RULES AND GUIDELINES FOR THE ADMINISTRATION OF EDUCATIONAL INSTITUTIONS AND THEIR PERSONNEL****Correspondents****Appointments**

20. The correspondents of all the educational institutions Viz. academic, technical, collegiate, industrial, vocational and professional are appointed by the President/ Bishop of Kumbakonam diocese. To be the correspondent is not the right of the parish priest or the headmaster. The appointment of correspondent will be made by the Bishop in consultation with the college of consultors.
21. The correspondents may be transferred or removed by the Bishop of Kumbakonam taking into consideration the needs of the institutions. The post of correspondentship is not a matter of right.

Powers

22. The correspondent will admit only those candidates appointed by the President/Manager as teaching and non-teaching staff in the permanent vacancies and in the leave vacancies for more than six months.
23. Regarding those institutions, other than the aided institutions, the correspondent in consultation with the President, will appoint the teaching and non-teaching staff according to the need of the subject and need of the administration.
24. The correspondents could select and appoint candidates from the diocese for leave vacancies for a period not more than six months. If the vacancy is for more than six months, only the President is empowered to appoint.
25. The correspondent shall not appoint any candidate in any permanent vacancies.

Rights and duties

26. The correspondent is responsible for the day-to-day administration of the schools / institutions in close collaboration with headmasters / headmistresses / principals. He will maintain, develop and supervise the schools / institutions efficiently and effectively.
27. He / she attends to the day-to-day correspondence relating to the normal function of the schools / institutions under his/ her control.
28. The correspondent will properly execute all the policies, orders, directives, guidelines and suggestions made by the President/ Manager, the Diocesan Education Committee and the government educational authorities especially with regard to admission of students, appointment and transfers of staff, relieving the staff, initiation of disciplinary action against erring staff and the collection of fees.
29. In the high schools and higher secondary schools the correspondent will supervise the admission of students.
30. Regarding those institutions other than the aided institutions, the correspondent and the principal will be responsible for the admission of students.
31. As correspondent, he / she must cultivate grace, sympathy, fatherly love and justice tempered with a sense of firmness in his/ her administration.
32. He / she will see that Christian doctrine is given utmost importance and is taught to catholic children properly at specified days and time and that moral education is given to non-catholic children with great care.
33. He / she is responsible for the assets and liabilities of all educational institutions under his/her care.
34. He / she will maintain proper accounts in respect of each educational institution under his/her control as per rules of the diocese and shall be responsible for the finance of the institution. All the income to the school should be deposited in the bank.

72. Apart from the community certificate which mentions Christian, the candidate needs to produce a nativity certificate also.
73. As regards adult baptism, the candidate must bring a Christian minority community certificate to be verified at the time of registration, interview and appointment.
74. For registration and appointment, a candidate must be "unemployed" i.e., without regular appointment in the government or private aided schools. One who has been appointed in any approved educational institution in a permanent post drawing salary from the government will not be re-appointed in any circumstance.
75. Spouses will not be appointed in the same school.
76. Those who are appointed in the schools shall not claim any remuneration or salary from the management till their appointment is approved by the government.
77. All the selected candidates should sign the agreement on terms of employment and the code of conduct as approved by DEC.
78. All selected candidates shall be liable to be transferred to any school run by the Kumbakonam Diocese Society and they should give an undertaking to that effect.
79. They will also give an undertaking that they are willing to teach catechism and moral instruction and are ready to improve their skills by participating in the updating seminars, retreats and in-service trainings.
80. Appointments will be given only on the basis of seniority from the waiting list in the aided schools. The candidates will be appointed anywhere in the schools run by the Kumbakonam Diocese Society. If he or she does not accept the offer 'on reasonable ground', he / she will be retained in the list and if the reasons are not valid he / she will lose the seniority in the waiting list and be placed at the end of the list.
81. The candidates, both male and female, are not appointed in their native places and the place where they got married.
82. When a candidate comes for the appointment, he / she should get a conduct certificate from the parish priest along with other requirements.

Norms for appointment of Teaching and non-Teaching staff

Appointing authority

61. Only the Catholic candidates belonging to the diocese of Kumbakonam from the approved waiting list maintained by DEC will be appointed by the President/Manager as and when vacancy arises in the educational institutions.
62. As and when vacancy arises in a school, the President/Manager appoints the candidates according to the waiting list.
63. The letter of appointment is signed by the President/Manager and the correspondent is to admit the candidate appointed.
64. The correspondent can select and appoint preferably local candidates in leave vacancies of less than six months.
65. In our diocese, the appointment is given only after the interview. The interview is done on the basis of the year of passing in their respective qualified subjects.

Conditions

66. The candidate who enrolls his/her name in the diocesan office for employment needs to be fully qualified and fulfill all the requirements.
67. Only those persons with Christian minority community certificate will be eligible for appointments in the educational institutions of the diocese of Kumbakonam.
68. The candidate has to pass through a demonstration class at the time of interview.
69. Only qualified candidates shall be chosen and appointed in the institutions.
70. A candidate must be a Catholic Christian minority and has to be verified with certificates at the time of registration, interview and appointment.
71. The registered, interviewed and prioritized candidates will be called for verification. If their community certificate mentions them as non-Christian, they will be demanded to get a fresh community certificate stating that he/she is Christian.

35. The heads of all educational institutions need to get an explicit written permission from the President/Bishop for any extraordinary expenditure exceeding ₹ 25,000/-.
36. He / she is accountable to the diocese in the matter of finance and he / she is supposed to contribute to the welfare of the diocese.
37. He / she shall report immediately to the Secretary of the DEC of vacancies arising out of death, resignation or dismissal of the staff and of new posts sanctioned for taking necessary steps to fill up. In case of retirement, information should be given before 3 months to the President/Manager.
38. He / she will send to DEC the necessary documents whenever required.
39. He / she will initiate disciplinary action against the erring teaching and non-teaching staff as per instruction of DEC and as mentioned, under section "Disciplinary Action."
40. Any failure on the part of the correspondents to comply with the above rules, regarding appointment in permanent vacancies, transfer and promotion of staff, disciplinary action or any other matters will attract sanctions by the President/Manager.

Headmaster / headmistress / principal

Functions and duties

41. Headmaster / headmistress / principal is appointed by the Bishop of Kumbakonam who is the President/Manager of Kumbakonam Diocese Society.
42. The internal administration relating to academic matters fully rests with the headmaster/headmistress/ principal.
43. He/she is responsible for maintaining all records related to the school.
44. He/she is generally responsible for admission of students under the supervision and guidance of the correspondent.
45. He/she is responsible for promotion of pupils and the academic performance of the pupils.
46. He/she must see that regularity, punctuality, discipline, standard of education, cleanliness in and around the educational institution are properly maintained.

47. He/she shall be responsible for the collection of fees as stipulated by the department. He / she is also responsible for the collection of other fees as fixed by the management and hand over to the correspondent. As regards the finance of the school, all the income should be deposited in the bank account of the correspondent daily. All the expenses for the maintenance of the school can be claimed by the headmaster from the correspondent whenever needed. The amount is given by the correspondent through cheques for better accounting system.
48. He / she has to maintain a record of receipts and expenditure supported by proper vouchers incurred in respect of the institution.
49. No extra or excess collection of money is to be made without the express permission of the correspondent.
50. The headmaster/headmistress / principal of an educational institution must be a leading teacher who should set good example in teaching and discipline.
51. As he/she is answerable to the correspondent, the headmaster / headmistress / principal must brief the correspondent of the various happenings in the educational institutions and provide him/her with particulars then and there.
52. Soon after the visits of the departmental officers or VIPs he/she must report the event to the correspondent and to produce him/her the remarks and observations recorded by the visitors.
53. All communications from department, G.Os and Director's proceedings addressed to him/her must be brought to the notice of the correspondent without any loss of time.
54. He/she should also plan with the correspondent and arrange for the celebrations of all kinds of functions, national, religious and of the respective institution.
55. He/she should maintain good relationship with the correspondent, staff and students and above all with the public.
56. He/she should take steps to avail himself /herself all kinds of scholarships and other educational aids from government and voluntary agencies.

57. He/she is responsible for ensuring healthy co-operation of the parishioners and the public through parents and teachers and other suitable manners.
58. He/ she is to promote and maintain discipline and efficiency among the teachers.
59. Teaching and non-teaching staff are to approach the correspondent through the headmaster/headmistress / principal and ask for prior permission before availing themselves of any leave other than casual leave. The headmaster/ headmistress / principal himself/herself will sanction casual leave to the teachers. Any leave other than casual leave, the headmaster/ headmistress / principal will recommend the applications of the individuals to the correspondent for sanction.

Priest – headmaster / teacher

60. Wherever a priest is appointed in an educational institution
60. 1An agreement between the priest and the diocese is to be made before appointing him in the schools / institutions.
60. 2Because of the religious nature of their vocation and the oath of obedience to the Bishop, as per Canon Law, the teachers or employees who are also clergy in the diocese should remit their salary and monetary benefits to the account of the diocese.
60. 3Any violation on above matters will attract disciplinary action by the Bishop/Manager.
60. 4As the Constitution has conferred on the minority the right of administration, in order to preserve the minority character as guaranteed under article 30(1) of the Constitution, the clergy or the religious will be given preference, to the appointment of the post of headmaster/headmistress / principal or the head of the institution, provided that they satisfy the eligibility criteria in accordance with the law and if necessary exemption on certain criteria may be obtained from the government.