

STATUTES
GOVERNING THE ADMINISTRATION OF
ST. CLEMENT COLLEGE
NAGAON-ASSAM-INDIA

1. PREAMBLE

St. Clement College is the inter-diocesan seminary for the dioceses of Assam. It serves both as a House of Formation of diocesan / religious candidates to priesthood and as an Institute of Philosophy. “St. Clement College” is named after St. Clement of Alexandria (150 – c. 215) who was a Christian Theologian and Philosopher and one of the pioneers of *inculturation* and contextualization. The Motto of St. Clement is “*veritas Liberabit vos*” (Truth shall set you free).

The Students of St. Clement College obtain their baccalaureate degree from Assam Don Bosco University.

1.1. AIMS AND OBJECTIVES

1.1.2 Keeping in line with its Motto, St. Clement College aims to provide an integral priestly

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formation primarily, but not exclusively, for candidates of the ecclesiastical dioceses of Assam. It seeks to form students in philosophical study which is a preparation for the study of theology and priesthood.

- 1.1.1. St. Clement College aims to provide adequate formation for the students of philosophy that would enable them with sufficient knowledge of peoples, cultures and various religious belief systems and practices in general and in particular within the North Eastern Region of India.
- 1.1.2. St. Clement College aims at enabling the students to analyze, evaluate and interpret-critically and systematically- the various practices and values found in different groups of peoples and in their cultures.
- 1.1.3. St. Clement College aims to provide the students with a holistic vision engaging them with the multi-cultural and multi-linguistic traditions of North East India and its peoples. This would genuinely enable them to appreciate, accept and acknowledge the worth of differences and promote good will and peace among different groups.

- 1.1.4. Hence, it shall engage in those programs and activities that are conducive to human, spiritual, intellectual, pastoral and missionary formation, lived out in a community life of prayer, study, service, witness and ministry, thereby making this College an “educational Ecclesial Community” (Pastores Dabo Vobis, No. 61)
- 1.1.5. To this end, the Governing Board, the staff and the students will work in harmony as a team to create an environment that will bring forth the desired result.

1.2. HISTORICAL BACKGROUND

Archbishop Emeritus Thomas Menamparambil visualized the possibility of a new philosophate in the Archdiocese of Guwahati. He wrote to His Eminence, Ivan Cardinal Dias, the then Prefect of the Society for the Propaganda Faith, Rome, on 17 September 2006 seeking permission to establish the new philosophate in the Archdiocese. It did not take off. In 2012 His Grace, Archbishop John Moolachira reinitiated the idea of the philosophate and met the Prefect of the Propaganda Fide, Rome and the

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Secretary General of the Society of St. Peter the Apostle, they gave green signal for the new philosophate. The foundation stone was laid in the land at Bebejia on 13 November 2013 by His Grace Most Rev. Salvatore Pennacchio, Apostolic Nuncio to India and Nepal. Due to Land disputes at Bebejia the location was shifted to Bhagatgaon, a plot of land donated by Rev. Fr. G.K. Prakash SDS. St. Clement College was inaugurated on 10 June 2016 by His Excellency Most. Rev. Salvatore Pennacchio. The Formation and the Administration of St. Clement College is entrusted with the Missionaries of St. Francis De Sales, North East India Province for a period of 20 years.

1.3. LEGAL STATUS

- 1.3.1. St. Clement College, Bhagatgaon, Nagaon, is a registered Trust. It was executed at Guwahati, on the twenty third day of December two thousand and fourteen (23/12/2014). The Registered office of the Trust is at St. CLEMENT COLLEGE, BHAGATGAON VILLAGE, NAGAON, DHING ROAD, 782002- ASSAM. The original Trust members are: Archbishop

Most. Rev. John Moolachira, Fr. Anil V. Joseph and Fr. Joby Abraham. On 3 February 2015 the bishops of Assam dioceses namely, Bishop Joseph Aind, Bishop Thomas Pullopillil, Bishop Michael Akasius Toppo and Bishop Paul Mattekkat were added as members of the Trust.

- 1.3.2. All the documents relating to the property of the seminary, movable and immovable shall stand in the name of St. Clement College (Can. 238#1)

1.4. ECCLESIASTICAL STATUS

- 1.4.1. St. Clement College is the Inter-Diocesan Seminary of Assam, presently consisting of five dioceses of Assam namely, Guwahati, Dibrugarh, Tezpur, Diphu and Bongaigaon.
- 1.4.2. As such the College gives priority in admission to the diocesan seminarians belonging to these dioceses. The College may also admit those candidates presented by other Bishops and Religious Superiors.
- 1.4.3. The Administration of the College is governed by the Statutes of St. Clement

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College drawn up by the Governing Board and approved by the Congregation for the Evangelization of Peoples, Rome.

1.5. ACADEMIC STATUS

St. Clement College is an Institute of Philosophy, functioning as the Department of Philosophy of Assam Don Bosco University, Guwahati, Assam. The University (ADBU) confers the Bachelor of Arts (BA) degree in Philosophy on students who fulfill the basic requirements of three year philosophical studies.

2. GOVERNING BOARD

- 2.1. All the Bishops of Assam, the provincials of the Missionaries of St. Francis De Sales of Guwahati and Dibrugarh provinces and the Rector of St, Clement College form the Governing Board, without prejudice to the Supreme authority of the Holy See. The Governing Board shall determine the general policies of the College and monitor the overall administration of the College. The members of the Governing Board will regard the College with active

and loving concern, shall inspire and sustain those who work in the College and show themselves true fathers to the students (Optatam Totius, No.5). They shall make periodic visits to the College and keep close contact with their students.

- 2.2. The Governing board, particularly the Chairman, shall make sure that the College has sufficient number of Resident Personnel for formation and professors who are marked by an upright life, integrity of doctrine, devotion to duty, suitable pastoral experience and special training (Sapientia Christiana 26#1).
- 2.3. The Rector of the College is the Secretary to the Governing Board. The Board may invite to its meetings any other office bearer of the College for consultation according to the subject under discussion.
- 2.4. The Archbishop of Guwahati shall be the Ex-officio Chairman of the Governing Board.

2.5. FUNCTIONS OF THE CHAIRMAN

- 2.5.1. He shall represent the Board in all dealings with the Apostolic See and other Ecclesiastical Bodies and Civil Authorities, either directly or through the Rector.
- 2.5.2. He shall issue letters of appointment to the permanent resident staff members and professors of the College after obtaining consent from their respective Provincials.
- 2.5.3. He shall convene and preside over the Board Meeting
- 2.5.4. The frequency of the Governing Board meetings shall be left to the judgement and discretion of the Governing Board Chairman.
- 2.5.5. He, in consultation with the provincials, makes sure that the College has sufficient and quality permanent resident professors and formators.
- 2.5.6. The Chairman reserves the right to approve unforeseen and extraordinary transactions beyond the amount fixed by the Governing Board, which may be revised from time to time.

2.6. MANNER OF GOVERNING BOARD'S SUPERVISION

The Governing Board shall exercise its supervision over the College Through:

- 2.6.1. Its annual meeting.
- 2.6.2. The approval of Rector's annual report.
- 2.6.3. The approval of the annual statement of accounts and of the proposed budget for the following year.
- 2.6.4. Appointment of the Rector and the appointment of the staff.

2.7. GOVERNING BOARD MEETING

- 2.7.1. The Governing Board shall meet at least once a year in order to review all matters related to the administration of the College.
- 2.7.2. All Major decisions shall be taken by the vote (either secret or public as the case may demand).
- 2.7.3. Absent members of the Board shall be entitled to depute a representative each with the full power of voting on their behalf.

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- 2.7.4. The Governing board shall hold at least once a year a joint meeting with the permanent resident staff of the College. This shall be considered as the General Body meeting of the College.

3. APPOINTMENTS

It is the responsibility of the Governing board to provide adequate number of Resident Staff and Professors for the College who are “*carefully prepared in sound doctrine, suitable pastoral experience and special spiritual and pedagogical training*” (*Optatam Totius*, 15). Hence, the Chairman in consultation with the participating provincials chooses and appoints resident staff members.

- 3.1. The Rector is appointed by the Chairman of the Governing Board who is designated by the Provincial for a period of three years renewable for another term of three years. No one shall be appointed to the office of the Rector for a third consecutive term, except after an interval of at least three years.

- 3.2. The appointment of the Offices of the Dean of Studies, Registrar and Controller of Examination, Spiritual Director and Administrator is made by the Chairman of the governing Board who are designated by the provincial. They shall hold their respective offices for a term of three years, renewable only for another term of three years. They may be appointed to the same office after an interval of minimum three years. All office holders are immediately accountable to the Rector.
- 3.3. The appointment of the resident teaching and formation staff by the Chairman of the Governing Board, designated by the Provincial, shall be for a period of three years which can be renewed for another term of three years. The staff member once appointed shall not be withdrawn, without giving at least one year's notice and making provision for the substitute by the Governing Board (*Optatam Totius*, 5). The Governing Board reserves to itself the right to take disciplinary action against any member of the staff. In such eventualities the Board shall follow the norms laid down

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in Canons 184 to 196 and other norms and directives, which govern such matters.

- 3.4. The age of retirement for the Resident Teaching Staff members is 65. One may continue as Professor Emeritus if requested by the Governing Board.

4. MAINTENANCE OF THE PERMANENT RESIDENT STAFF

- 4.1. The members of the permanent resident staff are maintained by the College and remunerated according to the norms fixed by the Governing Board. The Governing Board will review the norms periodically.
- 4.2. T. A. and other expenses incurred for attending any seminars, meeting, courses or update programs on behalf of the College shall be met by the College.
- 4.3. The College also pays for the annual retreat of the Staff members and a vacation allowance on par with the norms of the Guwahati Province of the Missionaries of St. Francis De Sales.

- 4.4. An yearly priest welfare fund is paid to the province on par with the norms of the province.

5. INTERNAL ADMINISTRATION

While the policy of general administration of St. Clement College remains the right and responsibility of the Governing Board, maximum autonomy shall be left to the Rector and his Council, in all matters of ordinary and internal administration. The Rector and the staff shall be free to take the initiatives they deem opportune and appropriate with regard to the internal discipline, distribution of class, preparation of the academic calendar and other matters relating to the ordinary running of the college. In this matter, every effort shall be made to comply with the directives and guidelines mentioned in these statutes and the relevant documents.

- 5.1.1. Academic Senate:** The College shall form an Academic Senate. The members of the Academic Senate are: The Rector (Chairman), the Dean (Convener) and all the members of the Resident staff.

5.1.2. Academic Council: The College shall form an Academic Council. The members of the Academic Council are: The Rector (Chairman), the Dean (Convener), all the members of the resident staff, and the elected representatives from the Students.

5.2. FUNCTIONS AND RESPONSIBILITIES OF THE PERMANENT RESIDENT STAFF/ OFFICE BEARES.

5.2.1. THE RECTOR

5.2.2. The Rector is appointed by the Chairman of the Governing Board, on the recommendation of the Provincial, for a term of three years. **He is also the Local Superior.** With the consent of the Provincial, the chairman of the Governing Board may renew the appointment for another term of three years only. The Rector is responsible for the overall planning and running of the College. He is first and foremost a pastor to the community. He should be capable of inspiring and animating the Staff and

students towards a fuller realization of the goals of the College by planning and co-ordinating the works of the various departments. He should secure the full collaboration of the staff by respecting the principles and practice of subsidiarity, collegiality and joint responsibility.

5.2.3. THE FUNCTIONS OF THE RECTOR

- 5.2.4. The Rector is immediately accountable to the Governing Board in all matters of importance concerning the day-to-day administration of the Institute as well as the spiritual and religious life of all its members, and for the formation of the students.
- 5.2.5. He keeps regular contact with the Archbishops/ Bishops/ Provincials and apprises them of the growth and development of the students and the Institute.
- 5.2.6. At the end of each year the Rector in consultation with the staff has to send a report on each student to the respective Bishops/ provincials.

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- 5.2.7. The Rector with the collaboration of the staff maintains discipline in the House. He is the final authority as regards financial matters. He corrects members of the staff and initiates the process of the transfer of a member of the staff in case of need. He conducts the elections to the various offices in the House.
- 5.2.8. The Rector is the final authority as regards all disputed matters. All will abide by his decisions even if found unpleasant. If there is adequate reason, one may appeal to the Governing Board. All the same, one will abide by the decision given by the Rector till the Governing Board decides on the matter.
- 5.2.9. The Rector keeps in order the House Archives, all confidential files, reports of students, past and present, minutes of the staff meetings and so on. The archives are not open to others, except with the Rector's permission.
- 5.2.10. The Rector convenes staff meetings regularly and presides over them. He gives or arranges weekly spiritual conferences. He

arranges monthly recollections and annual retreats. He calls for and presides over community meetings participated by the Staff and the scholastics. He assigns the various duties in the community to the scholastics.

- 5.2.11. He sees to it that the students have a spiritual guide.
- 5.2.12. He submits in time the request for subsidy from the Opus Sancti Petri (Society of St. Peter the Apostle).
- 5.2.13. He prepares the yearly report on the seminary which will be forwarded to the each member of the Governing Board.
- 5.2.14. He acts as Secretary to the Governing Board and to see that the Board's resolutions concerning the College are implemented.

5.3. THE DEAN OF STUDIES

The Dean of studies is in-charge of the overall planning of the philosophical formation and implementation of all academic program of the College. He ensures that both the teaching of the

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Magisterium and the legitimate academic freedom as understood in official pontifical documents are maintained in the College.

- 5.3.1. The Chairman of the Governing Board appoints the Dean who is designated by the Provincial for a period of three years
- 5.3.2. It is the responsibility of the Dean of Studies to co-ordinate the academic programme of the Institute within the framework of the academic policies as enunciated in the statutes.
- 5.3.3. The Dean of Studies carries out his duties faithfully in close collaboration with the Rector / President, the Registrar and the Local Administrative Body.
- 5.3.4. He is the convener of the Academic Council and the Academic Senate. It is his responsibility to send the minutes of all such meetings to the Governing Board.
- 5.3.5. The Dean allots courses to the resident staff after due consultation with them, contacts the visiting professors in advance and distributes the various courses to be taken

by them. He is in charge of text books and other study materials or teaching aids.

- 5.3.6. He ensures adequate intellectual atmosphere in the Institute. He may meet the scholastics from time to time, especially those who are weak in studies and guides them in their intellectual pursuits
- 5.3.7. He organizes periodic extension lectures in consultation with the Rector / President.
- 5.3.8. He evaluates the professors sending out evaluation papers to the students.

5.4. THE REGISTRAR AND CONTROLLER OF EXAMINATION

- 5.4.1. The Registrar and the Controller of Examinations who is designated by the Provincial is appointed by the Chairman of the Governing Board for a period of three years.
- 5.4.2. In close collaboration with the President and the Dean of Studies, the Registrar and the Controller of Examinations takes care of admissions and registration of the students, works out the time-table for the

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examinations, announces the exam schedules and conducts them, keeps all the official records pertaining to the Academic Institute, and prepares and issues all mark-cards and certificates to the past and present students.

- 5.4.3. At the end of every year he prepares and sends the mark cards of the students to their respective Provincials and Directors of Study Houses and apprises them of their study
- 5.4.4. The Registrar prepares the Handbook and Calendar in consultation with the President and the Dean of Studies. He is also responsible for the printing and dispatching of the same.
- 5.4.5. He is responsible for the organizing of the major academic events such as Academic Inauguration, Institute's Day and Convocation. He organizes these in consultation with all concerned.
- 5.4.6. In collaboration with the President and the Finance Officer he is responsible for the regular maintenance of the Academic

Institute by taking care of the repairs, cleanliness and beautification of the buildings and the furnishings therein. He receives sufficient fund for the same from the Finance Officer in an *ad hoc* manner.

- 5.4.7. He shall act as ex-officio secretary to the Academic Council.

5.5. THE FINANCIAL ADMINISTRATOR

- 5.5.1. The Financial administrator who is designated by the Provincial is appointed by the Chairman of the Governing Board for a term of three years. The term may be extended for another three years
- 5.5.2. He carries out his duties faithfully under the direct and immediate supervision of the Rector and in close collaboration with the Local Administrative Body
- 5.5.3. He is to maintain regular and accurate accounts of the Institute.
- 5.5.4. He is to consolidate the financial plan and the annual budget of the Institute

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- 5.5.5. He is immediately accountable to the Rector and he has to keep the Rector informed regularly of the financial situation and apprise him of all important financial administrative matters.
- 5.5.6. It is the responsibility of the Procurator to send the quarterly, half-yearly and annual returns to the Governing Board after obtaining the necessary approval of the Rector.
- 5.5.7. The Procurator sends the annual audited accounts to the Governing Board.
- 5.5.8. During the staff meetings the Procurator discusses financial and administrative matters of special concern. He brings to the notice of the staff any excessive increase in expenditure, even in the ordinary running of the House.
- 5.5.9. The finance officer keeps an inventory of all the departments of the House,
- 5.5.10. He is the care-taker of the movable and immovable property of the College

- 5.5.11. He gives the honorarium to the staff members and to the visiting professors
- 5.5.12. He disburses money to the students according to the prevailing norms.
- 5.5.13. He directs and pays all the domestic workers.

5.6. SPIRITUAL DIRECTOR

The Spiritual director is in a special way responsible for the spiritual formation of the students. There shall be sufficient number of Spiritual Guides in the College and each student should have a Spiritual Guide. One may choose one's Spiritual Guide from among those approved by the Rector.

- 5.6.1. The Chairman of the Governing Board appoints spiritual directors who are designated by the Provincial.
- 5.6.2. The Spiritual director shall function in close collaboration with the Rector in animating and coordinating the spiritual life and spiritual formation in the seminary.
- 5.6.3. The Spiritual director shall attend to the spiritual and moral care of the seminarians who come to him

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- 5.6.4. He will draw from the rich and varied spiritual traditions of both the Churches of East and West.
- 5.6.5. They will enable the seminarians to develop a better sense of vocation and to deepen and be strengthened in this sense of vocation. He also arranges spiritual discourses for the them

5.7. LIBRARIAN

- 5.7.1. The Librarian is designated by the provincial and appointed by the Chairman of the Governing Board for a period of three years.
- 5.7.2. He maintains properly the Library. He updates and improves the Library.
- 5.7.3. He uses a minimum of one lakh (1 lakh) per year for the development of the library.
- 5.7.4. He subscribes to the periodicals and preserves old issues for further use.
- 5.7.5. He guides the students in the use of library.

5.8. ACTING RECTOR

The Dean of Studies functions as the acting Rector in the absence of the Rector or anyone else appointed by the Rector in the absence of the Dean.

6. STUDENTS OF PHILOSOPHY

6.1. ADMISSION OF STUDENTS: The College shall admit students of philosophy (diocesan\ religious- both men and women). The College admits students who are presented by their respective Bishops/ Major Superior to the Chairman of the Governing Board.

6.2. The primary responsibility of all students is to prepare themselves to be zealous, committed and competent priests or religious with uprightness of character, firm faith, moral and spiritual maturity, sound philosophical knowledge, pastoral competence, missionary impetus and love for the church.

6.3. Students Council

There shall be an appropriate forum to express the legitimate aspirations and grievances of the students.

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This will facilitate a healthy dialogue between the staff and students and among the students themselves.

- 6.3.1. To these consultative body representatives are elected by the students. Some others are nominated by the faculty. The number of representatives shall be determined by the staff.
- 6.4. For the disciplinary action against any student of the Academic department, the responsibility rests with the Rector, in consultation with the Dean and the Academic Council.
- 6.5. The Rector submits the annual report to the respective Ordinary / Major Superior.
- 6.6. The students receive pocket money as per the norms of the dioceses/ provinces.
- 6.7. **DISMISSAL OF STUDENTS:** Regarding the dismissal of any students from the seminary, decision is taken by the Rector in consultation with other members of the staff which is communicated to the respective Major Superior/ Ordinary.

7. **CONCLUSION :** Amendment and elaborations if needed, to this Statutes shall be proposed in writing by the members of the staff or any member of the Governing Board to the Chairman of the Governing Board for further discussion and amendment. They to be enacted, shall secure at least two-third majority of the total number of the members together.
