



St. Mary's College (Autonomous)
Reaccredited with 'A+' Grade by NAAC (Cycle IV)
Thoothukudi



CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2 Strategy Development and Deployment Year 2018-2023



6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies are effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

➤ **Appointment and Service Rule**

Appointment Policy

The appointment of the teaching and non-teaching staff must be decided in the society governing body. The sanction of the governing body is needed before making them permanent. The interview board for the selection of the staff consists of the secretary, principal, vice-principal, SSC director and two external members. The head of the department may or may not be on the panel for interview for teaching faculty.

Appointment of Teaching Faculty

Application Procedures

- The secretary will give an advertisement for all the vacant posts
- Candidates applying for the posts should send their applications to the secretary
- Applications will be processed and interview cards sent to the applicants by the secretary
- Interview will be held in the college for which the posts have been advertised

Qualifying Requirements for Regular Appointment

- Masters degree with SET/NET or Ph.D
- Knowledge and depth in the subject
- Field experience in youth activities and rural development work
- Good communication skills and creative performances
- Ability to promote the institutions vision, mission, goals and objectives
- Qualified first generation candidates to be given preference
- Preferences are inbuilt into the break- up of marks in interview for permanent posts

Selection Process : Allotment of Marks -100

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|------------------------------|------|
| • Knowledge of the subjects | - 30 |
| • Teaching skills | - 25 |
| • Academic qualification | - 10 |
| • Religion catholic | - 10 |
| • Community SC/ST | - 05 |
| • Teaching experience | - 05 |
| • First generation qualifier | - 03 |
| • Rural background | - 03 |
| • Creativity skills | - 04 |
| • Empowerment | - 05 |

On Completion of Selection

- Selected candidates will be informed by the secretary after being referred to the Superior General, Provincial and Governing Body
- At the time of appointment the staff appointed has to sign a common agreement form

Appointment in Leave Vacancies

- For leave vacancies less than 10 months appointments should be made by the secretary from the available list of selected candidates in interviews already held
- If no interviews have been held the secretary can make appointments in short leave vacancies in consultation with the superior and principal
- At the end of the leave period/ academic year, such appointments should be terminated
- For leave vacancies more than 10 months the selection process is done by the secretary using the staff selection method
- If the candidates are found suitable these appointments are not terminated at the end of the academic year
- Suitable candidates may have to be relieved and reappointed after vacation period
- Staff on FDP can be relieved only when a qualified staff is available for appointment in the FDP vacancy

Probation Period Assessment

- Orientation programmes for the newly recruited staff members must be arranged twice a year
- They must be made to share the Servite's vision of higher education
- Assessments should be conducted during the period of probation of the new recruits.
- Knowledge and communication skills to be assessed by students and head of the department
- Assessment obtained after the first six months of probation and by the end of the year
- Confidentiality of evaluation will be maintained
- Termination or extension of service done accordingly
- On any doubt regarding the merits of a probationer, her services should be terminated at the end of the first year itself
- If the service of a probationer is terminated, three months notice is to be given

Staff Appointment for Self-Supporting Courses

- The staff selection is done by the staff selection committee if the candidate is selected for 10 months and more.
- Secretary is the appointing authority for all faculty members in self-financing courses in collaboration with the Principal
- If the appointment is for less than ten months, the secretary constitutes a selection board and chooses a suitable candidate
- Priority given to candidates with SLET/NET or with PhD
- Candidates with Masters and M. Phil are also recruited

- Priority be given for marginalized women
- Performance of the selected candidates be assessed periodically
- Management should decide whether to confirm or terminate service within one year
- Selected candidates may be appointed for two years
- If the faculty performance is satisfactory service could be extended for five years or made permanent
- Vacancies must be immediately filled when a faculty leaves

Appointment of Non-Teaching Staff

The non-teaching staff form an integral part of the college administration. In addition to the academic qualifications as prescribed by educational authorities, the following norms should be kept in mind while recruiting the candidates.

Qualifying Requirements

- Suitability of the person for the job
- Personal qualification matching the job requirements
- Minimum qualification for the category of record clerk is VIII standard
- For any service staff it is sufficient that they know to read and write
- For appointment in the feeder category of record clerk and above a pass in S.S.L.C required
- Age limit of the Backward Community applicant must be below 35 years
- Preparedness for hard work
- Interest in the welfare of the institution
- Preferences given to Catholics, marginalized, destitute women, dalits and other backward classes

Appointment and Promotion Procedures

- Any candidate seeking appointment as a non-teaching staff should send in application with relevant particulars
- The secretary, principal, superior and the superintendent will conduct the interview and select the candidate for the non-teaching staff
- The secretary will issue the appointment order after referring to Superior General, Provincial and Governing Body
- The appointment is to be on the basis of probation for one year
- At the end of the year the employee should be confirmed of the job
- If found satisfactory his/her service to be retained and terminated if unsatisfactory
- As per the Tamil Nadu Private Colleges Regulation Act 1974, the promotion from one category to another in the non-teaching cadre is on seniority basis

After appointment the faculty must be provided training to share the vision, aims and objectives of the institution and be given opportunities for self-development and professional advancement.