

## POLICY ON APPOINTMENT OF SELF FINANCING STAFF

<b>Responsible Executive</b>	<b>Director Self Financing Section</b>
<b>Responsible Office</b>	

### 1. Statement of Policy

Self-Finance Stream of St Berchmans College (Autonomous), Changanacherry aims to provide quality education, research orientation and placement to students enrolled in the UG and PG courses in the unaided section of the college. The college is committed towards giving a congenial academic environment to both teachers and students in terms of infrastructure, entrepreneurship and career advancement.

### 2. Objective of this Policy

The policy mainly aims to chart out the various regulations regarding the Appointment, Service, Salary, Leave, Promotion and Discipline of the teachers of the Self-Finance Stream of the College

### 3. Individuals and entities affected by this policy

All teachers of the Self-Finance Stream of the College appointed on Contract, Probationary and Permanent bases.

### 4. Policy Content

#### 4.1 Appointment

All appointments of teachers of the Self-Financing Programmes shall be made by the College

##### 4.1.1 Appointment of Director and Academic Co-Ordinator

Appointment of Director and Co-ordinator shall be made by the College on the basis of academic merits and suitability.

##### 4.1.2 Appointment of Teachers

Appointment of teachers shall be made by the college by direct recruitment on the basis of merit and suitability.

##### 4.1.2.1 Qualifications

The qualifications prescribed for the post of Assistant Professor for various programmes shall be those as prescribed by the UGC Regulations applicable to teachers and colleges affiliated to the university. However, in the absence of eligible candidates Master's degree with sixty percent of marks can be considered as a minimum qualification. No teacher shall be eligible for appointment as such, whether permanent or probationary or on contract basis, unless he/she possesses the qualifications as mentioned above.

##### 4.1.2.2 Selection Committee

The following members shall be included in The Selection Committee:

1. Manager
2. Principal
3. The Director
4. The Academic Co-ordinator
5. Head of the Department of the subject concerned in the College
6. Subject Expert

At least three members, including one subject expert, should constitute the quorum.

##### 4.1.2.3 Mode of appointment

Every teacher shall be appointed by a written order by the College.

**4.1.2.4 Preference in appointment**

A permanent teacher or a teacher on probation for a specified period in the aided stream, if thrown out of service for reasons other than disciplinary action, shall be given preference in the matter of future appointment in the self-financing stream of the college. If there are more claimants, the order of preference shall be according to the seniority among them, the senior being appointed first.

**4.2 Contract and Probation**

Teachers appointed shall be, first, on contract for a period of one-year. If satisfactory, he/she will be appointed on probation that lasts for another one year which may or may not lead to permanent appointment. The teachers will undergo an interview with the Director after each appointment.

**4.3 Grant of Leave**

The Director shall be the authority to grant casual leave. The total casual leave granted to a teacher shall not exceed fifteen days in an academic year. Other kinds of leave (duty leave -maximum 10 days, maternity leave -6 months and paternity leave -10 days) shall be granted by the Principal on the recommendation of the Director.

**4.4 Salary and Increments**

A permanent teacher or a teacher on probation shall be entitled to the scale of pay of the post in which they are appointed and it shall be paid by the educational agency as a matter of course, unless it is withheld.

4.4.1 Vacation Salary

Each permanent teacher is entitled to draw the vacation salary for April and May every year.

4.4.2 Annual Increment

Each permanent teacher is entitled to have an Increment of Rs. 500/- in the salary every year.

4.4.3 Teachers on contract and probation

A teacher appointed on contract or probation shall be eligible for the monthly pay fixed at 18, 000 (Basic: 15, 000, DA: 3,000)

**4.5 Workload**

The workload of the teacher shall be as per UGC norms and regulations. The work load of teachers on contract, probation or permanent bases should not be less than 40 hours a week. The direct teaching hours will be 16 hours a week. Relaxation of two hours in the workload will be given to the co-ordinator.

4.6 Promotion

Grade	Years	AGP
I	8	1000
II	6	2000
III	4	3000
IV	Associate Professor	

4.7 Discipline of the Teachers

Certain lapses of teachers to be punishable. The following lapse on the part of teachers shall constitute misconduct inviting disciplinary action, namely:

- 4.7.1 Failure to perform his/her academic duties such as coming to the class without preparation for conducting lecture classes, demonstration, assessment, guidance, invigilation etc.
- 4.7.2 Gross partiality in assessment of students deliberately over marking/ under marking or attempting a victimization on any ground whatsoever;
- 4.7.3 Inciting students against other students, colleagues or against the staff and officers of the College or the State Government or the Central Government:

- 4.7.4 Raising questions of caste, creed, religion, race or sex in his/her relationship with his colleagues and trying to use the above considerations for the improvement of his/her prospects;
- 4.7.5 Refusal to carry out the decisions by appropriate administrative and academic bodies and / or functionaries of the college.

#### 4.8 Resignation

A teacher who wants to resign from his/her post in the Self-Finance Stream should give in writing the request along with the reason 6 months in advance.

#### 4.9 Removal from Office

If any teacher is found culpable and guilty on account of serious violations of the norms and regulations of the college, as stipulated by the UGC guidelines, he/she can be removed from the post by a committee constituted by the Principal.

#### 4.10 Retirement

A teacher in Self finance stream will retire at the age of 60. However, it can be extended to 65 in exceptional cases.