

# JAYARAJ ANNAPACKIAM COLLEGE FOR WOMEN (AUTONOMOUS)



**PERIYAKULAM - 625 601, THENI DT.**

Accredited with 'A' Grade (Cycle 3) by NAAC

DST - FIST Supported College

(Affiliated to Mother Teresa Women's University, Kodaikanal)



Res : 04546 - 231382  
Off : 04546 - 231482  
Fax : 04546 - 231482

Website : [www.anejac.com](http://www.anejac.com)  
E-mail : [principal@anejac.com](mailto:principal@anejac.com)

## **POLICIES ON RECRUITMENT, PROMOTION & GRIEVANCE REDRESSAL MECHANISM**

### **Recruitment:**

This policy is framed to recruit the teaching staff with quality, competence and work with commitment and dedication to enhance the learning ability of the learners in their total formation. The following norms and procedures shall be followed in the selection of teaching staff:

- The secretary of the college intimates the Superior General, Higher Education Coordinator and Province Coordinator for Education on the vacancies to be filled by the Government.
- Advertisements are given in the daily newspaper regarding the vacancies and the applications will be available in the office.
- After receiving the applications, they are processed and scrutinized according to the rules.
- The secretary of the college sends interview cards to all eligible candidates.
- Interview will be held in the college by the selection committee.
- The selection committee consists of the superior general of the congregation, General coordinator for Education, Higher Education coordinator, Province Coordinator for Education (Madurai Province), the Provincial, the Superior, the Secretary, The Principal, The Head of the concerned Department and one external subject expert.
- In the interview, the candidates are tested in subject knowledge, communication skills and teaching ability and assessed by the selection committee members.
- Weightage will be given to Catholics, first generation learners, rural/ local candidates, daughters of domestic and class IV employees and widows, staff of unaided courses, academic qualification teaching experience and publications.

# JAYARAJ ANNAPACKIAM COLLEGE FOR WOMEN (AUTONOMOUS)



**PERIYAKULAM - 625 601, THENI DT.**

Accredited with 'A' Grade (Cycle 3) by NAAC

DST - FIST Supported College

(Affiliated to Mother Teresa Women's University, Kodaikanal)



Res : 04546 - 231382  
Off : 04546 - 231482  
Fax : 04546 - 231482

Website : [www.annejac.com](http://www.annejac.com)  
E-mail : [principal@annejac.com](mailto:principal@annejac.com)

- The candidates provisionally selected are ranked in order by the selection committee and the list is forwarded to the Superior General by the Secretary.
- The Secretary with the approval of the Superior General issues the appointment order to the selected candidates.
- Appointment of the Head of the Department is made by the Secretary in consultation with the Principal and Superior on the basis of seniority cum merit.
- Vice-Principals, Deans, Placement officer and Purchase officer are decided by the Principal, the Secretary and the Superior based on the recommendations of the names suggested by the search committee, which consists of two Heads of the Department and one senior staff.

## **Promotion Policies**

The college adheres to the rules given by UGC and the affiliating university.

## **Grievance Redressal Mechanism**

The procedure for redressal of the grievances of the teaching and non-teaching staff related to academic and administrative problems of the college campus is at three levels: College level, Province level, and Generalite level.

## **College grievance cell**

- College grievance cell consists of a member of Higher Education commission (convener), the Principal, the Secretary, and the Superior, a member of the Governing body of the college, a teaching staff of the college, a non-teaching staff and a lawyer.
- It listens to the views of the concerned petitioner and discusses with the members and arrives at the solution/verdict unanimously.
- It is informed to the petitioner by the Superior. If he/she is not satisfied with the solution/verdict, then they can appeal to the Province grievance cell
- All the proceedings of the enquiry is recorded and signed by the petitioner, the representative of the management and the members.

# JAYARAJ ANNAPACKIAM COLLEGE FOR WOMEN (AUTONOMOUS)



**PERIYAKULAM - 625 601, THENI DT.**

Accredited with 'A' Grade (Cycle 3) by NAAC

DST - FIST Supported College

(Affiliated to Mother Teresa Women's University, Kodaikanal)



Res : 04546 - 231382  
Off : 04546 - 231482  
Fax : 04546 - 231482

Website : www.annejac.com  
E-mail : principal@annejac.com

## **Province grievance cell**

- This cell consists of Provincial (convener), Province consultors and Province coordinator for Education.
- After studying all the documents, the procedure and findings of the college grievance cell, and if they find further need for hearing, the petitioner is asked to appear before the cell and his/her views are heard. The management representative may also be called to present her views to the cell.
- The members of the cell arrive at a common verdict and are informed to the petitioner by the superior of the college.
- If he/she is not satisfied with the solution/verdict, then they can appeal to the Generalite grievance cell.
- All the proceedings of the enquiry is recorded and signed by the petitioner and the members.

## **Generalite grievance cell**

The Generalite grievance cell consisting of the Superior General, her consultors and the General coordinator for Education, studies the appeal along with all the records and verdict of the college and Province grievance cells and arrives at a final verdict. It is communicated to the petitioner through the Superior of the college.

Principal

Jayaraj Annapackiam College  
for Women (Autonomous)  
Periyakulam - 625 601.  
Theni District.