

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
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Website : www.annejac.com
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STAFF SERVICE RULES AND PROCEDURES

Jayaraj Annapackiam College for Women (Autonomous) Periyakulam has laid down the appointment and service rules for the Teaching and Non-teaching staff in accordance with the Tamil Nadu Private Colleges regulation Act, 1976 and GO from Tamil Nadu Government and the policies of the congregation of the Sisters of St. Anne of Tiruchirappalli.

Procedure for Selection

- Staff are appointed on the norms prescribed by UGC, Tamilnadu Government and the affiliating university.
- They are appointed for a probationary period of two years
- Probationers are liable for periodic assessment during the probationary period by the Administrators, Head of the Department and students.
- If the performance and conduct of the probationer are found to be unsatisfactory, she will be relieved at any stage during probation.
- Probationer will be made permanent on successful completion of probation for a period of two years.
- The secretary shall issue the order of confirmation and get the agreement form signed by the newly confirmed staff.

Suspension and Termination

- In case of confirmed staff, either in aided or management/self-financing post, causes danger or risk to the interest of the college and the students' interest, the concerned staff can be placed under suspension for a period of 15 days/ one month, pending disciplinary proceedings.
- The staff can be placed under suspension and /or her service can be terminated only after following the disciplinary action and proceedings stipulated in Tamilnadu Private Colleges Regulation Act, 1976.
- The secretary shall follow the norms and maintain all relevant materials needed for taking action against the staff.

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- In case of staff in aided or management/self-financing post wants to be relieved from service, such staff must give three months notice in advance to the secretary and if notice is not given, the aided staff must return three months salary and the management/self-financing staff must return two month salary.
- If the staff is terminated from service on disciplinary grounds, three month salary must be paid by the college.

Promotion

- The promotion policies are based on the UGC rules and they have to complete the mandatory orientation and Refresher courses organised by UGC-HRDC.
- Staff performances are assessed by their performance appraisal which is collected by IQAC
- They attend training and professional development programmes to enhance their skills.
- The promotion of aided non-teaching staff from one category to another higher category is from the feeder category and not on seniority basis as per Tamilnadu Government rules.
- Aided non-teaching staff working as store keeper, laboratory assistant, and library assistant shall be considered for promotion on seniority basis.

Pay and incentives

- The pay for the aided staff are based on the rules by UGC and by the Government of Tamilnadu.
- Pay for the Self-financing staff is fixed by the management on the basis of their Educational qualifications, experience and their achievements and increments are provided to them every year after two years of continuous service.

Leave and Provident Fund schemes

- The aided staff are allowed to avail all type of leaves as per Government rules.
- The management/ self-financing staff are allowed to take leave on par with the aided staff.

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- Provident fund, Pension and contributory pension schemes are available to the eligible aided staff.
- Management contributes towards Provident fund to all the Self-financing teaching and non-teaching staff.

Principal

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