

# Annai Hajira Women's College

Melapalayam, Tirumelveli – 627 005

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)

## POLICY OF STAFF RECRUITMENT AND SERVICE

In accordance with the Governing Body, Annai Hajira Women's College has laid down the service rules for teaching and non-teaching staff. The rules govern the following:

### I. RECRUITMENT POLICY

#### 1. Appointment of Teaching and Non- Teaching Staff

- The appointing authority for all categories of employees, teaching and nonteaching, is the Governing Council of the college.
- No one may consider herself as an employee of the College unless she has been issued the appointment letter duly signed by the Secretary.
- The date of appointment given on the letter of appointment will be the date considered for all subsequent requirements.

#### 2. Appointment procedure for Teaching /Non-Teaching Staff

- As per rule the existing vacancies are advertised in the leading newspapers, all applications received in response are scrutinized and the qualified candidates are shortlisted for the interview. Based on the performance of the candidate in the interview she may be appointed and issued the appointment letter.
- The staff is selected in accordance to the guidelines set by the UGC and Affiliating University –Manonmaniam Sundaranar University.
- The non-teaching Staff are selected as per the rules laid by the Governing body of the Management.

#### 3. Pay and Allowance

- All staff members of Annai Hajira Women's College will draw salary and allowances, as decided by the college Governing Body from time to time.
- Salary shall be paid by the end of every month, if the day is a holiday, then salary shall be paid on the working day preceding it.
- The college shall deduct appropriate charges for advances and staff member's contributions towards Provident Fund, EPF and other deductions.
- The Employee shall be eligible for the annual increment as and when it falls due.

#### 4. Provident Fund & ESI

- Every employee on probation and permanent status is bound to become a member of the Contributory Provident Fund according to the Provident Fund

Rules of the Government of India and its amendments as far as college may be concerned.

## **II. TRAINING AND DEVELOPMENT**

### **1. Induction / Orientation**

- The newly recruited Staff is given orientation training for two days where they are sensitized on the Institution's vision, mission, rules and regulations of the college, service rules and the governance and administration to accustom the new recruits to the new environment.
- The staff shall undergo need-based training programs to update their knowledge and skills and become professionally competent. They are encouraged to enhance their knowledge through online courses offered on ICT platforms as part of skill development and Professional development programs offered by the College and other institutes.

## **III. PROBATION AND CONTINUATION OF SERVICE**

- The appointment of the employee is being made on probation initially for a period of one year which may be extended up to another year by the Governing Body, in its sole discretion. During the probationary period if found unsatisfactory, the services may be terminated by giving three months' notice or salary in lieu of notice.
- If during the period of Probation or the extended period as the case may be, the employee shall desire to resign, she shall give one month's notice in writing to this effect, to the employer or surrender one month's salary to the College in lieu of notice. For the permanent employee, three months' notice in writing should be given or the employee should surrender three months' salary in lieu of notice.
- The Governing Body has the power to modify, revise and /or alter the code of conduct and Service Rules for the Staff of the College and the employee agrees to abide by such modifications, revisions and/ or alternations made by the Governing Body from time to time.

#### **IV. Pay and Incentives**

- The pay scale will be decided by the governing body of the college which is subject to revision from time to time based on the qualification, experience and other relevant considerations.
- Revision of salary shall be done once in 5 years taking into account the performance and experience and other academic criteria on par with the living index
- Incentives shall be provided for presenting papers in conferences and seminars and workshops

#### **V. Termination of Service**

A staff may be terminated from service without any prior notice or pay in lieu on one of the following grounds:

- Continual neglect of duty.
- Directly or indirectly, carry on or be concerned in any trade, business work, or the like of a remunerative kind without the prior written sanction of the Secretary of the College.
- Any immoral conduct of a gross kind
- Repeated act of insubordination.
- Any disputes arising out of any breach of contract between the employee and the employer.
- However, before the act of such termination through domestic enquiry will be conducted by a committee following the course of natural justice.

#### **VI. Leave Policy**

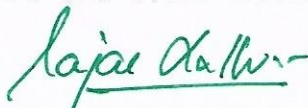
The staff can avail Causal Leave, Maternity Leave, Medical Leave and OD as per the rules.

- Leave is not a matter of right. Prior permission is to be sought to avail leave.
- If already taken CL on emergency, then leave letter in the prescribed format to be submitted to the office duly signed by Principal
- No leave can be considered without proper leave letter

- Any faculty taking leave should make necessary arrangements to handle their assignments in college in case of unavoidable circumstances, a request can be made to the HOD.
- Two one hour permissions are allowed per month and 3 late will lead to ½ day CL and over and above will be carried forward to the following month. Any part of above 3 late will be carried forward
- Before giving acceptance for external duty prior permission should be obtained from the Principal for OD.
- OD is granted for academic purpose only
- No mail/registered post should be sent for any leave taken
- No faculty can leave college during college hours without the permission of Principal and exit from the campus during college hours should be only after obtaining the permission.

#### VII. Grievance Redressal

- The grievance committee members are appointed by the Management to look into the complaints/grievances of employees, if any.
- The grievance can be addressed to the committee members and such grievances will be resolved within 10 days of the receipt of the grievance
- Any disputes arising out of any breach of contract between the employee and the employer, will be resolved by the committee convened by Principal.



**PRINCIPAL**  
**ANNAI HAJIRA WOMEN'S COLLEGE**  
**MELAPALAYAM - 627 005.**



**SECRETARY**  
**ANNAI HAJIRA WOMEN'S COLLEGE**  
**MELAPALAYAM - 627 005.**