



V.V. VANNIAPERUMAL COLLEGE FOR WOMEN

(Belonging to Virudhunagar Hindu Nadars)

An Autonomous Institution Affiliated to Madurai Kamaraj University

Re-accredited with 'A' Grade (3rd Cycle) by NAAC

VIRUDHUNAGAR - 626 001. (TAMIL NADU)



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POLICY ON APPOINTMENT OF TEACHING AND NON-TEACHING FACULTY

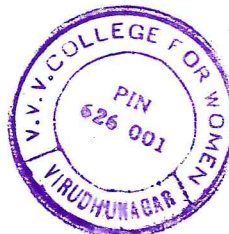
Name of the Policy	: Appointment of Teaching and Non-Teaching Faculty Policy
Policy Reference Number	: VVVC/CAO/PRN/1/2022/1.0
With Effect From	: June 2022
Responsible Office	: College Administrative Office
Validity Period	: 5 Years

I. Policy Statement

V. V. Vanniaperumal College for Women, Virudhunagar, an Autonomous Institution, affiliated to Madurai Kamaraj University holds that the College should be guided by written policies and all members of the College should be familiar with and adhere to the Policy on Appointment of Teaching and Non-Teaching staff members in V.V.Vanniaperumal College for Women.

II. Objectives of the Policy

- To ensure that the appointment process of Teaching and Non-Teaching staff members in the College under aided stream adheres to the norms fixed by the UGC and Government of Tamil Nadu.
- To confirm that of Teaching and Non-Teaching staff members into the Self Financing stream is based on merit.
- To maintain an ideal student-teacher ratio.



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1. PROCEDURE FOR APPOINTMENT OF TEACHING FACULTY MEMBERS

1.1 In Aided Departments

1.1.1 The College Managing Board publishes Press Advertisement for the call for interview in Daily Newspapers for the vacancies of Teaching Faculty.

1.1.2 The list of eligible candidates is also collected from the District Employment Exchange.

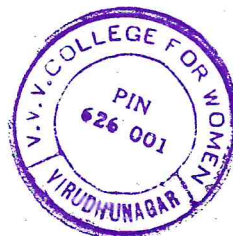
1.1.3 Application Form has to be submitted within stipulated time.

1.1.4 Salary & Qualification

As per UGC Regulations and G.O. for Appointment of Assistant Professor in Higher Education Institutions issued by the Government of Tamil Nadu.

1.1.5 Eligibility

Assistant Professors	Educational Qualification
Assistant Professor- Arts & Science	A Pass in Post-Graduate Degree in the relevant subject with a minimum of 55% marks and a pass in the NET/ SLET/ SET / SLST / CSIR / JRF as per UGC Norms in the relevant subject. OR A Pass in Post-Graduate Degree in the relevant subject with a minimum of 55% marks and Ph.D in the relevant subject awarded as per UGC norms.



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1.1.6 Only the candidate who has obtained a Bachelor's degree from a recognized University, under 10 + 2 + 3 pattern alone will be considered as per G.O.Ms.No.107, P&AR Department, dated.18.08.2009, G.O.Ms.No.116, P & AR (M) Department, dated.18.08.2010 and as prescribed in G.O.(Ms) No.242 Higher Education (B1) Department dated.18.12.2012. No other order / pattern will be entertained.

1.1.7 Provided the candidates had registered for the Ph.D. programme prior to July 11, 2009, this process is governed by the provisions of the then existing Ordinances/Bye-Laws/Regulations of the Institution in awarding the degree and such Ph.D. candidates are exempted from the requirement of NET/SLET/SET for recruitment as an Assistant Professor in the College.

1.1.8 Process of Selection

The selection is based on the academic qualifications, experience in the relevant field and the performance of the candidate in the Interview.

The date of interview is intimated to the candidates. The Selection Process is based on the following norms:

- a) The assessment of the ability for teaching and research.
- b) Ability to communicate clearly and effectively.
- c) Ability to analyse and discuss.

1.1.9 Salary and Increment

As per the UGC 7th Pay commission pay scale and as per the norms fixed for Higher Education Institutions by the Government of Tamil Nadu.

1.1.10 Experience

The experience certificates have to be produced along with application forms. Separate form should be used for each Institution worked and countersigned by a competent authority.

1.1.11 Probationary Period

All employees are on probation for two years. During the period of probation, the employee shall be liable to termination at any time without any

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notice or reason being assigned for the same. The Appointing Authority may, however, extend the period/probation in any particular case.

1.1.12 Promotion

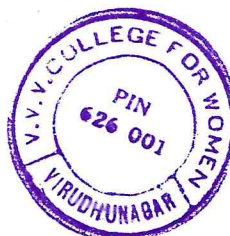
As per UGC the following Guidelines are followed for Promotion of Assistant Professor. There are 6 levels from Assistant Professor to the Professor based on which the Academic Grade Pay and Entry Pay are decided. The UGC Regulation 2022 for the promotion of Assistant Professor are:

- a) The Assistant Professors (Level 10) would be eligible for promotion under UGC CAS promotion rules through two successive levels (11 and 12) if they fulfill the eligibility and performance criteria.
- b) CAS Promotion Criteria: Under Career Advancement Scheme (CAS), a teacher shall be promoted if she gets a satisfactory or good grade in the annual performance assessment reports of at least four of the last five years of the assessment period. The promotion is recommended by the screening cum evaluation committee.
- c) The promotion rules for teachers under UGC CAS Guidelines 2022 are based on the following criteria like Teaching-Learning and Evaluation, Personal Development Related to Teaching and Research Activities and Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.
- d) The date of retirement is fixed for each faculty member based on the then guidelines given by the Government of Tamil Nadu.

1.1.13 Leave

As per the UGC Regulations and Government of Tamil Nadu, the Assistant Professors are granted various leaves

1. Duty Leave
2. Study Leave
3. Casual leave
4. Special Casual Leave
5. Earned Leave



6. Half-pay Leave / un Earned Leave
7. Extraordinary Leave
8. Maternity Leave
9. Adoption leave

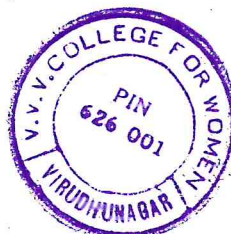
1.1.14. Workload

The Workload of an Assistant Professor follows the guidelines below

- a) The working hours of the teachers in full employment are not less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year.
- b) It is necessary for the full-time teachers to be available for at least 7 hours daily in the College as follows:
- c) The minimum direct teaching-learning process hours are as follows:
Assistant Professor - 16 hours
Associate Professor and Professor - 14 hours
A relaxation of 2 hours in the workload is given to Professors, Associate Professors who are actively involved in administration.

1.2. In Self Finance Departments

- 1.2.1 Whenever a vacancy is identified in the Self Finance stream, the Principal initiates the recruitment process through the College Management.
- 1.2.2 The College Managing Board scrutinizes the resumes already submitted in the office.
- 1.2.3 If needed, a Press Advertisement for the vacancies of Teaching Faculty in Self Finance stream is published in Daily newspapers. Application Form has to be submitted within stipulated time.
- 1.2.4 The minimum eligibility criteria for the Assistant Professor is as per the UGC Regulation 2022:
 - a) SET/SLET and NET qualified and a Master's degree.
 - b) Minimum 55% marks in post-graduation with Ph.D. degrees for the recruitment of Assistant Professors.



1.2.5 Selection Process

The Secretary and the Principal shortlist the candidates who have already submitted their resume. They are intimated to attend the written test and interview on a specific date. On the day of the Interview, the Panel comprising of the Secretary, Principal, Head of the department and one senior faculty select the candidates based on their qualification, score in the written test and performance in the interview. There is a special consideration for Differently abled persons in the Selection Process.

1.2.6 Experience

The experience certificates produced along with application forms are given due consideration. The selected candidate is appointed as an Assistant Professor. All the teachers appointed in the Self Finance stream are designated as Assistant Professors.

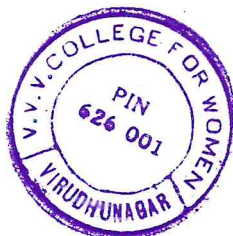
1.2.7 The appointed staffs are liable to termination at any time without any notice or reason being assigned for the same. In case the appointed faculty voluntarily get relieved on any account, they have to either give three months notice or surrender three months salary before receiving the service certificate and the relieving order.

1.2.8 Salary & Increment

As per the regulations followed, the Managing Board fixes the basic pay according to the requirement. Every year, the Management gives Increment to the teachers under Self Finance stream.

1.2.9 **Leave:** As per the norms fixed by the Management, the teachers avail the following:

1. Casual leave
2. Sabbatical Leave
3. Half-pay Leave
4. Maternity Leave for two months with pay
5. Medical Leave



1.2.10 Workload:

The minimum direct teaching-learning process hours are not less than as 16 hours for an Assistant Professor.

2. Procedure for Appointment of Non-Teaching Faculty Members in Aided stream

2.1 Educational Qualification

The candidates with 10th pass/12th pass/Graduation/Post Graduation can apply for the specific post.

2.2 Age Limit

The age limit for the candidates who wants to apply for the job is between 21 Years to 56 Years.

2.3 Eligibility

Only eligible female candidates have to apply. For specific posts like Electrician, Gardener, Watchman and Drivers, male candidates can apply.

2.4 Selection Process

The eligible candidates attend the written test and interview. Based on the seniority list obtained from the Employment Exchange, the Selection Committee decides.

2.5 Salary & Increment

2.5.1. For Regular Vacancy Appointment, the salary will be based on the norms of the Government of Tamil Nadu.

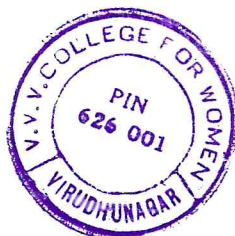
3. Procedure for Appointment of Non-Teaching Faculty Members in Self Finance stream

3.1 Educational Qualification:

The candidates with 10th pass/12th pass/Graduation/Post Graduation apply for the specific post.

3.2 Age Limit

The age limit for the candidates who wants to apply for the job is between 21 Years to 56 Years.



3.3 Eligibility

Only eligible female candidates have to apply. For specific posts like Office manager, Electrician, Gardener, Watchman and Drivers, male candidates can apply.

3.4 Selection Process

The eligible candidates attend the written test and interview. The selection committee and the College Management decide the selection of candidates.

3.5 Salary & Increment:

3.5.1. For non-teaching staff under Self Finance stream Vacancy, Appointment and Salary are based on the norms of the College Managing Board.

J. D. Thiruvani Ravi
PRINCIPAL

V.V. Vanniaperumal College for Women
(Autonomous)
(Belonging to Virudhunagar Hindu Nadars)
VIRUDHUNAGAR.

[Signature]
SECRETARY

V.V. Vanniaperumal College for Women
Managing Board
(Belonging to Virudhunagar Hindu Nadars)
VIRUDHUNAGAR

