



St. JOSEPH'S COLLEGE (Autonomous)

Established in 1844

Special Heritage Status awarded by UGC

Reaccredited with A+ Grade by NAAC & College with Potential for Excellence

TIRUCHIRAPPALLI - 620 002, S.INDIA

Phone : (0431) 2700320 / 4226436 / 4226376 / Fax : (0431) 2701501

E-mail : college@mail.sjctni.edu Website : www.sjctni.edu

POLICIES ON RECRUITMENT, PROMOTION & GRIEVANCE REDRESSAL MECHANISM

Recruitment

The policy aims to ensure a fair selection of qualified and talented people who would serve with commitment, character and values in harmony with Jesuit vision of higher education. The appointment of staff is done through the concerted effort of the Province Coordinator for Higher Education (PCHE).

The recruitment system of the college is as follows:

- The college notifies the PCHE regarding the vacancy positions to be filled in during an academic year.
- The PCHE then issues advertisements calling for applications from eligible candidates. After the last date for submission, the applications are scrutinised and shortlisted based on the qualification criteria prescribed by the UGC, affirmative action guidelines and preferential option of Jesuit Institutions for the poor and the marginalised.
- Preference is given to persons who are working or have already worked in Jesuit colleges under temporary (leave vacancies) and self-financing categories.
- Towards women empowerment, the appointment of Catholic/Christian women is given preference in recruitment with a provision of up to 25%.
- The interview board consists of PCHE, the Principal, the Secretary, the Head of the Department concerned and an external expert. The board assesses the suitability of the candidate on the basis of subject expertise, teaching skill and communication. Based on the cumulative performance, merit list is prepared and the candidates are ranked.



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/ 2 /

- The list is submitted to the Provincial along with PCHE's recommendations for approval and subsequent issue of appointment orders by the Secretary.
- The HoDs are appointed by rotation for a period of five years on the basis of seniority of service and merit of contribution.
- The Vice Principals and Deans are appointed from the faculty for a period of three years through selection committees constituted for the purpose.

Promotion

- The college adheres to the norms prescribed by the UGC and the affiliating University in promoting teachers from one cadre to the next higher cadre.
- Shadowing and mentoring are followed to ensure effective leadership succession along the chartered promotion path.

Grievance Redressal Mechanism

- The college has a Local Grievance Cell (LGC) to handle the grievances that may arise from recruitment and promotion acts. The Cell consists of a senior Jesuit from another college, a teaching staff, a non-teaching staff, a lawyer and a member of the Governing Body.
- If the LGC fails to handle the grievance to the satisfaction of the aggrieved person, he/she could appeal to the Province Grievance Cell (PGC). The Cell conducts an enquiry and submits its findings and recommendations to the Provincial who decides on the matter.



Principal