



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

STAFF SERVICE RULES

In accordance with the Tamil Nadu Private Colleges regulation Act, 1976 and GO from Tamil Nadu Government and the policies of the Jesuit Madurai Province, the college has laid down the service rules for teaching and non-teaching staff. These rules govern the following:

Probation and continuation of service

- The incumbent staff will have a probationary service period of two years during which his/her services will be comprehensively evaluated every semester. Soon after the appointment, the college will seek university approval of qualification of the appointed staff.
- At the end of the second year, the staff will be made permanent if the services are found to be satisfactory. In case of underperformance, the tenure of probation is normally extended by a year. The services of the staff may be terminated during the period of probation in compliance with the terms and conditions.

Training and Development

- The staff shall undergo need-based training programmes to update their knowledge and become professionally competent. The performance appraisal report is typically used as the basis for assessing the training needs of the faculty.
- The newly recruited staff members shall undergo an induction programme organised by PCHE of Madurai Province. At institutional level, the new staff members shall attend a series of enrichment programmes (Top up skills).
- The staff members attend orientation and refresher courses conducted by the UGC-HRDC to fulfil their Career Advancement Scheme requirement. The staff can complete self-paced online courses offered on MOOC platforms as part of the training programme.

Pay and Incentives

- The pay scale for aided staff is as per UGC and State Government norms.
- The pay for staff under the self-financing / management category will be decided by the management from time to time on the basis of qualification, experience and other relevant considerations.
- The staff are entitled to receive performance-based incentives.



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Provident Fund

- The eligible staff are included in the Contributory Pension Scheme CPS or other appropriate schemes.

Leave

- The staff can avail CL, ML, FDP Leave and Maternity/Paternity Leave as per the rules.

Terminal Benefits

- The permanent staff or his/her legal heir(s) are eligible for gratuity at the rate of 15 days of Basic Pay and DA of last drawn salary for every completed year of service.
- In case of retrenchment following the closing down of a department, every effort will be made to redeploy the staff in other departments/offices. Otherwise, they will be paid retrenchment compensation at the rate of 15 days' salary for every completed year of service. However, such terminal benefits are not payable in case of extraordinary termination of service.

Extraordinary Termination of Service

- A staff may be terminated from service without any prior notice or pay in lieu on one of the following grounds:
 - Insanity supported by medical report.
 - Conviction of criminal offence involving moral turpitude.
 - Violation of rules and regulations.
- However, before the act of such termination thorough domestic enquiry will be conducted by a committee following the course of natural justice.



Principal