



ST. ANN'S COLLEGE FOR WOMEN

(Affiliated to Acharya Nagarjuna University,
Recognized Under Section 2(f) of UGC Act 1956-New Delhi)

Amaravathi Road, Gorantla, Guntur – 522034 (A.P)

Email: st_anns_coll@yahoo.co.in Website: www.stannscollegeforwomen.org

Criterion: VI

Metric – 6.2.1



Criterion-VI Governance, Leadership & Management

6.2.1 The Functioning of the Institutional Bodies is effective and efficient as Visible from Policies, Administrative setup, Appointment and Service rules, Procedures, Deployment of Institutional Strategic/Perspective/Development Plan etc.

Appointment and Service Rules with procedures



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Appointment and Service Rules

Principal, Dean and Secretaries cum correspondents of Higher Educational Institutions, who are members of the society, shall be appointed by the President/Chairperson of the Governing Body in consultation with the members of the Governing Body.

Appointment of Teaching and Non-Teaching Staff:

- i. The appointment of staff of the Institutions, Administered by the society is governed by the terms and conditions contained in the appointment letter of the Education Society service rules and Regulations. Such agreements determine the Rights and duties of the staff concerned including service conditions.
- ii. The Governing Body is the ultimate appointing authority which shall exercise the authority through the Correspondent/Principal for all classes of employees of the institution.
- iii. A Selection Committee consists of 4/5 members including Subject experts, Correspondent, Principal, and Faculty members nominated by the management (UGC, NCTE, AICTE, SCRT and norms to be followed) and all university/Govt. guidelines will be followed.
- iv. No employee is entitled to be confirmed or treated as permanent employee by reason alone of having completed the contract period. Permanent status is not effective until the employee has satisfactorily completed the contract period.

Procedure:

- i. The Correspondent is responsible for intimating the Employment exchange of vacancies (wherever it is applicable) and for advertising the vacant posts in the local Daily calling for applications.
- ii. The correspondent of the concerned Institution shall receive the applications.
- iii. After the preliminary scrutiny of the applications only eligible candidates shall be called for interviews at their own cost.
- iv. The selection committee shall conduct the interviews of the eligible candidates who present themselves for the interview.



Do. P. Felina R.

PRINCIPAL

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- v. It shall recommend a panel of names for each post and arrange them in the order of merit giving due weightage to Catholics.
- vi. The selections of the candidates shall be made by the selection committee, on the basis of merit and performance, both in the demonstration and in the personal interview.
- vii. Due consideration of the academic qualifications, professional experience and suitability of the applicant for the appointment to the posts for which they have applied shall be given.
- viii. All the selections made by the selection committee shall be submitted to the Correspondent who issues the appointment orders.
- ix. The selected candidate shall receive the appointment letter from the Correspondent signed by the Correspondent.
- x. All new appointments are made on a contract basis for eleven months or less, till the end of the academic year, after which their services automatically stand, cancelled.
- xi. The selected candidate, if accepting the appointment, shall enter into agreement, in the prescribed manner and form with the institution concerned at the time of appointment.
- xii. Service in any other institution except St. Ann's Institutions shall not be counted for the purpose of pension or other benefits.
- xiii. During the contract period they are not eligible for the summer vacation period salary.

Appointment of Substitute Teachers:

Temporary vacancies (due to resignation, maternity, long sickness, study leave, etc.) shall be filled in by the Correspondent.

Certificates and Documents:

All the candidates who are selected and appointed shall submit the following certificates to the Correspondents of the said Institution.

- i. SSC Certificate for the purpose of age.
- ii. Academic qualification certificate (BA/B.Com/B.Sc/MA/M.Sc/Ph.D.etc.)
- iii. Training/Professional qualification certificate NET/SLET
- iv. Experience certificate if any



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