

ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN,  
ERNAKULAM

# APPOINTMENTS, PROBATION AND SERVICE POLICY DOCUMENT





## **APPOINTMENTS, PROBATION AND SERVICE POLICY**

The policies and procedures related to appointments, probation, and service in St Joseph College of Teacher Education for Women, Ernakulam is in keeping to:

- i. UGC Regulations 2018 No.F.1-2/217(EC/PS) (minimum qualification for appointment of teachers and other academic staff in Universities and colleges and measures for the maintenance of standards in higher education) dated 18<sup>th</sup> July 2018, as published in the Gazette of India.
- ii. National Council for Teacher Education (Determination of Minimum Qualifications for Persons to be recruited as Education Teachers and Physical Education Teachers in Pre - primary, Primary, Upper Primary, Secondary, Senior Secondary or Intermediate Schools or Colleges) Regulations, 2014, and its amendment in F. No. NCTE-Reg10122/8/2020-US (Regulation)-HQ. (E)
- iii. Kerala State Service rules
- iv. Mahatma Gandhi University Statutes

### **Objectives of the Policy**

The objectives of this policy are the following:

- i. to recruit efficient staff who are qualified.
- ii. to ensure transparency and fairness in Appointments of faculty and Staff.
- iii. to ensure that appointments are made in compliance with UGC, NCTE, University local, state, guidelines , as well as any applicable accreditation standards.

### **Procedure adopted for Appointments**

- i. Appointments will be by direct Recruitment strictly adhering to the MG University statutes 1997 (Part B Conditions of Service of Teachers in Private colleges) and the revisions thereof.
- ii. Candidates will be evaluated solely based on their qualifications, experience, and potential contributions to teaching, research, and service.





- iii. The Board of Management shall be the appointing authority. Appointments shall be made by the Manager based on the needs of academic requirements in consultation /ratification with the Governing Body.

### **Probation**

- i. New faculty members go through a probationary period of 1 year.
- ii. New Staff Members also have a probationary period of 1 year.
- iii. If the work and conduct of a probationer or a temporary employee are found unsatisfactory his service may be terminated by educational Agency after giving him a reasonable opportunity of showing cause against the action proposed to be taken.
- iv. The service conditions of a Probationer will be as mentioned in the Mahatma Gandhi University Statutes.

### **Service Rules**

The service rules for the faculty and staff will be in adherence to the Kerala State Service Rule and the Mahatma Gandhi University Statutes 1997.

### **Disciplinary Actions**

The disciplinary actions against recruited teachers will be in line with the Mahatma Gandhi University Statutes 1997 (Part D- Disciplinary Actions against the teachers of Private Colleges).

