

Human Resource Policy for Self- Financing Stream

**St. Teresa's College (Autonomous)
Ernakulam**

This Human Resource Policy (HR Policy) and the regulations shall be applicable and binding to all teaching faculty of the self- financing stream of St. Teresa's College (Autonomous), Ernakulam. The CSST Management reserves the right to modify, suspend, revoke, terminate or change any or all of such plans, policies, procedures and guidelines, in whole or in part, at any time, with or without notice.

This Human Resource Policy (HR Policy) outlines key areas such as recruitment, leave entitlements, salary structure, and procedures for career progression for all teaching faculty of the self- financing stream of St. Teresa's College (Autonomous), Ernakulam.

1. Recruitment

- At the end of the academic year, the Head of the department shall submit the list of vacancies based on the workload, student strength, and resignation or termination of the faculty to the Manager for approval.
- Advertisements regarding the approved vacancies are published in leading newspapers and the college website.
- Applicants shall apply electronically through the online application form available on the website of the college, after remitting the prescribed fees.
- A rank list of applicants shall be prepared by a committee including the IQAC coordinator, HoD and a senior faculty member of the concerned department, based on the UGC, Kerala State and M G University Regulations.
- Shortlisted candidates will be invited for an interview, the details of which will be communicated by the Head of the concerned Department. In case the number of applications is high, shortlisting will be carried out in accordance with the prescribed guidelines.
- The candidates shall produce all original documents such as degree certificates, marklists, eligibility certificates, valid experience certificates and proofs of other claims if any, at the time of interview.
- The interview panel shall consist of the Director, Principal, HoD, a senior faculty from the department and an external subject expert.
- The selected candidates will be given an offer letter specifying the conditions of appointment. The candidate has to sign an agreement that includes terms and conditions regarding the post, probation, scale of pay, increment, allowances, grade, promotion, period of appointment and resignation/ termination.
- The appointment order duly signed by the Manager shall be delivered to the candidate after receiving the signed agreement from the candidate.

- The rank list of selected candidates shall normally be maintained for one year or more depending on need. The list of candidates who have not been appointed shall be maintained for future consideration until the next advertisement is called for the same post.
- The age limit for appointment to the required post and the age of retirement shall be as may be determined by the regulatory body of the college from time to time.

2. Probation Period and Confirmation

- The probation period for a new faculty shall be two years. Faculty members are expected to formally apply and appear for an interview at the end of the first year if they wish to continue. On successful completion of two academic years consecutively, and considering the performance appraisal and feedback from the HoD and the students, the appointment will be regularised.
- In exceptional cases, particularly when senior or experienced candidates are appointed as faculty, the Management reserves the right to waive or reduce the probation period at its discretion.

3. Professional Ethics and Code of Conduct

- Faculty must uphold the values enshrined in the UGC “Code of Professional Ethics”.
- Academic integrity, respect for students, collegiality, and commitment to institutional goals must guide all actions.
- Disciplinary action may be initiated in cases of professional misconduct or violation of college policies.

4. Workload:

- Teaching workload shall be in accordance with UGC norms (typically 16 hours/week).
- Additional responsibilities (mentoring, administrative duties, research, club activities) may be assigned as part of holistic engagement.

5. Performance Evaluation

- Annual performance appraisals will be conducted by IQAC based on teaching effectiveness, research contributions, student feedback, and institutional involvement.
- Peer reviews and HoD reports will form a part of the appraisal system.

6. Leave/ Holidays

- All teaching staff shall follow a five day week and adhere to the college timings prevailing from time to time.
- However, on special days, this time schedule cannot be strictly followed and the teachers will have to report for duty as instructed by the principal and may have to spend extra time depending on the duty assigned to them.
- All staff members should be present and mark their attendance in both register and punching machine as per the prescribed time schedule given, unless they are on duty outside the campus, or on leave.
- While on leave or compensatory off for official duty outside, teachers shall not sign the register or do the punching. Suitable entries for such days will be made in the register maintained by the college office based on leave applications/ duty leave etc.
- Leave shall be availed only with the prior approval of the Director/ Principal except during unavoidable circumstances
- If prior sanction could not be obtained due to unforeseen circumstances, leave application shall be submitted at the earliest after resuming duty.
- All leave application forms duly recommended by the concerned authority shall be forwarded to the Director/ Principal for approval.
- Teachers are required to arrange their work schedule for the period of leave in consultation with the Head of the Department .

- The following types of leave are available for the teaching staff
 - Casual Leave
 - Duty Leave
 - On Duty Leave
 - Commuted Leave
 - Maternity Leave
 - Loss of Pay leave

6.1 Casual Leave

- All the teaching faculty are eligible for 15 days of casual leave per year, or 1.5 days per month during the year.
- Any unavailed casual leave during a calendar year cannot be carried over to the subsequent year.

6.2 Duty Leave

- Duty Leave shall be permitted for official duties outside the college or to participate in seminars, conferences, workshops, industrial visit, examination duties in other institutions etc. with prior approval from the Principal.
- Duty Leave will be regularized only after submission of duty certificate and the number is restricted to 10 days in a semester.

6.3. On duty Leave

- A faculty member who is required to be away from campus for official responsibilities related to the college or department shall be considered to be on On Duty Leave.
- The above provision also applies when a faculty member accompanies students for academic study tours, field visits, or intercollegiate competitions held outside the institution.
- Prior approval must be obtained to avail On Duty Leave, and the total number of such days shall not exceed 10 days per semester.

6.4 Commuted Leave

- A faculty member who has completed a minimum of two years of service after the successful declaration of probation is eligible for 10 days commuted leave per year or 20 days of half pay leave.
- Commuted leave shall be granted to a faculty member only for specific reasons which include
 - Higher Studies
 - Hospitalisation due to Serious illness or injury
 - Marriage of the faculty
 - Demise of immediate family members
- The leave will be sanctioned by a committee of the college constituted for this purpose, after scrutinising all the submitted documents.
- Commuted Leave, if not availed in one academic year will be accumulated to the credit of the concerned faculty, but cannot be encashed if not used.
- Unavailed commuted leave can be availed in the subsequent years subject to a maximum of 15 days in one year.

6.5 Maternity Leave

- A female faculty of the institution is eligible for Maternity Leave (ML) for a maximum of 90 (Ninety) days with salary, on completion of probation, subject to prior approval of the Manager with the recommendation of the Principal.
- The ML sanctioned shall be availed on a continuous basis and cannot be availed in slots.

6.6 Loss of Pay leave

- Loss of Pay leave shall be sanctioned only in the rarest of rare cases, with prior permission from the Manager.
- Leave availed in excess of the prescribed limit shall be considered as Leave on Loss of Pay (LOP). If the number of LOP is more than 15 days in a year, it will be considered

as a Break-of-Service, unless supporting documents in evidence of justifying such excess leave is provided.

- Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay.
- If any staff member is absent from duty without prior or later permission within 5 days, such a period of absence will be considered as LOP.

7. Pay Scale

- Salary of the selected candidates shall be fixed by the Manager as per the pay scale approved by the Board of Management for the respective post based upon the qualification and experience of the candidate.
- The college, while fixing the pay scale, shall consider the rules, norms and procedures as prescribed by the Central / State Government, UGC / AICTE/ M G University or any such appropriate regulatory bodies.
- The monthly pay of a teaching faculty shall be fixed based on the following salary heads, viz., Basic pay, AGP, DA, HRA, Increment for higher qualifications (NET, M. Phil., Ph. D.), Increment for relevant teaching/ industry Experience and Personal pay if any.
- Personal Pay is sanctioned at the sole discretion of the Management for deserving candidates taking into consideration various aspects of academic and research achievements, qualifications, experience, availability of faculty members specialised in a peculiar field etc.
- The faculty shall have options for their career progression to different levels such as Assistant Professor (Grade I, II and III), Associate professor and Professor on completion of minimum stipulated number of years in one grade and based on the PBAS proforma for promotion of teachers under career advancement scheme (CAS).
- In the case of recruitment or retention of retired academicians, appropriate designation and a consolidated pay, instead of scale, will be fixed for them by the management.

- Management, in such cases, shall decide on the entry level consolidated pay depending on experience, expertise, job role etc. and also on the annual increment.
- The Restructured salary structure, effective from the academic year 2025 is given as Annexure I.

8. Grievance Redressal

- The college is committed to ensuring a respectful, supportive, and gender-sensitive workplace.
- Faculty may approach the Department Grievance Cell or the Institutional Grievance Redressal Committee for resolution of work-related issues.

9. Resignation/ Termination of service

- When a staff member wants to resign from the service, he/she should submit a resignation notice of one month.
- The letter of resignation shall be addressed to the Manager of the College and submitted to their immediate supervisor which is forwarded to the Principal and then to the Manager for approval.
- Upon getting the approval, the staff member should follow the procedure stipulated in the Exit policy of the college and complete all the formalities before the last working day.
- The Manager shall have the power to take disciplinary action/terminate the services of a member of the staff of the college, for any of the following reasons: such as Serious misconduct, wilful negligence of duty, Physical or mental unfitness; Participation in any criminal offence etc.

Annexure I

Career progression and fitment policy

The current salary structure followed for all the teaching staff in various departments of the Self – financing stream is being restructured to accommodate a sustainable career progression of staff members. This Career progression and fitment policy is effective from the academic year 2025 -26 and will be implemented from June 2025 onwards.

CRITERIA USED FOR SALARY FIXATION

UGC 6th PAY revision structure is broadly followed. Salary structure is proposed with the following components:

- Basic
- Academic Grade Pay (AGP)
- DA (2% of Basic+ AGP)
- HRA
- Personal Pay (to accommodate additional pay, if any is required to ensure retention of faculty members who have high demand in the labour market OR to accommodate extra contributions of individual faculty member)

Fitment criteria for new joiners, with NET, M.Phil, Ph.D or prior relevant work experience

CRITERIA	NO. OF INCREMENTS
NET	1
M. Phil	2
Ph. D	5
Relevant previous work experience	1 per year

Qualification and Experience - Guidelines

- If a faculty possesses multiple higher qualifications, only the highest will be considered for increment. For eg, if a teacher has both M. Phil and Ph. D, only Ph. D will be considered. If the teacher has NET and M. Phil., only M. Phil will be considered.
- As for Industry experience, only relevant experience will be considered. Two years of relevant industry experience is taken as equivalent to one year teaching experience and hence eligible for one increment.
- Teaching experience in Schools, private coaching centres and institutions will not be taken into consideration.
- Experience - both teaching and Industrial will be considered only after the teacher has qualified the relevant PG. This is the general rule, but in exceptional cases, the experience prior to acquiring PG will be considered, which is solely at the discretion of the management.
- If the teacher acquires extra qualifications during an academic year, the increment for the same can be availed from 1st June of the next academic year only.

Criteria for the fitment of faculty members with less years of experience

- In future, similar to the promotion criteria applicable to aided category teachers (such as minimum number of publications, involvement in co-curricular and extra-curricular activities, research activities etc), self-finance faculty also shall be required to achieve the minimum criteria before moving from one AGP to the next.
- Any teacher applying for promotion shall submit the PBAS proforma for promotion of teachers under career advancement scheme (CAS) and shall undergo an interview before a selection/ screening committee.

Career Advancement Scheme (CAS) for teachers

There shall be only three designations in respect of teachers in the SF stream of the college, namely – Assistant Professor, Associate Professor and Professor, with Academic Levels starting from 10.

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11) Eligibility:

1. An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
2. Any one of the following: Syllabus Up-gradation Workshop/ Training, Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e- certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
3. Published minimum of one research publication in the peer-reviewed/ UGC-CARE listed or Scopus Indexed/ WoS indexed journals during the assessment period.

CAS Promotion Criteria :

A teacher shall be promoted if;

1. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be and;
2. The promotion is recommended by the screening-cum evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

1. Assistant Professors who has completed five years of service in Academic Level 11.

2. Has done any one of the following in the last five years of Academic Level 11/Senior Scale: Syllabus Up-gradation Workshop/ Training, Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e- certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
3. Published a minimum of two research papers in the peer-reviewed/ UGC-CARE listed or Scopus Indexed/ WoS indexed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

1. The teacher 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.
2. The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

1. Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
2. A Ph.D. Degree in the subject concerned/allied/relevant discipline.
3. Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration; or completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
4. A minimum of two research publications in the peer-reviewed / UGC-CARE listed or Scopus Indexed/ WoS indexed journals published during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

1. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period
2. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**Eligibility:**

1. An Associate Professor who has completed three years of service in Academic Level 13 A.
2. A Ph.D. degree in the subject concerned/allied/relevant discipline.
3. A minimum of ten research publications in the peer- reviewed/ UGC-CARE listed or Scopus Indexed/ WoS indexed journals out of which three research papers should have been published during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

1. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period,
2. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

Instruction to teachers applying for Promotion

- The teacher who is eligible for promotion must fill up the **PBAS proforma for promotion of teachers under career advancement scheme (CAS)** and submit it to the Dean of Self Financing Programmes after getting it approved by the Respective Head of the Department.
- Records/ documents to substantiate the claims made in the proforma are to be submitted as proofs along with the filled form.
- The teacher can submit the proforma with proofs any time during an academic year, and the date of promotion will be effective from 1 June of the next academic year.
- A selection/ Screening committee will be constituted and the teacher has to appear before the committee for the selection process.
- A committee consisting of internal members will be constituted for promotion of Assistant Professor Grade I to II and for II to III.
- The promotion procedure from Assistant Professor III to Associate Professor and Associate Professor to Professor shall be done by a committee consisting of both external and internal experts.

St. Teresa's College (Autonomous), Ernakulam

**PBAS PROFORMA FOR PROMOTION OF TEACHERS UNDER CAREER
ADVANCEMENT SCHEME (CAS)**

Period of Assessment of Promotion: From To

Part-A: General Information and Academic Background		
1	Name (in Block Letters)	
2	Father's Name	
3	Name of the Department	
4	Current Designation & Grade Pay	
6	Date of Last Promotion, if any	
7	Stage for which you are an applicant for promotion under CAS	
8	Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria	
9	Date and Designation of Joining service	
10	Date and Place of Birth	
11	Nationality	
12	Religion and caste	
13	The Category you belongs to (SC/ST/OBC/GEN)	
14	Address for Correspondence (with Pin Code)	
15	Permanent Address (with Pin Code)	
16	Mobile No., E-mail Address	

17. Academic Qualifications

Qualification	University/Board	Year of Passing	% of marks obtained	Division/ Class/ Grade	Subjects/ Specialization
SSLC/Equivalent					
Higher Secondary/Equivalent					
UG					
PG					
Others					

18. Research Degrees

Qualification	Title of thesis	Date of award	University/ Institution
M.Phil/ M.Tech			
Ph.D.			
Others			

19. Record of academic service prior to joining the current post

Institution	Designation	Nature of Appointment	Nature of duties (Teaching Research/ others)	Date of Joining	Date of leaving

20. Details of Leave

Date of leave	Nature of Leave (other than CL)	Purpose

21. Details of Faculty Development Programmes attended

Name of the Programme	Dates & Duration	Name of conducting Institution	Sponsoring Agency

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

PERIOD.....

ASSESSMENT CRITERIA FOR ACADEMIC / EXTRA& CO CURRICULAR/ RESEARCH ACTIVITIES

CATEGORY: 1. TEACHING

I Lectures, Seminars, Tutorials, Practicals, Contact Hours

Class / Semester	Mode of Activity*	Hours Assigned per week	Hours Assigned per year (A)	Hours engaged per year as per documented record (B)	% of classes taken = A/B x 100	Grading

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

Name & Signature of the Teacher with date :

OVERALL GRADE FOR Category I :

Good	:	80% and above performance.
Satisfactory	:	70 % to 80% performance.
Not satisfactory	:	less than 70% performance

**CATEGORY: II. INVOLVEMENT IN THE UNIVERSITY/COLLEGE
STUDENTS RELATED ACTIVITIES**

a. Administrative responsibilities

Sl.No.	Type of Responsibility	Role Performed
Total number of activities		

b. Examination and evaluation duties assigned by the college/university or attending paper evaluation

Sl.No.	Name of Duty	Role Performed
Total number of activities		

c. Student related co-curricular, extension and field based activities

Sl.No	Type of Activity	Role Performed
Total number of activities		

d. Organizing seminars/conferences/workshops and other college/university activities

Sl. No	Type of Activity	Role performed
Total number of activities		

Name & Signature of the Teacher with date :

OVERALL GRADE FOR Category II :

Good : Involved in at least 03 activities

Satisfactory : Involved in 01 – 02 activities

Not satisfactory : Not involved / undertaken any of the activities

Number of activities can be within or across the broad categories of activities

CATEGORY: III. INVOLVEMENT IN RESEARCH ACTIVITIES

a. Details of Publication in peer-reviewed / Scopus indexed/ WoS journals

Sl. No.	Title with page Nos.	Journal Name & Volume	UGC/ ISSN/ ISBN No	Category - peer reviewed, UGC Listed/ Scopus indexed/ WoS	Impact Factor, if any	No. of Co-authors	Whether you are the main Author
Total number of publications							

b. Articles/ Books/Chapters published.

Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	ISSN /ISBN No.	No. of Co-authors	Whether you are the main Author
Total number of publications					

c. Patents

Sl. No.	Description/Patent	International/National	Other details
Total no. of Patents			

d. Consultancy

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs)
Total Amount				

e. Research Guidance

Category	Number of projects guided	No. of Projects Submitted
Ph. D.		
M. Phil		
PG		
UG		

f. Invited Lectures/ Resource Persons and Papers at International / National/ State or University Level

Sl. No.	Title of the Lecture/ Paper/ Academic Session	Title of the event	Organized by	Level
	Total number			

g. Details of minor/major research project sponsored by State, National or International agencies.

Sl.No	Name of the project	Funding Agency	Amount sanctioned/utilized	Status Completed / Ongoing
	Total number of projects			

Name & Signature of the Teacher with date :

OVERALL GRADE FOR Category III :

Category III - a. At least one publication is mandatory

b – g Good : Involved in at least 03 activities

Satisfactory: Involved in 02 activities

Not satisfactory : Not involved / undertaken any of the activities

Number of activities can be within or across the broad categories of activities (b – g)

SUMMARY OF ASSESSMENT

Session/Year :

Category	Criteria	Grade/Score
I	Teaching	
II	Involvement in the University/College students related activities/ Research activities	
III	Involvement in Research Activities	