



### **St. Joseph's College of Commerce (Autonomous)**

Affiliated to Bengaluru City University

Accredited with "A++" Grade by NAAC 4<sup>th</sup> Cycle (CGPA of 3.57/4)

College with Potential for Excellence

Ranked 74<sup>th</sup> in NIRF 2021 by the Ministry of Education, Government of India

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### **Recruitment Policy**

#### **1. Preamble**

St. Joseph's College of Commerce (Autonomous) is an educational institution run by the Bangalore Jesuit Educational Society (hereinafter called BJES), a registered non-profit making, non-sectarian, non-governmental, educational organization engaged in education, research and training. St. Joseph's College of Commerce (hereinafter called SJCC) was granted autonomy covering academic, financial, administrative and managerial aspects under the UGC scheme. It is envisaged that all autonomous institutions will be able to achieve and maintain academic excellence. As faculty/staff members play a central role in commerce and management education, their knowledge, competence and experience are crucial in this endeavor. The College Management is always supportive in all endeavors. Therefore, special attention needs to be paid in recruiting them, providing them opportunities for sustained intellectual activities and professional growth and also encourage them through proper service conditions. SJCC has a comprehensive recruitment policy that ensures that promoting, safeguarding and enhancing the welfare of the students are kept foremost in mind by all recruited staff members.

Throughout the selection and recruitment procedure, the institution will have regard to the guidelines as set out in the Service Rules and Conditions of the BJES.

#### **2. Introduction**

The Governing Body of BJES is responsible for prescribing and interpreting the service conditions and rules. All employees at SJCC are governed by the service rules of BJES, which are revised from time to time by the Governing Body of BJES and is in effect from January 21<sup>st</sup>, 2014. The Principal/Director/shall administer them. It has well devised recruitment rules which will ensure recognition and



rewards for excellent performers. These rules will serve as an important step in achievement and maintenance of academic excellence.

### 3. Purpose

It is expected that these rules will

- Provide a model framework for faculty and staff recruitment at the Institutions.
- Enable the Governing Body of BJES to adopt and adapt rules as deemed fit for use at the Institution.
- Facilitate and ease the faculty/staff recruitment operations
- Ensure there is transparency in recruitment operations.

### 4. Guiding Principles of Recruitment

#### • *Quality of Employment*

The Institution is committed to create a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work and employment for all concerned and one that encourages to balance work and personal commitments of its employees.

#### • *Compensation, Reward and Recognition*

The Institution's compensation program is administered fairly and equitably strengthening the tie between pay, performance and organizational success.

#### • *Continuous Learning and Development*

The Institution values and supports continuous learning, while understanding that continual learning is a core responsibility of each teaching staff member. To that end, it will provide structured development that integrates institutional mission, organizational and individual needs, and performance expectations.

#### • *Response to Change*

The Institution is constantly preparing itself for the challenges of the future requirements of its students. In doing so, during periods of changing needs, the Institution creates opportunities for teaching staff members to acquire the needed skills to continue to advance the mission of the Institution.

During times of changes necessary for the Institution's growth, wherever reduction or change in the nature of the workforce is required, the Institution will rely on attrition, to the extent possible.

In support of these guiding principles, the Institution commits adequate resources for equitable support of employee development, compensation, reward and recognition across all levels and classifications of employees.





## 5. Recruitment Rules

### 1. CATEGORY OF EMPLOYEES

There shall be two categories of faculty/staff members at the institution:

- Teaching / Academic
- Non-Teaching

The Non-Teaching Staff will have categories such as

- Administration and Clerical Staff
- Technical Staff
- Support Staff.

Finance officer- under BJES Management Cadre

### 2. FUNCTIONAL CLASSIFICATION OF EMPLOYEES

At SJCC, employees are classified on a functional basis to optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level. Employees are broadly classified as:

1. Teaching Staff will comprise of Full Time Faculty Visiting Faculty Part Time Faculty
2. Technical Support-IT, electrical, Media and Computer
3. Administration-Office
4. Support Staff-Housekeeping
3. NON-TEACHING POSITIONS

The various positions Non-Teaching Administration and Clerical Staff positions are

1. Office Superintendent Grade-I
  - a. Accounts Officer
2. Assistant Office Superintendent
  - a. Assistant Accountant
3. Assistant Librarian
4. Library Assistant, Other technical staff

The various positions Non-Teaching Support Staff are- Store-Keeper, Library Attendant, Lecture Assistant, Laboratory Assistant, Attendant, Peon

*The qualifications for the above Non-Teaching Positions are as dictated in the Services Rule book of BJES.*

### 4. FINANCE OFFICER

The Finance Officer shall be the Chief Financial Officer of the Institution, who shall work directly under the directions and Vice President of the Society. He shall be a Jesuit person appointed by the BJES.

*The status, perks, service conditions and responsibilities of a Finance Officer shall be the same as directed in the Services Rules and Conditions of BJES.*

### 5. TEACHING POSITIONS

1. PRINCIPAL/DIRECTOR, REGISTRAR, CONTROLLER OF EXAMINATIONS AND any other positions that may be created by BJES.

The Principal/Director shall be the Principal Academic and Executive Officer of the Institution and shall be responsible for its proper administration and functioning, imparting instruction and maintenance of discipline therein. REGISTRAR,



CONTROLLER OF EXAMINATIONS AND any other positions that may be created by BJES will have their roles and job descriptions as given in their appointment letters. *He/ She shall have the powers, responsibilities, status, perks and service conditions as applicable in the Service Rules and Conditions of BJES.*

2. ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR, and TEACHING ASSISTANT- (hereinafter termed as FACULTY MEMBERS)

The persons assigned to these positions shall perform similar functions such as, teaching, research, extension, continuing education, scientific & industrial consultancy and others, which may be assigned to them by the Institution from time to time. They may also be delegated certain administrative and/or other functions/responsibilities at the Institution.

*The status, perks, service conditions and responsibilities of Professor, Associate Professor, Assistant Professor and Lecturer shall be as dictated in the Services Rule and Conditions of BJES.*

6. ELIGIBILITY

The qualifications, experience and other requirements to be fulfilled by the candidates seeking the above appointments are as given below.

1. The qualifications for the non-teaching staff is specified as per Services Rules and Conditions of BJES.

2. The qualifications for the Academic Positions are

- a) Principal/ Directors/ REGISTRAR, - Specified as under Services Rules and Conditions of BJES.
- b) CONTROLLER OF EXAMINATIONS AND any other positions that may be created by BJES including, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR, and TEACHING ASSISTANT shall be as specified and mandated by the UGC regulations and Government Policy.

The subjects/ disciplines in which the recruitment is to be made shall be finalized by the Principal/Director in consultation with the Deans/Heads of Departments, based on the institutional needs from time to time and the same got approved by the Academic Council of the institution before inclusion in the recruitment announcement.

7. SELECTION PROCEDURE

The Selection Procedure for the below positions listed above, is as follows:

1. PRINCIPAL/DIRECTOR, REGISTRAR- as per the Service Rules and Conditions of the BJES.
2. FACULTY MEMBERS

Manpower planning is the first step in recruitment of faculty members. This planning process is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institution. Staff employment during /in between the semester will be avoided as far as possible, unless it calls for emergency requirements.

Planning the process is to be carried out by the Registrar/ Vice Principal and the Heads of the Department (HOD).

Each HOD will put up the requirement for his / her respective department to the Principal/ Registrar for the upcoming semester/academic year.





- I. The total teaching work load for each semester for all the programs running in the Institution will be calculated by the beginning of the year.
- II. This work load would be compared with the work load of all existing faculty members
- III. The GAP, if found, or desired to be filled would be communicated to the Principal/ Registrar as vacancy.

The Principal/Director/Registrar then determines if the vacancy is to be filled through in-house staff or a new employee has to be selected. As far as possible the Management will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire.

- I. The Principal/Director/Registrar will constitute a Search cum Interview Board for such positions
- II. The Composition of the board would be appointed by the Principal/Registrar. It would comprise of two senior faculty members, one subject expert and one management representative appointed by the Vice President of BJES.
- III. The Search to begin about two months before the commencement of the upcoming semester/academic year.
- IV. Search to be completed well before 1 month after arising of vacancy and before the commencement of the semester/academic year.
- V. Search to include seeking of nominations of candidates, widely, through: -
  - Press releases and advertisements at State and National levels;
  - All positions are advertised externally for a minimum period of fifteen working days
  - When placing an external advertisement, the advertisement will specify that all resumes or applications are to be sent to the Principal/Registrar and all correspondence refers to the appropriate job position
  - Detailed announcement is to be made on the Web Site of the Institution.
  - Wide circulation of information to be circulated among existing faculty staff members
  - Walk-ins with resumes and resumes/CV's received through post are also considered.
- VI. Search cum Interview Board would short list promising candidates & invite them for personal interviews at the Institute;
- VII. Interview process to be in two steps, to be held on two consecutive days:  
Step 1: Seminar presentation/Teaching demonstration at the concerned Department & Evaluation  
Step 2: Personal interview to be conducted by the Selection Committee
- VIII. Eligible candidate should attend interview with all necessary documents and Educational testimonials and must produce when demanded by Interviewer
- IX. Merit list of candidates completing Steps 1 & 2 for each post, will be prepared by the Selection Committee, and based on the marking pattern as



deemed by the Search cum Interview Board based on the Criteria earmarked below.

**Criterion**

- a) Qualifications
- b) Experience
- c) Publications
- d) Seminar Evaluation at Department
- e) Personal Interview
- X. *(Breakdown of marks/Maximum marks under each criterion to be decided by the Principal or would be decided based the course to be taught and specific man power requirement as the case may be)*
- XI. Search cum Interview Board will recommend the merit list of candidates to Principal/Director/Registrar, for approval and submit interview reports with recommendations for appointment.
- XII. Principal/Director/Registrar to issue appointment letters to only those candidates selected.
- XIII. The candidates appointed shall take up the posts within a maximum period of fifteen days from the dates of receipt of the appointment letters;
- XIV. In the case of failure to join in the stipulated time, the offer of appointment may be withdrawn and the next candidate in the merit list offered the post.
- XV. If the list is exhausted, fresh nominations to be sought and search to continue.
- XVI. The candidate finally appointed to be on probation for a period of two years (Ref Services Rules and Conditions of BJES).
- XVII. Probation and confirmation will be as per Services Rules and Conditions of the BJES,

**8. SUCCESSION PLAN FOR KEY POSITIONS OF THE INSTITUTION**

A process, that involves identification of particular internal individual or employee as the possible successors to the key or senior position if the tenure end is nearing. The identified candidate full fills all conditions required for appointment; hence, no special conditions are involved in the appointment

**9. INDUCTION AND ORIENTATION**

- Every newly inducted employee will undergo a formal orientation session as soon as possible.
- The College Management arranges for Faculty Orientation and Induction program for three days at the beginning of the Academic session.
- Orientation sessions provide necessary information concerning the history, facilities and major policies of the Institution.
- The staff responsibilities, faculty and staff benefits, and educational opportunities etc., will be communicated to the newly inducted employee by the Principal/Director/Registrar.
- The Heads of the Department are responsible for providing each new faculty / staff member with the necessary on-job orientation.
- The Registrar intimates all concerned whenever a new employee joins the Institution.





#### 10. OTHER FACULTY members

Guest Faculty, Visiting Faculty, Part-Time Faculty members

These positions to be normally filled by invitation;

- I. The Principal/Director/Registrar to constitute a Search Committee of senior faculty members comprising of Heads of Department/ Deans.
- II. SSC to consider Search Committee Report, before approving appointments;
- III. The Principal/Director/Registrar to invite the persons identified for taking up respective positions;
- IV. Honorarium to be paid and tenure of appointment, as approved by SSC.

#### 11. SALARIES. EMOLUMENTS AND OTHER BENEFITS

The pay scales admissible to the Director, faculty members at the institution shall be on par with the Industry standards i.e., as per UGC/AICTE norms and standards, which gets altered as and when the Government of India revises them.

However, each institution may provide other incentives and benefits to attract competent faculty/ staff members and also to encourage them to excel in their programs and activities to achieve academic excellence at the institution.

Every employee opens a salary account at Institution's designated Bank and the salary is transferred to employees account.

#### 12. SERVICE CONDITIONS:

The Service Conditions for all academic, administrative and technical staff members of the institution shall be as prescribed in Services Rules and Conditions of BJES.

#### 13. CODE OF ETHICS

There shall be a Code of Ethics to be strictly followed by all academic, administrative and support staff, as prescribed in the Services Rules and Conditions of BJES.



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