CHRIST
COLLEGE (AUTONOMOUS)
IRINJALAKUDA, KERALA

HR POLICY- TEACHING STAFF- APPOINTMENT, FINANCIAL SUPPORT & EXIT

QUALITY POLICY

Area : Human Resources

HR POLICY- TEACHING STAFF-APPOINTMENT, FINANCIAL SUPPORT & EXIT

TABLE OF CONTENTS

Area: Human Resources	POLICY NO: 130/2020	Document Owner: Principal	
Title: HR Policy-Teaching Staff	Issued on: 11 Dec 2020	Revised on:	Pages:

INTRODUCTION

Christ College believes that teachers are the cornerstone on which the quality of the higher education institution is maintained and developed. Selection of teachers and appointment is done with extreme attention so that efficient and dedicated teachers are selected. The employee satisfaction is key to success of any institution and Christ College has taken several measures not only for welfare of teachers but also for their professional development. Teachers who would like to leave the institution for better options are never hindered. The exit policy is defined such that a suitable replacement is found out without disturbing the Teaching-Learning process.

POLICY

APPOINTMENT

Concerned HOD/Programme coordinator requests Principal about the vacancies in the month of April.

After scrutinizing the requests are forwarded to administration office from which the further processes are initiated.

All appointments are carried out after a screening process which involves a) Certificate verification, b) Scrutiny of CV c) Mock class presentation and d) Personal interview.

The interview panel should consist of Manager, Principal, HOD/Programme Coordinator and a subject expert.

Rank lists are prepared and published. The duration of the rank list is one year.

Selected candidates are given intimation letters.

FINANCIAL SUPPORT-FACULTY DEVELOPMENT PROGRAMMES

Teachers are encouraged to participate in programmes which will enable them for career growth. Such programmes should help them to serve the student community also. Following are the guidelines for the financial support to participate in professional development programmes.

1. The programme should address the discipline of the subject or should be of general nature like ICT enabled teaching, new pedagogical methods etc.
2. The applicant should be full time faculty of Christ College.
3. The application should be forwarded by the HOD/Programme Coordinator.
4. HOD/Programme Coordinator should ensure that alternate arrangements are made so that teaching learning process is unaffected due to the absence of teacher.
5. The programme should not be of more than three-week duration.
6. Faculty should be ready to share the knowledge gained to his/her colleagues.
7. Applicants can have financial support once in an academic year.
8. The filled in application should be accompanied with brochure of the programme and receipt of the fee paid for the programme.

EXIT POLICY

Teaching staff who end their service with Christ College should abide with the exit policy for teaching staff.

The purpose of this policy is to ensure i) suitable replacement for the teacher so that teaching learning process will be unaffected. ii) relieving teacher submits all details relating to students' credentials to HOD / Programme Coordinator.

Teaching staff who are ending service with Christ College (Autonomous) will have two weeks of notice period.

A resignation letter should be submitted to Principal through Head of the Department / Programme Coordinator.

Principal will forward the letter to Administrative Office.

The date of relieving will be after fourteen days from receiving the resignation letter.

The exiting teacher should collect the Exit form and complete all the requirements.

1. The filled-up teacher's diary, Internal grade sheets with seminars and assignments should be handed over to Head of the Department / Programme Coordinator.
2. Settle all accounts with college bursar and get signature from Bursar Office.
3. Handover College identity card to administrative office.
4. Handover email and moodle lms login credentials to IQAC office.
5. Get relieving order from Principal.
6. Submit the exit form, duly signed by Principal to receive your certificates and any other credentials.

FEEDBACK

Christ College staff and students may provide feedback about this document by emailing iqac@christcollegeijk.edu.in

Approval and Review	Details
Approval Authority	Governing council
Administrator	Principal
Approved on	11th December 2020
Next Review Date	29th April 2025

APPLICATION FORM FOR FINANCIAL SUPPORT

APPLICATION FORM FOR FINANCIAL SUPPORT TO PARTICIPATE IN FACULTY DEVELOPMENT PROGRAMMES

Name of the Applicant:

Department:

Year of joining in Christ College:

Title of the programme:

Discipline of the programme:

Host institution: (Name and address)

Programme dates and Duration:

Signature of applicant:

Forwarded by HOD/Programme Coordinator: (Name & Signature)

EXIT FORM

EXIT FORM -TEACHING STAFF

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA

Name:	
Department	

IPR Policy (No:130/2020)   Revised on:

Joining Date	
Relieving date (to be filled by Principal)	
Courses taught	
Other duties	

Handed over teacher's diary, mentoring cards and internal grade sheet to HOD / Programme Coordinator   YES   NO Received teacher's diary, mentoring cards and Internal grade sheets Signature HOD / Programme Coordinator
Settled all accounts relating to salary, salary advance, loans   YES   NO All financial matters settled Signature Accounts Office / College bursar
Surrendered College identity card in College Office   YES   NO Received identity card Signature Office Superintendent
Cancelled email account and moodle LMS account   YES   NO Email id……………………………………………………Moodle login id………………………….. Cancelled all login credentials Signature IQAC Coordinator
All necessary requirements completed to be relieved. **PRINCIPAL**

Fr. Dr. Jolly Andrews
Assistant Professor-
In-charge of Principal
Christ College (Autonomous)
Irinjalakuda