



LOYOLA DEGREE COLLEGE (YSRR)

(A Minority Institution)

NAAC Re- Accredited with B+ Grade

Affiliated to Yogi Vemana University

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LDC Recruitment and Service Policy

This policy outlines recruitment procedures, probation norms, regularisation process, UGC Career Advancement Scheme (CAS) promotion norms, pay structure, institutional responsibilities, and service expectations for Teaching and Non-Teaching Staff.

Vision and Mission of Staff Selection & Recruitment Policy:

Vision

Inspired by the Jesuit educational tradition and the ideals of Society of Jesus, Loyola Degree College (YSRR), Pulivendula envisions building a committed, competent, ethical, and student-centered faculty body that promotes academic excellence, character formation, social responsibility, and nation-building.

The institution seeks to recruit educators who are not merely subject experts but mentors, role models, and value-based leaders committed to holistic formation in the spirit of St. Ignatius of Loyola.

Mission

- To recruit qualified, competent, and value-driven faculty members who align with the vision and ethos of Loyola institutions.
- To ensure that staff selection is merit-based, transparent, and oriented toward institutional growth and student welfare.
- To promote accountability, professional excellence, and institutional loyalty among faculty members.
- To link compensation and career progression with measurable contribution, student engagement, and institutional development.
- To create a culture of discipline, cooperation, innovation, and responsibility in academic and administrative duties.
- To ensure academic qualifications, teaching competence, communication skills, research orientation, and alignment with institutional values.

- Demonstration classes and personal interviews shall assess not only subject knowledge but mentoring ability and ethical disposition.
- Preference shall be given to candidates who show long-term commitment to rural and semi-urban education upliftment.

1. Recruitment Policy – Teaching Staff

- Selection shall be strictly based on merit.
- Preference shall be given to candidates who have qualified NET / SET.
- Good communication skills in English are mandatory.
- Clarity of thought, innovative spirit, and dynamism in teaching are essential.
- Commitment to mentoring students and helping them achieve academic and career goals is required.
- Interest in research, innovation, extension activities, and skill development is encouraged.

2. Appointment and Probation

- Every newly appointed staff member shall undergo a probation period as decided by the Management.
- Initial appointment shall be for 11 months.
- Two successive 11-month terms shall constitute the probation period.
- Performance evaluation shall include teaching effectiveness, mentoring, institutional cooperation, Discipline and work culture, research, innovation, student feedback, discipline, punctuality, and participation in institutional programmes.
- Contribution to admissions and development activities.

3. Regularisation and Termination

- After successful completion of probation, deserving candidates shall be regularised.
- Regularisation depends on excellence in teaching, research, innovation, extension, skill imparting, value addition, and alignment with institutional vision and mission.
- If post-regularisation performance is unsatisfactory, a three-month notice shall be issued prior to termination.

4. Pay Structure

- As no new aided posts are sanctioned, the college depends on student fee collection.
- Approximately 65% of collected tuition fees shall be allocated toward salaries and emoluments.
- ₹250 per completed year of relevant experience shall be added to base pay.

- Salary structure depends on qualification, experience, and institutional financial capacity.

5. Performance-Linked Salary Structure

Uniform salary implementation shall be subject to satisfactory performance and institutional contribution.

Staff members who:

- Show negligence in academic responsibilities,
- Misguide students academically or morally,
- Disrupt institutional harmony, or
- Fail to cooperate with management policies

may face:

- Immediate removal from service, or
- Reduction in salary as determined by the Management after due review.
- This provision ensures accountability and safeguards student interests

6. No Automatic Increment Policy

Automatic annual increments shall not be granted merely on the basis of service tenure.

Increments shall be considered only upon:

- Demonstrated allegiance to institutional vision,
- Full cooperation in academic and administrative duties,
- Positive student feedback,
- Contribution to admissions, discipline, and institutional activities,
- Participation in extension and outreach programmes.

Performance appraisal shall form the basis for salary revision.

7. Student Strength-Linked Incentive Model

When total institutional strength crosses 750 students, the Management may consider:

- A double increment once every three years, subject to financial sustainability and performance review.
- This policy encourages collective responsibility for admissions and institutional growth.
- Departmental Viability and Salary Rationalization
- If student strength in a particular department declines significantly:
- Salary may be rationalized proportionately.

1. If no students enroll in a programme:

- The concerned faculty may be relieved from service after due consultation.
- This ensures financial prudence and sustainability of the institution.
- Service Exit and Notice Period

2. Staff members seeking better emoluments elsewhere may resign by:

- Giving three months' notice if regularised.
- Giving one month's notice if under probation.

The institution shall ensure smooth academic transition before relieving such staff.

8. UGC Career Advancement Scheme (CAS) – Detailed Norms (UGC Regulations 2018)

Promotions shall broadly follow UGC Regulations 2018 under the Career Advancement Scheme (CAS) based on Academic/Research Scores and Performance Based Appraisal System (PBAS).

Promotion Stage	Minimum Service Required	Academic / Research Requirements	Selection Process
Assistant Professor Stage 1 → Stage 2	4 years (Ph.D.) / 5 years (M.Phil) / 6 years (Others)	Satisfactory Academic/Research Score; Orientation/Refresher Courses	Screening Committee Evaluation
Assistant Professor Stage 2 → Stage 3	5 years in Stage 2	Required Academic/Research Score; Publications; Academic Contributions	Screening Committee Evaluation
Assistant Professor Stage 3 → Associate Professor (Stage 4)	3 years in Stage 3	Ph.D. Mandatory; Minimum Research Publications; Prescribed Research Score	Selection Committee with External Experts
Associate Professor → Professor (Stage 5)	3 years in Stage 4	Ph.D. Mandatory; Minimum 10 Research Publications; High Research Score (110+); Ph.D. Supervision desirable	Duly Constituted Selection Committee

Note: Academic/Research Scores shall be calculated as per UGC Appendix II (Research Score Methodology).

9. Institutional Responsibilities (NAAC, NIRF, AISHE, AQAR)

- Staff members may be assigned additional responsibilities to fulfill NAAC accreditation requirements.
- Participation in NIRF data compilation and submission is mandatory when assigned.
- Contribution to AISHE data submission is required.
- Active involvement in AQAR preparation and documentation is expected.
- Participation in extension, outreach, and college development programmes is compulsory when assigned.
- Such responsibilities form part of annual performance evaluation.

10. Staff Commitment and Institutional Ethos

- Uphold the Vision and Mission of the institution.
- Demonstrate loyalty, integrity, discipline, and professionalism.
- Create an amicable and harmonious academic atmosphere.
- Act as mentors and role models shaping students intellectually, morally, and professionally.
- Avoid groupism and promote teamwork and collaboration.
- Be ready to serve the institution beyond regular hours when required.

11. Non-Teaching Staff Policy

- Minimum qualification: Intermediate or Degree.
- Must perform assigned administrative and supportive duties diligently.
- Shall undertake occasional additional responsibilities in the interest of the institution.

12. Code of Professional Ethics:

All staff members are expected to:

- Maintain academic integrity and discipline.
- Act as moral and intellectual role models.
- Avoid activities detrimental to student welfare or institutional reputation.
- Uphold Loyola traditions of service, excellence, and social justice.

13. Institutional Loyalty and Collaborative Growth

Loyola Degree College believes that:

- Growth of the institution is growth of the staff.
- Staff must function as mentors, tutors, leaders, and role models.
- Cooperation with Management is essential for collective progress.
- Right of the Management

14. The Management reserves the right to:

- Review performance annually.
- Revise salary structures based on institutional financial position.
- Relieve staff who act against student interest or institutional development.
- Modify policies in accordance with changing academic, financial, or regulatory circumstances.

15. Performance Appraisal System

The performance Appraisal system is designated to ensure that faculty members contribute effectively to academic Excellence, student formation and progression and institutional development. Evaluation shall be conducted annually based on the following parameters

Serial Number	Evaluation Parameter	Key Indicators	Maximum Score
1	Teaching Effectiveness	Subject knowledge, lesson planning, innovative teaching methods, ICT usage	20
2	Student Mentoring & Guidance	Academic mentoring, counselling, career guidance	10
3	Student Feedback	Feedback regarding clarity of teaching and accessibility	10
4	Admissions Contribution	Participation in outreach activities and promotion of admissions	15
5	Departmental Development	Curriculum planning, seminars, workshops	10
6	Research & Academic Activities	Publications, conferences, FDP participation	10
7	Institutional Responsibilities	Committee work, event coordination, administrative duties	10
8	Discipline & Professional Conduct	Punctuality, regularity, adherence to institutional rules	5
9	Institutional Loyalty & Cooperation	Alignment with institutional vision and cooperation	5
10	Student Enrollment Support	Efforts in strengthening student admissions	5

Total Marks:+ 100

16. Performance Rating Scale:

Score Range	Performance rating	Implication
85 – 100	Outstanding	Eligible for special recognition / increment
70 – 84	Very Good	Eligible for normal increment
55 – 69	Satisfactory	Improvement suggested
40 – 54	Needs Improvement	Performance monitoring required
Below 40	Unsatisfactory	Salary review or disciplinary action

17. Faculty Recruitment Scoring Matrix (Selection Evaluation Table):

The recruitment processes shall be transparent and merit –based. Candidates shall be evaluated using the following selection matrix. 12. 3.,

S. No	Selection Criteria	Evaluation Indicators	Maximum marks
1	Academic Qualifications	UG, PG, NET/SET, Ph.D., academic record	20
2	Subject Knowledge	Depth of understanding and conceptual clarity	15
3	Teaching Demonstration	Classroom teaching ability and student engagement	20
4	Communication Skills	Language proficiency, articulation, confidence	10
5	Research Orientation	Publications, academic participation	10
6	Institutional Commitment	Willingness to serve rural students and support institutional growth	10
7	Administrative Capability	Ability to coordinate academic and institutional activities	5
8	Values & Ethical Orientation	Discipline, professional conduct, value-based outlook	5
9	Admissions Support Ability	Readiness to contribute to admissions outreach	5

Total Marks= 100

18. Selection Division Framework:

Score Range	Decision
80 – 100	Highly Recommended
65 – 79	Recommended
50 – 64	Consider with Conditions
Below 50	Not Recommended

19. Faculty workload distribution framework:

Faculty members are expected to contribute not only to teaching but also to institutional development and student support

Work Category	Description of work	Expected contribution
Teaching	Classroom teaching, lesson preparation, examinations	50%
Student Mentoring	Counselling, career guidance, academic mentoring	10%
Admissions & Outreach	School visits, admissions promotion, student counselling	15%
Institutional Responsibilities	Committees, discipline, event coordination	10%
Research & Academic Development	Publications, seminars, faculty development programmes	10%
Community & Extension Activities	Social outreach, service programmes	5%

Institutional Philosophy:

- Faculty members of Loyola Degree College are expected to function as:
- Teachers who impart knowledge with dedication and clarity
- Mentors who guide students in academic and personal growth
- Leaders who contribute institutional development
- Role models who embody discipline, integrity and service
- The college believes institutional and faculty growth must progress together, and therefore performance, commitment and cooperation shall guide recruitment, appraisal and salary progression

