



# LOYOLA DEGREE COLLEGE (YSRR)

(A Minority Institution)

NAAC Re- Accredited with B+ Grade

Affiliated to Yogi Vemana University

Pulivendula - 516390, Y.S.R. Kadapa District, Andhra Pradesh, India

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## Staff Recruitment Policy:

At Loyola Degree College (YSRR), Pulivendula, the teaching staffs—revered as “Gurus”—are envisioned as catalysts of enlightenment. They are entrusted with the sacred task of imparting knowledge that resonates with students for a lifetime. The College seeks educators who are not only proficient in their subject areas but also compassionate, committed, and capable of inspiring students toward excellence in life.

### 1. Context of Recruitment

Due to government policies resulting in the withdrawal of aided posts, Loyola presently promotes only unaided courses. Recruitment is, therefore, carried out accordingly until a major decision is taken by the government to fill the vacant aided posts.

### 2. Recruitment Process

- **Advertisement:** Vacant positions are advertised in local newspapers.
- **Eligibility & Selection:** Applications are invited and shortlisted based on UGC norms, while upholding the institution’s minority status obligations.
- **Interview Process:**
  - Shortlisted candidates are called for an interview conducted by a panel comprising:
    - The Correspondent (Recruiting Authority)
    - The Principal
    - The Vice Principal
    - A subject expert from the college
    - The interview assesses language proficiency, subject expertise, teaching skills, research publications, Ph.D., and eligibility exams such as NET/SLET.

### 3. Appointment and Probation

- Selected candidates are offered terms and salary discussions by the Correspondent.
- Appointees are placed on probation for 2–3 years to demonstrate teaching effectiveness and institutional fit.
- If performance is unsatisfactory, the Principal may recommend termination with a one-month notice (or vice versa).

#### **4. Regularisation and Termination**

- Upon successful probation and positive annual evaluation by the Principal, the Correspondent may regularize the faculty member.
- In case of future termination, regularized staff are given a three-month notice (or vice versa).
- Regularized staff are placed on the management pay scale.

#### **5. Leave Policy**

- Faculty are entitled to 12 casual leaves per year.
- Medical or other leaves may be granted to regularized staff on a case-by-case basis.
- Faculty are eligible for one month of summer holidays or as determined by the Principal.

#### **6. Academic and Institutional Responsibilities**

- Minimum workload: 18 hours/week; maximum: 21 hours/week.
- Senior Coordinators may be assigned 16 hours/week.
- Faculty must dedicate 8 hours/day on campus for academic engagement.

They are expected to:

- Engage in research and academic development.
- Use library and college resources responsibly.
- Participate in NAAC, NIRF, and similar assessment programs.
- Actively support the college during admissions and student counseling.
- Conduct PTMs after the first mid-semester exams.
- Evaluate and return answer booklets promptly and submit internal marks on time.

#### **7. General Expectations**


- Uphold ethical behavior; any malpractice will lead to dismissal.
- Participate in all institutional events and maintain punctuality and discipline.
- Serve as role models by promoting values, spirituality, environmental care, and compassion for the underprivileged.
- Loyalty and commitment to the institution are expected.
- Faculty must not accept employment elsewhere without prior permission from the Principal.
- Departments with less than 25% enrollment may be subject to closure, with faculty being asked to resign if necessary.

## **8. Facilities and Conduct**

- Staff will be allotted space in respective staff rooms and may use the college Wi-Fi for academic purposes.
- Misuse of resources or the institution's name is prohibited.

## **9. Non-Teaching Staff Recruitment**

- Conducted by the Correspondent and Principal.
- Required to work a minimum of 8.5 hours per day.
- Must handle duties with diligence, devotion, and readiness to support all institutional activities.
- Non-teaching staff are granted 20–30 days of summer holidays and are expected to assist during admissions and other college programs.
- Any misconduct, disrespect, or misuse of the college name may result in disciplinary action.

  
PRINCIPAL  
LOYOLA DEGREE COLLEGE (YSRR)  
PULIVENDULA-516 390  
Kadapa Dist (A.P)