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Criteria- VI : Governance, Leadership and Management

Criteria 6.2.1: Rules and Regulations for Recruitments.

code of conduct for their employees for judicious exercise of their powers and duties in the matter of maintaining order and discipline among their employees. For this purpose the employees were required to sign agreement in the prescribed form. In view of this, certain Grants made under the provision of Grant-in-aid code were discontinued from 1st October 1977.

- E) In Government Order No. ED 141 UPC 76, dated 29th October 1977, the Director of Collegiate Education was authorised to draw an amount equal to three Months salaries on Grant-in-aid bill and remit the amount to the joint account of the College under their control. He was also authorised to draw necessary amount in future to replenish the joint account in order to maintain a minimum balance equal to two months, salary and allowances of the employees of the College.
- F) Consequent upon the implementation of the scheme of the Direct payment of salaries to the employees of private Aided Colleges with effect from 1-10-1977, the Government in their Order No. ED 161 UPC 77, dated 31-12-77 issued detailed instructions regarding the method of recruitment of employees, grant of certain concessions for higher studies, deputation of teachers under certain schemes, transfer of employees, under the same management etc.
- G) In the light of the experience gained during the course of four years from 1977 to 1981, some modifications were considered necessary. Hence in supersession of the Government Order No. ED 161 UPC 77, dated 31-12-77, the Government issued comprehensive notification under Government Order No. ED 146 UPC 79, dated 3-10-1981 by laying down detailed guidelines regarding appointments, promotions, transfers and deputations etc., with effect from 1-4-1981.

RULES GOVERNING THE APPOINTMENT IN PRIVATE COLLEGES

PREAMBLE :

Instructions are being issued in respect of recruitment in Private aided colleges as per Government Orders, Ms and Circulars. Certain deficiencies were found in the implementation of the said Government Orders, OM's and Circulars and hence the following revised instructions are issued with immediate effect.

1. **Creation of Posts :** A proposal for creation of additional posts on a permanent basis shall be sent to the Director of Collegiate Education through the Regional Deputy Director of Collegiate Education before the end of December every year.

A proposal for sanction of additional posts shall be sent having regard to the teaching work-load of each Department for the last 3 years. A proposal for the creation of ministerial staff shall be sent in accordance with the Government Order No. ED 146 UPC 79 dt: 3.10.81.

These instructions shall be applicable to all categories of posts both teaching and non-teaching irrespective of pay-scales.

2. **Method of Recruitment :** All recruitments shall be made in accordance with the Government Order No. ED 146 UPC 79 dt : 3.10.81.
3. **Procedure for appointment :** Subject to the provisions contained in Government Order No. ED 146 UPC 79 dt: 3.10.81 all appointments shall be made


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- a) if it is DR by selection, it shall be made, after giving such adequate publicity atleast in two daily news papers of the State.
- b) where two or more candidates have secured equal number of marks, the order of merit in respect of such candidates shall be fixed on the basis of age, the person or persons older in age being placed higher in the order of merit.
- c) If it is a post to be filled up by promotion on the basis of seniority-cum-merit, promotion shall be made subject to fitness of the candidate to discharge the duties of higher post from among the persons eligible for promotion.

Disqualification for appointment : No person shall be appointed unless he is eligible for appointment to State Civil Services under the relevant rules of the Government.

Age limit : No person other than the applicant from another college or a person on transfer shall be eligible for recruitment to any post in any college, if he is not within the age limit prescribed for recruitment to corresponding posts in Government Colleges, on the last date fixed for receipt of applications or such other date as may be specified by the competent authority. The Maximum age limit may be enhanced by number of years of teaching experience in a college or by ten years whichever is less subject to fulfillment of all other educational qualifications, Age limit as per G.O.No. DPAR 21 SRR 91 dt. 30-10-91 shall be followed : (For details refer G.O.)

Qualification : No person shall be eligible for appointment to any posts in any college unless possesses the minimum qualification prescribed in Government Order No.ED 14 dt. 10.10.79 dt: 3.10.81.

Reservations : Reservations in recruitment shall be made in accordance with the orders issued by the Government from time to time. Posts reserved for SC/ST cannot be de-reserved.

The post shall be advertised without specific approval of the Director of Collegiate Education.

The posts of teachers deputed for higher studies under the UGC Scheme or any other Government Scheme shall not be treated as vacancy.

The posts of teachers deputed from one college to another college shall not be treated as vacancy.

The advertisement inviting the applications shall mention the following particulars.

a) Reservation

b) Educational Qualification

c) Age limit

d) The clear direction to the candidate for submission of one copy of the application to the concerned Regional Dy. Director of Collegiate education.

e) If no applications are not received from the candidates belonging to the reservation group, then the management shall procure a list of candidates either from the regional and executive employment exchange Bangalore or from the concerned Regional Office of collegiate education. Prior permission of the RDDCE is absolutely necessary before sending the request to the above agencies for sponsoring the names.

f) Temporary appointments : (Deleted)

14. Procedure in respect of applications by in-service candidates : An employee of a Government or private aided or unaided college applying for an appointment to any post shall submit the applications through proper channel.

Note :

1. Local Candidates, adhoc and part-time employees need not send applications through proper channel.
 2. An advance copy shall be sent to the Regional Dy. Director of Collegiate education.
 3. No management shall deny to forward the applications of the employees for any post under different recruiting agencies.
15. Every candidate applying for recruitment to any post is regard to pay fees as may be prescribed by the competent authority.
16. No person shall be appointed unless he is medically found fit to discharge the duties of the post. The MC shall be obtained by the Principal before disbursing the first salary.
17. Joining time: A candidate for appointment by direct recruitment shall report for duty as specified by the appointing authority or as soon as possible but not later than 15 days from the date of despatch of the order of appointment by Registered post.
18. The Dy. Director of Collegiate Education on submission of an application by the candidate, if satisfied that there are good and sufficient reasons, extend the joining time in writing and grant such further time as he may deem it necessary.
19. Probation and appointment on promotion : All appointments by direct recruitment to any post shall be on probation for a period of not less that one year.

Note : For the reasons to be recorded in writing, the period of probation shall be extended with the specific approval of the Director of Collegiate Education.

20. Fixation of pay : The pay of an employee of the private college consequent on his getting another appointment in other private college shall be protected under rule 41 and 41A of the KCSRs provided that he has submitted his application through proper channel.
21. Constitution Of Selection Committee : The Director of Collegiate Education shall constitute the selection committee at the request of the concerned management for each college keeping in view the needs and requirements according to the directions issued by the Government from time to time.

- 1) Chairman of the Governing Body or his nominee (Chairman)
- 2) Director or his nominee
- 3) Subject Expert.
- 4) Principal of the respective college. (Secretary)
- 5) Dist. Social Welfare Officer. (Special Invitee)

A) Teaching Staff :

- 1) 50 marks shall be allotted to the 4 members of the selection committee. 10 marks to the Nominee of the Director, 10 marks to the Nominee of the Chairman or the Governing Body, 10 marks to the Principal of the respective college and 20 marks to the subject Expert are allotted respectively for selection through interview.



- 2) 50 percent of the marks of the candidate secured by him in the post-Graduate Examination shall be taken into account.
- 3) The merit list shall be prepared subject-wise and roster-wise on the basis of the total performance of the candidate.
- 4) The signatures of all the members of the committee shall be obtained on all the copies of the select list and sent to the Directorate by DCE's Nominee.

Non-Teaching Staff:

For determination of the merit of the candidates 100 Marks are allotted to the 3 members of the selection committee. 50 marks to the the Nominee of the Director, 25 marks to the chairman of the Governing Body & 25 marks to the Principal of the respective college shall be obtained at the time of interview. The merit list of the selectees shall be prepared on the basis of total marks obtained by the candidates cadre-wise and roster-wise. The signatures of all the members on all the copies of the select list shall be obtained and sent to the Director by the nominee.

1) In the absence of the Subject Expert and Director's Nominees, the interview shall not be conducted.

2) (i) The District Social Welfare Officer shall verify the documents with reference to the Reservation and Roster rules and assist the selection committee in the strict observance of Reservation Rules as special invitee.

3) If the candidates belonging to the SC, ST and other backward classes have obtained more marks, then their selection shall not be restricted to their respective reservation groups and they may be selected under G.M. Category.

4) The nominee of the Director shall send the proceedings of the selection committee along with the Marks list within one week of the interview to the Director for approval.

5) Appointment orders shall be issued to the selected candidates only after approval is accorded by the Director of Collegiate Education.

6) The Governing Body of the College shall maintain the following registers without fail.

1) Details regarding vacancies and the register of sanctioned posts.

2) Reservation Orders in respect of Direct Recruitment.

3) Reservation Orders in respect of Promotional Vacancies.

7) The Selection Committee Constitution Rules and Reservation Rules of this Circular are not applicable to the Minority Institutions.

The Principals of all the Private Aided Colleges are directed to see that the Interview intimations to all eligible candidates shall be sent at least 15 days in advance by Registered Post Acknowledgement due only.

The list of selected candidates shall be announced in the Institution/Regional Deputy Director's Office/Office of the Director of Collegiate Education for the information of the candidates.

For purposes of seniority among the Direct Recruits, the selected list prepared by the Selection Committee should be taken into consideration and not the date of issue of appointment order.

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- L) Promotions in the teaching cadre shall be made with reference to the teaching strength in the college as included in the annual salary statements as & when the promotional vacancies occur in the respective subjects in the order of seniority, after obtaining necessary approval from the Director.
- M) In the case of recruitment of Lecturers in Aided and Un-Aided Colleges, if the candidates possess teaching experience, the maximum age limit may be enhanced by the number of years of such teaching experience or by 10 years whichever is less subject to fulfillment of other educational qualifications.
- N) The Government have clarified that the posts of Lecturers have to be classified subject-wise only as per the Government Order dated 28th January 1987 which has been issued on the basis of the orders dated : 6-10-81 and 2-12-81. The reservation roster shall be followed subject-wise.

GRANT-IN-AID CODE OF THE KARNATAKA COLLEGIATE EDUCATION CHAPTER 1.

INTRODUCTORY

1. With the object of encouraging private enterprise in higher education, provision is made annually in the State Budget for payment of grant-in-aid to affiliated Colleges under private management. The payments of such grants are subject to the rules in this code.
2. Grants-in-aid cannot be claimed as a matter of right.
3. The grants are sanctioned by the Government except where the power is vested in the Director himself.
4. The rules in this Code shall be deemed to be supplementary to the rules laid down in the Mysore Financial Code, and any relaxation thereof required the sanction of Government in the Finance Department.
5. The Government reserve to themselves the right of changing these rules and interpreting their meaning in case of dispute. Government also reserve to themselves the right to refuse or to withdraw any grant at their entire discretion, not withstanding the rules contained in this code.

CHAPTER II

DEFINITIONS

6. Unless the context requires otherwise, the following words and phrases in this Code have the meanings hereby assigned to them:
 - (a) "College" means a private Arts, Science, Commerce or law College affiliated to the Karnataka University or Kuvempu University or University of Mysore or University of Bangalore or Gulbarga University or Mangalore University under the rules of such University and imparting sound secular instruction.

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Rules of Recruitment for Un-Aided Courses

The Management will appoint Guest Faculty to Unaided courses. The rules of UGC are followed while recruiting the guest faculty to different subjects. The selection committee comprises representatives of management, subject experts and the Principals.

The recruitment rules are as follows:-

6. The management gets information on vacancy position form all the Colleges. Depending on vacancy position, it invites applications through giving advertisement in local TV channels
7. The eligibility conditions prescribed by UGC are to be observed at the time of recruitment.
8. While recruiting candidates due importance shall be given to backward classes including SC & ST.
9. The candidates shall be selected purely on merit basis. The committee shall ask the candidate to give a demo on any one topic in his subject.
10. The salary shall be given on par with guest faculty in Government Colleges.
11. A provision shall be made for feedback from students to know the teaching skill and capacity of teachers. If the teachers' performance is outstanding then only they shall be continued for the next academic year.

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