



E.M.G. YADAVA WOMEN'S COLLEGE, MADURAI – 625 014.

(An Autonomous Institution – Affiliated to Madurai Kamaraj University)

Re-accredited (3rdCycle) with Grade A⁺ and CGPA 3.51 by NAAC

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

Internal Members -The Governing Body of the college includes the President, Secretary & Correspondent, and the Principal. The other members are the University Nominees, the Vice-Principal, and the Self-Finance Director.

External Members – UGC Nominee, State Government Nominee, the Dean of Academic Affairs, the Controller of Examinations, Academicians, and Industrialists. Academic and other development activities are discussed and drafted in the Governing Body Meeting.


Administrative Setup

The Secretary being the Chairperson stands as the Head of the Institution. The Principal with the Steering Committee Members administer the institution. The Steering Committee comprises the Principal, Dean, Controller, Vice-Principal, Self-Financing Director, and the Administrative Officer who execute the Annual Plan laid down by the Management.


Grievance Redressal Mechanism:

The Grievance Cell consists of the Principal, Vice-Principal, Director of Self-finance, Controller of Examinations, Dean of Academic Affairs, Administrative Officer, and the Heads of the Departments.

NEWS PAPER ADVERTISEMENT FOR APPOINTMENT 2020-2021



E.M.GOPALAKRISHNA KONE YADAVA WOMEN'S COLLEGE,
MADURAI - 625014
 (An Autonomous Institution – Affiliated to Madurai Kamaraj University)
 Re-accredited (3rd Cycle) with Grade A+ and CGPA 3.51 by NAAC
 Phone : 0452-2681247



RECRUITMENTS FOR FACULTY VACANCIES (AIDED)
 Applications are invited from Qualified Candidates (Women)
 for appointment as Assistant Professor in the following Aided Vacancies.
 UGC scale of pay with usual allowances will be given.

Sl. No	Name of the Department	Communal Roaster				Total
		GT	BC	MBC/DNC	SC	
1.	English	1	1	1	-	3
2.	History	-	1	1	-	2
3.	Commerce	1	1	-	2	4
4.	Mathematics	2	-	-	-	2
5.	Zoology	1	1	-	-	2
6.	Chemistry	-	-	1	-	1
7.	Physical Education Director	1				1
8.	Librarian	1				1

QUALIFICATION : Master degree in concerned subject with at least 55% of marks (or an equivalent grade in a point scale) with good academic record and pass in UGC – NET/SLET/or Ph.D.
 A relaxation of 5% of the marks for the SC/ST/Differently abled (Physically and Visually differently-abled) Categories. Interested Candidates may submit their detailed resume to the College office addressed to Secretary & Correspondent along with the Xerox copies of all certificates (from Std X) including Community Certificates and latest renewal of Employment Exchange Registration Card. Candidates should mention clearly in their application in which category of Post, she intend to apply. Only the short listed candidates will be called for Personal Interview. Last date for submission of application on or before 10 days of this advertisement.

Testeet

PRINCIPAL /C

Tmt.E.M.G.S.Indirani
Secretary & Correspondent

SAMPLE AIDED APPOINTMENT ORDER



E.M. GOPALAKRISHNA KONE YADAVA WOMEN'S COLLEGE

"Kalloori Thanthai" Thiru. E.M.G.Soundararajan Campus
Autonomous
Re-accredited (3rd Cycle) with Grade A⁺ and CGPA 3.51 by NAAC
Madurai - 625 014.



Ph : 0452-2681247
Fax : 0452-2681214

**PROCEEDINGS OF THE SECRETARY & CORRESPONDENT
E.M.G.YADAVA WOMEN'S COLLEGE, MADURAI-625014
PRESENT: Thirumathi. E.M.G.S. INDRANI**

Rc.No.10/Management/2021 Dated: 08.02.2021

Sub: E.M.G. Yadava Women's College, Madurai-14 - Appointment -
Teaching Staff - Dr.(Mrs.)T.Sudha, M.A., M.Phil., Ph.D., Assistant
Professor in History (Regular Vacancy) - Appointment from the
forenoon of 08.02.2021 - orders issued - reg:-

- Ref: 1. Letter Rc.No. 9886/G3/2017-66 dated 17.12.2020. Director of Collegiate
Education, Chennai.
2. Letter No. X2/W-13/2021 dated 18.01.2021 received from the District
Employment Officer, Professional & Executive Employment
Branch Office, Madurai.
3. College Committee Meeting Resolution dated 07.02.2021

ORDER:

With reference to the resolution passed in selection committee held on
05.02.2021 and the resolution of the College Committee dt.07.02.2021,
Dr.(Mrs.)T.Sudha, MA, M.Phil., Ph.D., is appointed as Assistant Professor in History
(Regular Vacancy) in this College from the forenoon of 08.02.2021 and placed on
probation for a period of two years on a monthly salary of Rs. 57700/- (Level - 10 -
Pay Rs. 57700 - 182400) plus allowance admissible as per rules, in the Scale of pay of
Rs. 57700 - 182400 against the post sanctioned by the Director of Collegiate
Education, Chennai in his Procs. Rc.No. 9886/G3/2017-66 dated 17.12.2020. This
appointment is subject to the approval of the Joint Director of Collegiate Education,
Madurai Region, Madurai.

The appointee will have to work under the supervision and guidance of the
Head of the Department concerned and the Principal. Apart from regular academic
works she will have to engage herself in performing such duties as may be assigned to
her by the Head of the Department / Principal and the authorities of the College from
time to time.

The appointee is further informed that the salary will be paid only after the
appointment is approved by the Joint Director of Collegiate Education, Madurai
Region, Madurai. If the appointment is not approved by the Joint Director of
Collegiate Education, Madurai Region, Madurai, this appointment order becomes null
and void and termination gets effective immediately without prior notice.

E.m.g.s. Indrani 8.2.21
Secretary & Correspondent
SECRETARY & CORRESPONDENT
E.M.G.YADAVA WOMEN'S COLLEGE
MADURAI-625 014

To
T.Sudha
3/82-4, New No.48,
Ayyadurai Street,
Paramakudi - 623707
Ramnad.

- Copy to
1. The Joint Director of Collegiate Education,
Madurai Region, Madurai.
 2. The Head, Department of History
 3. B,C Section

APPOINTMENT AND SERVICE RULES

1. That the college committee shall employ the said teacher as Assistant Professor in the college.
2. That the said teacher shall be on probation for a period of not less than two years from the date of taking charge of her appointment.
3. That the said teacher shall employ herself honestly, efficiently and diligently under the orders and instructions of the Principal or college committee of the said college.

If the said teacher is a Principal she shall in that capacity is responsible for the internal management of the college and the academic work of the college and exercise such powers as may be necessary for the due discharge of her duties.

4. That the said teacher shall not normally or on any pretext absent herself from her duties without the previous permission of the Principal, and if she is a Principal, without the prior permission of the college committee. In case of sickness or other inevitable causes she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Principal or if the said teacher is a Principal she shall send such communication to the college committee.
5. That the said teacher shall during the tenure of employment devote her attention to the duties of her employment and shall not on her own account or otherwise either directly or indirectly carry on or to be concerned in any trade, business or canvassing work, private tuition or the like, of a remunerative nature without the specific sanction of the college committee in writing in that behalf.
6. It shall be open to the college committee, at any time, if satisfied on medical evidence that the said teacher is unfit to discharge her duties for reasons of ill health, to terminate her services, on paying her three months pay and allowances less any amount which might have been paid to her as leave salary after the date of her last appearance in the college for the regular discharge of her duties and subject to a minimum of one month's full pay and allowances.

7. That the college committee may impose major punishments such as dismissal, removal or reduction in rank or termination of service or any of the following minor punishments on the said teacher for any irregularity, namely:-

i) censure,

ii) withholding of increment, with or without cumulative effect,

iii) recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Entries shall be made in the service register of the said teacher only in respect of penalties other than censure. Such entries shall be made only after the appeal if any, preferred by the said teacher is disposed of by the competent appellate authorities specified in the rules.

8. Any permanent teacher whose certificate is suspended on a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right for reinstatement in service in the college in which she was working prior to her relief, on the expiry of the term of her punishment.

The college committee shall reinstate her in the post which she held before such punishment was imposed.

Grievance Redressal Mechanism

Complaints received are discussed and remedial actions are taken at different levels in the staff meetings. The Grievance cell consist of the Principal as the Chairman, Vice Principal, Controller of Examinations, Administrative officer and the Head of the departments.

