

**NIRMALA ARTS & SCIENCE COLLEGE,
MULANTHURUTHY
*HUMAN RESOURCE POLICY***

Human resource is the core element of an educational institution which determines its destiny. The management of Nirmala arts and science college, Mulanthuruthy framed the HR policy to acquire, develop and retain the best faculty and administrative staff. This HR policy with the intention of fulfilling the vision and mission of the college has been framed by Administrative Board in consultation with IQAC and approved by the management council. The policy is applicable to all current and future employees and are subject to amendments, alteration, deletion, or addition by the management council as and when found necessary.

I. Objective and Scope

The objective of this document is to lay down policies that shall govern the management of personnel involved at teaching, and administrative levels. This policy covers the terms of appointment, code of conduct, Employee benefits, Employee empowerment, Employee retention and employee replacement

II. Recruitment and Selection

- To recruit teaching and staff, the College will explore various sources. Electronic media, the internet, and advertisements in newspapers will be used to identify the best talent.
- To select the candidates for faculty and staff positions, Management council will constitute a selection Committee

III. Appointment and Probation:

- The appointment of each teaching and non-teaching staff member shall be initially for one year which is considered as period of probation. Probation period is deemed to be over after the period of one year, unless otherwise extended or reduced by the management. On

successful completion of probation, the management may extend the service period for a further stipulated academic years.

- The appointment of each teaching staff member shall be to the post of assistant professor/ associate professor by considering his/her qualifications and experience in teaching and research
- Every faculty having a UG or PG shall have a head of the department. The head of the department shall be appointed for a stipulated period, on rotation basis, from among the associate /assistant professors by considering his/her teaching experience, leadership quality and academic performance in the college

IV. Promotion

- L The promotion of every teaching staff member to higher cadre depends on his/her teaching experience and the performance in the college.
- The promotion of non-teaching staff member to higher cadre shall be on the basis of his/ her administrative experience and performance in the college.

V. Employee Code of Conduct

- The teachers should uphold the vision and mission of the College, and work for the holistic development of the students
- College office, departments and the library shall work on all days except holidays from 9 A.M to 5 P.M
- All the faculty members have to mark the attendance twice a day (Before 9 A. M. in the morning and 3.30 P. M. onwards in evening)
- All the non-teaching staff have to mark the attendance twice a day (Before 9 A. M. in the morning and 5 P.M onwards in evening)
- All staff members have to be in the College during working hours and follow the proper dress code.

- Faculty members have to handle the theory, laboratory and practical sessions.
- Invigilation in examination (Internal and university), supervision of students' project work, evaluation of students' answer scripts and project reports, and mentoring of students are mandatory for all faculty members.
- Teachers hold the responsibility of maintaining the general discipline of the campus, and anything that is seen inappropriate should be reported to the principal
- Staff members are encouraged to take up consultancy, extension and outreach activities with the prior approval of the management.
- The staff members are prohibited from accepting valuable gifts in any form from the students / parents / organisations having official transactions with the college.
- All correspondences to the management have to be routed through proper channel.
- All faculties should actively involve in curricular, co-curricular and extra-curricular activities.
- Faculty members have to take active participation in conducting value added courses to the students to enhance their employability.
- Faculty members should continuously update their knowledge by making use of print and digital resources available in the library.
- All the teachers should keep the Code of Professional Ethics for University and College Teachers given by UGC and the other statutory bodies from time to time
- Each faculty member with teaching experience of more than 3 years has to publish at least one research paper and to attend one seminar / webinar per year.

- Staff members have to avail leave with prior written permission from the HOD and the Principal. However, Leave can be informed over phone in case of emergency.
- The principal has the right to prevent any staff members from availing a portion or the whole of vacation if the services of the particular staff member is considered essential.
- The faculty members have to abide by the rules and regulations of the institutions framed from time to time for the effective functioning of the college.

VI. Employee Benefits and Welfare Measures

1. Regular and Advance Salary:

Monthly Salary to all staff members is paid on the first/ second working day of every subsequent month. A facility for availing salary advance is also provided for teaching and non-teaching staff to meet their urgent medical or educational requirements.

2. Departmental Infrastructure:

- (a) In order to perform the official functions effectively and comfortably, teachers in each faculty are provided with department wise staff rooms. Currently there are five staff rooms with an average area of 450 sq.ft each . The principal, Dean and the Vice principal are also provided with their own exclusive chambers. Every member of teaching staff is provided with elegant and spacious seating furniture and also adequate storage facility to keep academic records and teaching aids in the respective department.
- (b) Laptops and Desktops are provided to every department along with free internet access through LAN/Wifi and ICT tools for effective classroom delivery.

3. Library Resources

- (a) A separate reading area is provided in the library to the staff.

- (b) Text books, reference books, print journals, e-journals are made available for learning, teaching and research purposes of the faculty members. Teaching staff are entitled to borrow ten books at a time from the college library.
- (c) All teachers are registered to INFLIBNET to access the e-resources available under N-List of the National Mission on Education through Information and Communication Technology (NMEICT).
- (d) Photocopying and printing facilities are provided to staff members.

4. Faculty Development Programmes/Faculty Enrichment Programmes:

- (a) The college conducts seminars, conferences, training programmes every year for the purpose of enrichment of employees and for nurturing a competitive and thriving academic and administrative environment.
- (b) Teachers are nominated for Teachers' Training in and outside the state on duty to explore their knowledge.
- (c) Teachers are eligible for reimbursement of fifty per cent of their registration fee for attending a seminar /webinar in their discipline
- (d) Teachers are eligible for a reimbursement of fifty per cent of the amount incurred for publishing articles in peer reviewed journals and in books with ISBN .
- (e) Teachers are motivated to enrol for any MOOC/ SWAYAM Courses by reimbursing fifty per cent of the examination fees.
- (f) Faculty members without doctoral degree are encouraged to register for Ph.D. programs.

5. Festival Advance and Personal Loan to staff:

On occasion of festivals like Christmas, Onam the employees are granted salary prior to the festival holidays. Non-teaching staff are provided with interest free loans up to a maximum of Rs 10000, repayable in monthly instalments.

6.Free Medical Camps:

Free Medical check-up programmes are organised

7.Fitness Centre and Yoga

The college has a fitness centre which can be used by the employees for promoting their health & fitness. Free yoga classes are also provided.

8. Employee Provident Fund: This scheme is available to all staff members on voluntary basis. When an employee chooses this scheme and makes his/ her monthly contribution, the employer also makes proportionate contribution to the fund for the employee.

9.Employees' State Insurance (ESI) Scheme. This scheme is available to all eligible teaching and non-teaching staff. The employees eligible can avail of the medical and maternity benefits under the scheme

10. Leave Facility:

(a) **Casual Leave** for a maximum of 12 days per calendar year is given to all the employees.

(b) **Maternity Leave:** Employees can avail maternity leave for 6 months by availing eligible ESI benefits.

(c) **Restricted Holidays (RH)** In addition to the common holidays 2 restricted holidays are provided to both teaching and non-teaching staff on the preferred days of their religious celebrations or observations.

(d) **Duty Leave (On Duty)**

- i. A maximum of 3 days duty leave per calendar year is given to teaching non-teaching staff to participate in Conference/ Seminars/ Workshops in the relevant disciplines with prior approval of principal.
- ii. The college shall permit on duty to any staff member to take special assignments with affiliating university and other institutions for any official purpose with prior approval of principal.
- iii. Where the staff is proceeding on a training program duly sponsored by the college, the entire period will be treated as on duty and he/she

will be eligible for the pay and perquisites though he is not working in the college during such period.

- iv. On duty may also be granted to the staff members who are pursuing their higher studies at the maximum limit of 6 days in a calendar year for their examinations on submission of a proof for attending examinations

11. Canteen facilities: Canteen facility is available in the college campus so as to provide hygienic and nutritious food. All teachers and non-teaching staff are provided with free refreshment of tea and snacks two times daily both in the forenoon and afternoon.

12. Rest Rooms: Restrooms for staff are provided with provisions of water supply, wash basins, toilets, etc. A separate common room for women employees is also provided.

13. Recreation Room and Out Door Games: A recreation room is provided to staff with indoor games facilities such as carrom, Chess etc for helping to break the ice between the peers and superiors and for making the workplace more relaxed and enjoyable for everybody. The staff can also avail the facilities for shuttle badminton game provided in the campus.

14. Drinking Water:

Hygienic drinking water is available to all employees in all departments.

15. Staff Club:

The club looks after the general welfare of teaching and non-teaching staff. It organises the cultural programmes during the occasions of festivals, offers welcome and send off ceremonies to new incumbents and outgoing staff members respectively in a befitting manner with the financial support of members and management.

16. Internal Complaint committee and Grievances Redressal Cell

There is an Internal Complaint committee in the college which resolve the complaints of women employees regarding sexual harassment against them

in the college. A grievances redressal cell is also functions in the college to resolve other grievances from all employees as quickly as possible

17. **Pleasure Tour:** Every year the college offers an interstate or intra-state pleasure tour for both teaching and non-teaching staff.
18. **College Bus facility:** The college provides own bus facility for commuting teachers and nonteaching staff from the city to campus. The college vehicle is also provided for teaching staff for attending programmes organised by college management in other sites.
19. **Separate Parking Area:** The college provides separate parking area for the vehicles of both teaching and non-teaching staff
20. **Special Fee Concession:** The college offers 50 per cent concession in tuition fee to wards of teaching and non-teaching staff who get admission for undergraduate or post graduate programmes in the college.
21. **Concession in Rent of Auditorium/Ground:** The college offers concession in rental charges for hiring college auditorium or ground by the teaching and non-teaching staff for marriages of their wards.
22. **Financial Incentive for Charging Mobile Data for Handling Online Class:** During the period of covid pandemic, the teachers were provided with a monthly financial incentive for charging mobile data to facilitate online classes effectively.
23. **Facilitation for Cancer awareness and check-up at concessional rate:** Teachers and non-teaching staff are given cancer awareness classes with the support of Karkinos, a Non-Governmental Organisation. The staff members are also given the opportunity to undergo cancer tests at Karkinos by availing 50 per cent subsidy borne by the college.
24. **Multicultural environment:** The college management wish to promote a multicultural environment in the campus for which adequate representation of members belonging to different socio-cultural background are ensured in the recruitment of teaching and nonteaching staff. The college management

motivates, facilitates and financially supports the staff to celebrate different cultural festivals.

25. Security Personnel and Closed-Circuit Television (CCTV): The college provides the round-the-clock security by employing a security personnel and by installing CCTV cameras in the campus.

26. Annual Vacation: Teaching staff are normally eligible for four weeks of vacation per year and non-teaching staff are normally eligible for one week of vacation per year

VII. Employee Retention Measures:

The college is committed to talent retention to manage the employee turnover. Apart from the Competitive pay, the employees are assigned with proper workload, clarity in role, fringe benefits and recognition. The college shall adopt ethical practices in employee management such as opportunities for development and growth, performance-based appraisal, fair treatment for every employee, including juniors in decision making and transparency in accountability.

VIII. Performance Appraisal:

At the end of each academic year, teaching and non-teaching personnel undergo a multi-level performance evaluation. An employee initially submits information about his or her own performance in a prescribed format. After taking into account the employee's self-evaluation, the department head/ supervisor and principal evaluate the employee's performance based on a predetermined set of parameters. Furthermore, the principal will determine the "Final Rating" of the employee's performance following a discussion between the HoD/supervisor and the concerned employee. After documenting the final evaluation result, the principal must inform the appraisee of his or her performance rating. The performance valuation score will be a key factor in determining the annual incentive.

IX. Duties and Responsibilities of the Faculty and Staff

Generally, for faculty and staff members, the academic duties and responsibilities are as per the norms of the UGC / Mahatma Gandhi University. However, the principal can allocate any official work to any member of faculty or staff in view of the development of the college and students.

X. Reward & Award:

Faculty Members who publish text books, research papers in reputed International/ Indian Journals / Conference proceedings are eligible for rewards and awards as recommended by IQAC time to time.

XI. Grievance Redressal:

A grievance redressal committee consisting of the chairperson and four senior faculty or staff members must be formed by the principal in order to deal with the grievances of the teaching and non-teaching staff. Once constituted, the committee will have a three-year term under the chairmanship of the principal. As and when necessary, committee meetings must be held. The committee shall meet and make recommendations for the redressal of grievances. The internal complaint committee of the college must address complaints of sexual harassment made by female workers.

XII. Retirement:

When members of the faculty or staff reach the age of 65, their employment will be terminated. However, depending on their performance and the institution's needs, the management may retain them for a further period of time up to the maximum age limit of 70 years.

XIII. Resignation & Termination:

(i). Resignation of any faculty or staff member will not be entertained during a semester period. Faculty or staff member can submit the resignation only on the last working day of a semester except under exceptional cases.

- (ii) Any faculty or staff member appointed will be on probation for a period of one year. During this period the authorities can terminate his/her services by issuing 15 days' notice.
- (iii). After the probation period, if any faculty or staff wants to resign, one months' notice should be given from either side subject to clause (i) above.
- (iv) The Management reserves the right to waive-off / reduce the notice period
- (v) The Management reserves the right to terminate the service of any faculty and staff who underperform in his/her duties or as a part of the disciplinary actions, after proper hearing of the employee.