



# **HR POLICIES AND PROCEDURES' MANUAL**

*(Management Staff)*





### *Foreword*

Management of Al-Ameen College, Edathala presents the following HR policies and procedures specifically designed for the management staff of the college. There is no discretion between aided staff and management staff in any of the academic or administrative jobs performed by them but regarding their service rules, there are specific differences. Aided staff of the college comes under the purview of KSR, MG University statutes, UGC Norms etc. with regard to their recruitment, payment, increment and promotion. Initiatives have been taken to design special HR policies and procedures for dealing with welfare measures of Management staff in whose case general and common applicable norms do not exist. These policies are subject to revisions on periodic basis as per Management's discretion.

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Al-Ameen College, Edathala







## *Management Staff*

It includes both teaching and non-teaching staff of the college who have been appointed on contract/renewal of contract basis; by the Management on various posts for smooth functioning of academic and administrative activities of the college. Equal opportunity is given to Aided and Management staff when it comes to the smooth conduct of academic and administrative activities. Management staff is included in all Cells, Clubs, Associations, Committees and Other bodies formed in the college (for the promotion of curricular, co-curricular and extra- curricular activities of the college and for addressing relevant cross- cutting, gender equity, environmental issues). They are given participation in all faculty enrichment initiatives adopted by the college IQAC. Duties are assigned to management staff also, along with aided staff at times of organizing of any events like seminars, exhibitions, symposiums, colloquiums, conferences etc.

### *HR Policies and Procedures specific for Management staff: An overview*

Al-Ameen College, Edathala have laid separate set of HR policies and procedures for M-anagement staff. It is according to these policies that decisions are taken regarding the recruitment, selection, basic salary, other financial emoluments, leave, promotion, performance appraisal, increment, and Research and development aspects of the Management staff. The following are the policies maintained by the college office regarding the Management staff (Teaching & Non-Teaching Staff):

-  HR Recruitment and Selection Policy
-  Salary and Leave Policy
-  Performance Appraisal Mechanism
-  Research Support Initiatives

## HR RECRUITMENT AND SELECTION POLICY (1)

### TEACHING STAFF


#### *Recruitment process*


- ✚ **Workload assessment in departments:** Heads of Department would assess the total workload of based on the syllabus of each semester
- ✚ **Identification of number of vacancies:** Vacancies are identified in each department after assigning subjects to each staff based on criteria stipulated by the UGC. Excess workload is reported to the office for fixing the number of faculties needed
- ✚ **Fixing the eligibility criteria:**
  - Basic condition: Post Graduation in the relevant subject
  - Additional preferred academic qualifications:  
UGC/CSIR –NET-JRF/ M. Phil/ Ph. D/ Teaching experience/ Papers presented and published/ Books published/ Holding of any patents/copyrights etc.
- ✚ **Newspaper notification:** Advertisements notifying the vacancies are published in 1 or 2 leading Malayalam Newspapers
- ✚ **Online intimation:** In certain cases, notifications are given in College Websites/ E-Newspapers also
- ✚ **Application scrutiny:** Staff Committee formed for recruitment and selection process in each case would scrutinise and shortlist the eligible candidates to whom call letters are to be forwarded.
- ✚ **Invitation for interview :** All the shortlisted candidates are informed about the date, time and venue of the interview by sending call letters

## *Selection process*

### **Holding of Interview:**

- Mark list/ Certificate Verification: Staff Committee formed for recruitment and selection process would verify the mark lists and other certificates, publications etc. of the candidates and assign due index marks
- Panel interview: Candidate would be interviewed by a panel of 4 to 5 members (involving Head of the Institution, Head of the department, a Subject expert, a Teaching staff from the concerned department and an Office representative) duly constituted for the recruitment and selection process. Teaching efficiency of the candidate would be mainly assessed during the interview process along with content knowledge and concept clarity.

 **Rank list publication:** Based on the index mark and interview performance, a rank list is published highlighting the candidates who have been selected. Oral intimation over the phone would also reach the candidate about the date of joining, papers to be handled etc.

 **Written intimation/ Appointment order:** Written intimation or appointment order would be given to the candidate on their acceptance of offer of the college and once after submitting the joining report.

## HR RECRUITMENT AND SELECTION POLICY (2)

### NON-TEACHING STAFF

Following is the category of staff in the non-teaching section of office:

- Clerical staff
- Library/Lab Assistant
- Office Attendant
- Last grade people (Lady staff)
- Securities
- Drivers

Their recruitment and selection is done through the following steps:

➤ **Assessment of vacancies and intimation to Management:**

Their vacancies are assessed after finding out the total vacancies in the above non-teaching staff category and after deducting the posts filled through aided staff recruitment procedures. These vacancies so assessed are reported to Management for approval.

➤ **New paper advertisements:**

The vacancies once approved by management are notified in the leading newspapers (that are in regional languages) with dates of Walk-In-Interview.

➤ **Interview:**

Interview is conducted on notified dates by the Office Superintendent and Principal of college. Certificate verification is done in needed cases

➤ **Selection:**

Once the interview procedure is over, the names of candidates are short listed and the required number of people is intimated over phone.

➤ **Appointment:**

The selected candidates are appointed to the relevant post after collecting the joining report from them.

**\* In case of Last grade people (Lady Staff), candidates from local community are given preference.**

## SALARY AND LEAVE POLICY (1)

### (Teaching staff)

\*The policy laid down here is general and management retains its discretionary powers to make some amendments on specific and exclusive individual cases.

#### Salary Policy

Management staff in teaching category is usually provided with a:

- Basic salary
- Due increments based on the higher degree of qualifications that they possess (NET-JRF, M.Phil, Ph.D etc.)
- Their experience and expertise
- Due allowances like ESI, PF etc.

Performance of Management teaching staff is assessed on the basis of appraisal system set up by the college specifically for the purpose, duly collected through the Heads of Departments.

Annual increments are provided to them on the basis of:

- ✓ These appraisal results
- ✓ The decision of the teaching staff to renew their contract
- ✓ Management's discretion

#### Leave Policy

- ✚ Each of the management staff in teaching category is granted a maximum of 15 days of casual leave during an academic year (June-March of a year)
- ✚ Two days' extra leave per semester is allotted to teaching staff doing Part-Time Research as per their request for research purpose.
- ✚ Duty leave is also granted to them for their participation in national/international conferences/seminars/workshops on the basis of their request duly supported by the duty certificate and copy of participation certificate.



## SALARY AND LEAVE POLICY(2)

### **(Non-Teaching staff)**

\*The policy laid down here is general and management retains its discretionary powers to make some amendments on specific and exclusive individual cases.

Following is the category of staff in the non-teaching section of office:

- Clerical staff
- Library/Lab Assistant
- Office Attendant
- Last grade people (Lady staff)
- Securities
- Drivers

#### **Salary Policy**

Non- teaching staff is given:

- ✚ Basic Salary
- ✚ Other Incentives or Allowances in special cases
- ✚ 10% annual increment
- ✚ Statutory Allowances: ESI, PF

#### **Leave Policy**

Each of the management staff in non-teaching category is granted a maximum of 15 days of casual leave during every calendar year (January-December)



## PERFORMANCE APPRAISAL MECHANISM

### (Teaching staff)

There is a 'Teacher self-appraisal form' that is duly filled and submitted by the management staff in teaching category once every year (usually at the end of every academic year). It is countersigned and recommended by the concerned HODs and forwarded to the Principal for further recommendation to office for increment purposes.

The appraisal is based on the following factors:

- ✚ Method of teaching & teaching aids used in class
- ✚ Activities( indoor/outdoor ) conducted to enhance student learning experience this past year
- ✚ How the classes are evaluated and when this is done effectively?
- ✚ Methods used to handle the average and the weak students
- ✚ Activities and/or responsibilities handled other than academics
- ✚ Constructive use of free time
- ✚ Methods of motivating students into participating in extra-curricular activities
- ✚ Methods of ensuring discipline in class
- ✚ Methods taken to handle and counsel difficult parents
- ✚ Innovations you have brought into academics and extra-curricular activities
- ✚ University results (in percentage) of subjects taught
- ✚ Punctuality
- ✚ Personal hobbies and interests that have positively influenced the teaching
- ✚ Efforts contributed to a positive learning environment last academic year
- ✚ Number of leaves availed during the year

\*This teacher-appraisal form may be revised as per Management's discretion

## RESEARCH SUPPORT INITIATIVES

### (Teaching staff)

In order to encourage and motivate the research aptitude among the Management staff in teaching category, the following initiatives are taken by the College Management in association with College IQAC and Research Committee of the college:

- ✚ Two days additional casual leave every semester for research purpose for those teachers doing Part-Time research
- ✚ Salary incentives and increments according to additional higher research degrees that they acquire (eg: M.Phil, Ph.D)
- ✚ Monetary rewards (Rs.5000/-) given as an appreciation when the teaching staff gets their Ph.D awarded while in service in the college
- ✚ Duty leave for attending national/international seminars/ conferences/ workshops on the basis of the duty certificate and copies of participation certificates
- ✚ Financial assistance/ monetary reimbursement (In special cases) related to the fees spent for attending national/international seminars/ conferences/ workshops on the basis of fee receipt and request letter produced by them to the college office
- ✚ Interest free EMI arranged through Employees' Co-operative Society of the college for procuring Laptop
- ✚ Financial and Advisory support for the seminars/ conferences/ workshops organized by them in the college
- ✚ Accessibility to computer labs
- ✚ Accessibility to the Research lab in the Department of Physics which was developed to enhance inter-disciplinary support in research activities of teaching staff
- ✚ Accessibility to all knowledge resources (online and print) available in the college library
- ✚ Accessibility to Research Lab developed in Department of Physics

\*Additional support measures in specific cases is given on getting request from the concerned staff and after consultation with the HODs, Principal and Manager.

