



HUMAN RESOURCE POLICY

Dr. C.K. Abdul Rabbi Nistar
Principal
Sahya Arts and Science College
Palamadam, Karad P.O.- 679339





"Empowering the youth for a brighter future"


**SAHYA
ARTS & SCIENCE COLLEGE**

Affiliated to the University of Calicut and recognised by the Govt. of Kerala

An undertaking of Sahya Pravasi Co-operative Society Ltd No. M.862 Wandoor

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1. An Overview

Sahya Arts and science college, wandoor, is a higher education institution run by the aegis of Sahya Pravasi co-operative society limited, in Malappuram, Kerala, India. The college was established in 2013, got its administrative sanction and no objection from the Kerala government on the basis of the University of Calicut affiliation for starting five undergraduate courses for the year 2013- 14. The college has adequate infrastructure and is growing into an institute of higher learning and standards. The construction of the main building was completed in a naturally beautiful and eco-friendly land near the old railway station in Vellampuram, which is five kilometers away from Wandoor. The land is spread over a sprawling square area of 5 acres, with surroundings creating a fitting atmosphere for the pursuit of knowledge. The management consists of high dignitaries, who within a short span of time have already availed the affiliation of the Calicut University as well as the sanction of the Kerala government. The first batch of students held their classes in the temporary building in kalikavu road, a stone throw away from Wandoor junction. This building also holds Sahya's office.

Vision

To become an exemplary institution that delivers intellectual and academic rewards.

Mission

- Ensuring delivery of high-quality education, fostering intellectual growth among our students.
- Creating a nurturing and inclusive community, where students, faculty and staff provide a supportive network for academic and personal development.
- Embrace lifelong learning and staying abreast of evolving knowledge and skills in an ever-changing world.


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Administerial & Academic Wings

The College Council

All department heads and assistant professors in charge of departments make up the college council. The Council Chairman will be the principal. Its purpose is to counsel the Principal on all Institute internal matters. At least once a month, or more frequently as needed, the council will convene.

Internal Quality Assurance Cell

An Internal Quality Assurance Cell (IQAC) exists within the Institute to oversee the level of quality and effectiveness of its operations. Serving as a watchdog over the operations is the IQAC. Every unit's performance is evaluated, and where necessary, remedial action is suggested.

2. Appointments, Probation and Service Rule

2.1 Duties and Powers of Principal

The college principal's main duty is to exercise visionary leadership in regards to academics. This involves establishing learning objectives, creating curricular frameworks, and creating an atmosphere that promotes education and intellectual development.

A principle is essential to the college's management. This entails overseeing daily operations, assigning budgets, and managing resources in order to maintain an effective and efficient educational institution.

In order to ensure the efficient and effective operation of the institute, he will provide the





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teaching staff with the necessary instructions and oversee their implementation. He will be in charge of maintaining the institute's orderly and healthy operation. He creates objectives for himself in all areas, including academics, extracurriculars and other outreach activities, and he'll do everything within his power to cooperate with others. He takes the initiative to see that the institute continues to expand and develop as a centre for outreach, and teaching. He will hold disciplinary authority over all of the staff members, both teaching and non-teaching. If the Principal is unable to resolve any issues or grievances, the Manager may be contacted through the appropriate channels to bring the dispute before the Managing Committee.

All funds provided by the Managing Committee in the form of fees and funds designated for unforeseen expenses must be deposited into a cooperative bank account. It is important to abide by the store purchase directives.

The fees and deposits received from students must be deposited daily into the college's account to be utilised for salary expenses as well as operational expenses.

Conditions of Service of Teachers

2.2 Appointing Authority: The Management Committee will have the authority to appoint people. The Manager will schedule appointments after consulting and receiving approval from the Management Committee, taking into account the demands of the academic programmer. Every teacher's appointment is made on a regular, contractual, or hourly basis.

2.3 Selection: All appointments are made according to experience and merit. A selection committee will interview candidates after the first round of application screening and advertising in the media and on the college website. The Management Committee will form the selection committee, which may consist of any experts the Committee deems appropriate. The Subject Expert, the Principal, Secretary/Manager, one of the directors of the Management Committee, and the Head of the Department make up the selection committee. Performance is a means to rank the candidates. The candidate is notified of his or her appointment after being chosen.



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2.4 Letters of Appointment: The formal letter of appointment will bear the signature of the Manager. The letter shall require the signature of the appointee before the appointment is considered effective.


2.5 Probation: All appointments will be made through written orders that specify whether they are temporary or regular positions with defined salaries. Regularly appointed individuals will initially serve a three-month probationary period. The Management Committee has the authority to extend the probationary period for a maximum of one year. The probationary period may be eliminated, shortened, or extended at the Appointing Authority's discretion. Until the Appointing Authority provides written confirmation of his service, the probationary period will remain in effect. After successfully completing their probation, teachers will receive written confirmation. The teacher will be dismissed in accordance with the results of the performance review at the conclusion of each academic year if the Management Committee determines that the teacher is unfit. When a staff member joins a regular position, they must provide the office with one set of self-attested copies of their experience and qualification certificates, which are valid alongside the originals.


Each teacher is required to carry out the tasks that were delegated to them when they started working, and they are required to report to the principal and the appropriate head of department. When starting work, all employees are required to abide by the policies and procedures pertaining to the discipline of the organization, the code of conduct, and the general responsibilities and schedules.

2.6 Duties of a Teacher

1. Curriculum Development and Instruction:

- ❖ Create and present seminars, lectures, and other educational resources.
- ❖ Create and revise curricula to align with standards and goals for education.
- ❖ Make use of innovative instructional strategies and resources.


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2. Evaluation and Assessment of Students:

- ❖ Assess each student's performance and offer helpful criticism.
- ❖ Throughout the semester, track and evaluate the progress of your students.

3. Mentoring and advising:

- ❖ Give students career and academic advice.
- ❖ Students should receive mentorship to assist with their academic and personal growth.
- ❖ Help students choose their classes and make plans for their future academic careers.

4. Institutionalized Work:

- ❖ Participate in departmental and institutional activities and serve on various committees.
- ❖ Participate in the creation and enhancement of educational initiatives.
- ❖ Take part in shared governance and faculty meetings.

2.7 Vacation: On vacation, the Institute will continue to operate as a teaching facility. From April 1st to May 30th, all teachers will be entitled to a two-month vacation. Any teacher on vacation may be required by the principal to perform any additional work that he specifies in writing, without being eligible for compensatory leave.

2.8 Participation during working days: On all working days, teachers are required to be present at their place of employment for the duration of working hours. Instructors at the institution are not allowed to leave their place of work without first notifying the principal. They must also provide their address for vacation or leave.

The Management Committee has the authority to designate temporary Guest Lecturers, Visiting Professors/Lecturers, and Part-Time Teachers, and to set their respective salaries.

2.9 Workload: Teachers will be required to work as stipulated by the University and UGC. They are required to be in the Institute for a minimum of five hours each working day.





2.10 Keeping track of Academic Work: Teachers need to keep track of the amount of time they spend working on assignments. The principal shall have access to these records for inspection.

2.11 Performance evaluation: The evaluation ought to cover specifics like the teacher's research, extracurricular activities, and instruction. Each year, the teacher will receive a Self-Appraisal form, which they must fill out and give to the principal. Every academic year, a teacher's performance is assessed based on three factors: the principal's evaluation, the department head's evaluation, and student feedback.

Service conditions of Non-Teaching Staff

These categories, as decided from time to time by the Management Committee, will comprise the Officers and employees.

2.12 Appointing authority: The Management Committee will appoint all officers and staff members. That authority will be used by the Secretary/Manager on behalf of the Management Committee.

2.13 Procedure for Appointing: All Non-Teaching Staff Positions are filled on the basis of experience and merit. The selection process entails advertising in the media and on the college website, preliminary application screening, and an interview with a selection committee made up of the principal, manager, and chief operating officer.

2.14 Qualification: The requirements for each position will be as periodically specified by the Management Committee.

2.15 Probation: All individuals appointed to any of the categories will be placed on probation for a year after joining the force. The Management Committee will evaluate the probationer's eligibility for the position for which he was chosen after the probationary period, if any, has





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ended or has been extended. The Committee may choose to discharge or revert a probationer during the probationary period if the Management Committee determines that the probationer is unfit to hold the position for which he has been selected. However, if the Committee determines that the probationer is suitable for the post, it will decide to issue an order declaring the probationer to have satisfactorily completed his probation and confirm the probation in the said post. Each Board employee is expected to uphold the highest standards of integrity and duty-oriented behaviour at all times. Any employee who engages in misbehaviour, neglects their duties, or faces other charges may be suspended by the principal while an investigation is conducted.

3. Pay and other Benefits

3.1 Fixation of Pay: The Board will occasionally set forth the emoluments that the faculty is to receive. Currently, teachers receive a consolidated salary determined by their qualifications:

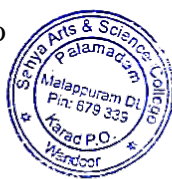
- Qualified Ph.D - Rs. 16550/-
- Qualified NET Exam - Rs. 16300/-
- Qualified M.Phil - Rs. 15550/-
- Qualified PG - Rs. 15050/-

3.2 Compensation for Non-Teaching Staff: Staff members' salaries and benefits are determined periodically by the Management Committee. Prior to enrolling in college, prior employment elsewhere may be taken into account when determining compensation.

3.3 Salary Increase: All employees get salary increment as per the decision taken by the management committee in respective years. The salary increment of each will be decided by considering things like commitment to the institution, sincerity to the work and excellence in academics. However, provision has been made in such a way that all those who have at least one year of continuous service will get a salary increment. The employees provident fund is open to all employees whose monthly gross pay is less than Rs15000/-.



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3.4 Superannuation: Institutional principals, faculty members, and non-teaching staff are eligible to retire at the age of 65. For a maximum of five years, employees who are physically fit may receive an extension.

3.5 Termination: If a faculty member or staff member's performance is deemed unacceptable, management retains the right to terminate their employment with a one-month notice period or one month's pay in lieu of notice. If enrolment declines or programmes are cancelled for any reason by the approving or affiliated bodies, the Management may terminate the employment of any faculty member or staff member with one month's notice or one month's pay in lieu of notice. Management has the authority to immediately fire any employee or faculty member who engages in egregious misconduct that harms a person, organization, community, or country.

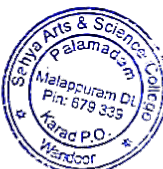
3.6 Residential Housing: Faculty and staff have access to bachelor-style housing in women's hostels and separate facilities for men.

3.7 Maternity Leave: She may take full-pay leave with full pay for a maximum of 90 days. She may also take unpaid leave for an additional three months. The maternity leave period is taken into account for calculating the annual increment.

3.8 Menstrual Leave: If a woman is experiencing menstruation and is unable to work due to pain or other related issues, she may be able to take a paid leave up to two days from her job.

3.9 Festival Allowance: All teaching and non-teaching employees who are paid on a yearly basis are eligible to receive Festival Allowance.

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





3.11 Vacation Salary: After one year of service, all teaching staff members receive a two-month vacation salary, which is paid in April and May.

3.12 Salary Payment: Each employee receives their salary on a monthly basis. Every regular employee gets paid by direct deposit into their bank account which was setup by the institution by the first week of the following month. Every employee must provide their bank account number, a copy of their PAN, and their Aadhar card to the college's accounts section on the day of hire. On request, salary slips are also provided. Any discrepancies found in the salary calculation must be reported to the administrative officer for possible correction. Provident Fund, ESI, Professional Tax (applicable twice in a fiscal year) are examples of deductions.

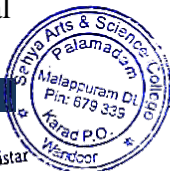
3.13 Loans: Loans: The College offers workers one-time loans up to Rs. 30000 that must be repaid in equal monthly instalments.

4. LEAVE

The principal is the authority qualified to give all staff members' casual leave. The Manager of the Managing Committee will provide the principal with a leave of absence. The Management Committee will decide which leaves, besides casual leaves, to provide. No leave will be granted until the applicant's eligibility has been confirmed. Every employee routinely marks their attendance in the auto attendance machine before and after work.

Every employee needs to punch in the morning and evening in the auto attendance machine at the Institute's office entrance. When someone enters and leaves the Institute without punching, their attendance is recorded as absent.

Each employee is required to arrive at the Institute on time and report before their assigned shift begins. The accounting for casual leave is based on the calendar year, which runs from January 1st to December 31st. In a calendar year, non-teaching staff are eligible for 20 days of casual leave and teaching staff is eligible for 15 days. All leave requests must be made on the official





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form, which is kept in the office, and submitted to the principal. With the exception of emergencies or sickness, requests for leave must be made three days in advance and approved before departing. In these situations, the application needs to be turned in on the day that work resumes following the leave. Holidays that fall within the days of an employee's leave will also be counted towards the employee's loss of pay. To receive vacation pay, an employee must be present on the day of vacation closure or reopening. If an employee neglects to complete the tasks assigned to them by the Institute while on vacation, they will not be eligible for vacation pay. There is no way to combine Casual Leave with any other type of leave. The Principal is in charge of approving leaves, and he may do so at his discretion.

4.1 Medical Leave: By converting half-pay leave to credit, a permanent employee may take full-pay medical leave for a total of three months during their employment. Such leave will only be provided for a maximum of one month at a time.

4.2 On duty Leave: In case a member of teaching staff is deputed by the Principal on the specific instructions of the University on duties like Observer, for paper valuation or any such other official function either of University or of the college, then his period of absence to the college will be treated as Official Duty (OD). OD will be sanctioned by the Principal.

4.3 Termination: If a faculty member or staff member's performance is deemed unsatisfactory, management retains the right to terminate their employment with a one-month notice period or one month's pay in lieu of notice.


5. Disciplinary

Unsatisfactory job performance, misconduct, habitual late attendance absenteeism, failure to comply with Institutional policies and procedures or any other breaches of employer / employee relationship may result in disciplinary action. The Departmental Head shall make a complaint to reprimand the delinquent staff, provided the staff is indeed found to have committed the misconduct. The Principal shall examine the complaint, consult the Departmental Head, and consider the gravity of the misconduct as well as the past record of the delinquent employee and action or recommendations by the Enquiry officer/committee shall be initiated by the Principal.



6. Grievance Redressal

The principal shall appoint a grievance redressal committee in regard with the Internal Quality Assurance Cell (IQAC) composed of four senior faculty or staff members and the chairperson, to handle the grievances of the teaching and non-teaching staff. Committee meetings must be held as and when needed. The group will convene and provide suggestions for addressing issues. The college's internal complaint committee is responsible for hearing complaints from female employees regarding sexual harassment.


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