HUMAN RESOURCES POLICY

HR Policy for Engineering Institution

1. Introduction

Purpose of the HR Policy: The HR Policy aims to establish a structured framework for effective human resource management within the institution. It provides guidelines for recruitment, retention, development, and performance evaluation of employees while promoting fairness, transparency, and accountability.

Vision and Values of the Institution: This policy aligns with the institution's vision to achieve excellence in engineering education, innovation, and research, while fostering values such as integrity, inclusivity, respect, teamwork, and continuous improvement.

Scope and Applicability: The policy is applicable to all categories of staff employed in the institution including Teaching Faculty, Administrative Staff, Technical and Support Staff. It covers full-time, part-time, temporary, and contract-based employees.

Policy Governance and Review Mechanism: The HR policy is governed by the HR Cell in consultation with the Principal and the Governing Body. It shall be reviewed annually or as deemed necessary, with inputs from stakeholders to ensure relevance and compliance with statutory regulations.

2. Organizational Structure

Institutional Hierarchy: The hierarchy includes the Governing Body, Principal, Deans, Heads of Departments (HODs), and functional units such as HR, Finance, and Academics.

Roles and Responsibilities of Key HR Authorities: HR Manager/Officer oversees recruitment, employee records, compliance, and grievances. Principal is the final approving authority. Department Heads manage departmental staffing needs and performance evaluations.

Reporting and Communication Channels: Defined channels are established through departmental heads and administrative heads to ensure clear, timely communication and accountability.

3. Manpower Planning & Recruitment

Workforce Planning Process: Conducted annually based on academic workload, retirements, resignations, and institutional growth plans.

Recruitment Procedures: Faculty as per AICTE/UGC norms, Non-Faculty through appropriate screening.

Job Descriptions and Eligibility Criteria: Clearly defined roles with eligibility based on qualifications, experience, and job specifications.

Advertisement, Selection Committee, and Interviews: Vacancies are advertised. Committees include subject experts and management nominees.

Offer of Appointment and Onboarding: Formal offer letters, document verification, orientation and Orientation.

4. Appointment Types and Service Conditions

A) Appointment Categories: Regular (Full-time/Part-time), Contractual, Visiting Faculty, Deputation.

4.1 HEAD OF INSTITUTION:

Head of institution will be selected and appointed by the management.

4.2 OTHERS:

4.2.1 They will be selected by the management.

4.2.2 The appointing or engaging authority will be

4.2.1.1 Chairman/ vice Chairman, MGVPT - for academic teaching Employee, superintendent, consultants, advisors, part timers for teaching, engineers and managers, employee on temporary contracts or reemployment.

4.2.1.2 Direct or Head of Institution concerned – for the rest with the approval of Chairman/ Vice Chairman.

4.3 RULES FOR APPOINTEES:

4.3.1 Appointees will be bound by rules and regulations, terms and conditions, circulars and Revisions thereon issued from time to time by the management.

4.3.2 Appointees will go through the duty list and acknowledge as a token of acceptance for the terms and conditions and duties.

4.3.3 Appointments are done through the process of selection decided by the management are done through the process of selection committee would be Head of the Institute, Head of the Department, One Senior faculty of the Department, One External invited expect and a University Nominee.

4.3.4 No appointee shall be taken on rolls without verifying: proof of date of birth, eligibility for the post in original, statutory requirements and antecedents, in case of doubt.

B) Tenure and Probation: New employees serve a probation period (typically one year).

EMPLOYEES IN SCALE AFTER CONFIRMATION:

1.1.1 Salary shall be determined from time to time in accordance with the scale of pay and allowances or revisions as prescribed by the management for each appointment.

1.1.2 The period of absences without sanction of leave will not count for payment of salary. No work no pay Principal holds good.

1.1.3 Payments of salary shall be made after the completion of calendar month, after effecting necessary deduction towards the statutory deductions, house rent, all authorized deductions, fines etc.

1.1.4 An employee, who has completed the whole of the proceeding term satisfactorily, is entitled to receive salary during vacation.

1.1.5 The annual increments for an employee falls due on the completion of one year of qualifying services. Subsequent annual increments will be effectively only from that day. In the case of promotions, the date of future annual increments will get revised to the 1st day of the month of promotions. (Refer Annexure).

1.1.6 The Superannuation age of employees shall be 60 years. The date of retirement will be on the last day of the month in which he attains the age of 60 years. If the date of births is on 1st of the month, the employee retires on the last day of the previous month.

1.1.7 For the purposes of Date of Birth, date mentioned in the transfer certificate, SSLC/ tenth standard school leaving certificate, Notarized affidavit given at the time of appointment of the employees are valid. In the absences of any of them, management nominated doctor's certificate is taken as valid date of birth and the decision is final. No changes/ modification made shall be considered at any time.

1.2 PROBATIONERS:

1.2.1 All Employees appointed in the scale will be on probation for the period as per terms of offers from the date of reporting.

1.2.2 The existing confirmed employees in grade posted to any new higher post/ position/ alternate post but not as a promotion will also be on probation afresh as the probation is done to assess the suitability for the post/ position of posting.

1.2.3 Duration of probationary period can only be reviewed by Director/ Principal based on the performance of probationers, their previous competency and on the recommendation of the head department. The periods of absence without sanction of leave will not count for payment of salary. No works no pay principle holds good. The same will be treated as indiscipline and can also result in extension of probationary periods automatically.

1.2.4 Payment of salary shall be made within 10 days after the completion of calendar month, after effecting necessary deductions made previously, house rent, all authorized deductions, fines if any, etc. except under unavailable circumstances and disciplinary proceedings.

1.2.5 Only those Probationers who have completed the preceding period before vacation satisfactorily are receive salary during vacation.

1.2.6 Probationers are eligible for annual increments subjected to satisfactory completion of probationary services in 1st year. Second annual increment for those on 2-year probation will be on satisfying completion of probation. The annual increment bon confirmation will be effective only on completion of that day. In the case of promotions, the date of future annual increments will get revised to the 1st day of the month of promotions.

1.2.7 Absence without sanctioned leave, performance and dereliction of duties and responsibilities, violation of code of conduct, and terms and conditions of offer will be taken into consideration for confirmation. Based on the assessment, probationary period can be extended or services terminated. Maximum of two extensions each of 6 months may be considered by the management beyond which the services shall be terminated. The decision of the management is final.

1.2.8 The probationer absenting for continuous 8 days or more without sanctioned leave is considered as the deserter and deemed to have abandoned the job and services shall be terminated

1.2.9 Only on successful confirmation, the period of probation excluding extensions and absence is counted towards service.

1.2.10 During the period of probation, no leave except casual leave at the rate of 1 day for every completed month of service exists. However, after successful completion of 1st year probation the leave accumulated during the 1st year of probation can be sanctioned during the 2nd year of probation.

1.3 <u>EMPLOYEES ON ENGAGEMENT (Temporary and Fixed term):</u>

1.3.1 Compensations Shall be determined in accordance with the terms and conditions of engagement.

1.3.2 The period of absences without sanction of leave will not count for payment. No work no pay Principal holds good.

1.3.3 Those on fulltime engagement are eligible only for 1 day of casual leave for every completed month of services and any other instructions issued from time to time for all other leave.

1.3.4 Payments shall be made within 10 days after the completion of calendar month, after effective necessary deduction toward the statutory deduction, additional payment made previously, recovery of damaged, fines if any, etc.

1.3.5 They are bound by the terms and conditions of engagement.

1.3.6 The periods of engagement does not count for services, in case of selection into scale and / or probation.

3.4 EMPLOYEES ON PARTTIME

They are not eligible for any leave, or benefits other than the terms and conditions of after or any subsequent instructions issued from time to time by the Management.

3.5 EMPLOYEES ON CONTRACT

They are bound by the terms and conditions of acceptance of offer or any subsequent instructions issued from time to time by the Management.

3.6 EMPLOYEES ON REEMPLOYMENT

They are bound by the terms and conditions of acceptance of offer or any subsequent instructions issued from time to time by the Management.

Confirmation Procedures: Based on performance review and departmental recommendation.

Transfers and Deputations: Allowed within departments or sister institutions, subject to approval.

5. Employee Categories and Cadre Structure

Teaching Staff: As per AICTE/UGC norms - Assistant Professor, Associate Professor, Professor.

Non-Teaching Staff: Administrative, Technical, and Support staff.

Pay Structure: Adherence to AICTE/UGC 7th Pay Commission or respective State norms.

6. Induction and Orientations

Programs for New Employees: Structured orientation on institutional policies and practices by IQAC Team.

Introduction to Institutional Culture: Work ethics, teaching practices, and student engagement.

7. Attendance and Working Hours

Daily Reporting: Standard working hours are from 9:00 AM to 5:00 PM.

Biometric Attendance: Implemented for all staff.

Late Coming/Absenteeism: Allowed with prior approval. Repeated offenses attract penalties.

8. Leave Policy

Types of Leave: Casual, Earned, Sick, Maternity, Special Leave(OOD).

Entitlement and Accumulation: Governed by applicable service rules.

Application and Approval: Routed through HOD and approved by Principal/HR.

9. Code of Conduct and Ethics

Professional Conduct: Honesty, punctuality, dedication expected.

Responsibilities: Teaching loads, mentoring, research, and admin duties.

Confidentiality and Conflict of Interest: Disclosure of sensitive data prohibited.

Dress Code and Discipline: Formal attire recommended; rules enforced.

10. Performance Management & Appraisal

Annual Performance Appraisal System (APAS): Conducted annually.

Self-Assessment and HOD Review: Faculty submit reports, reviewed by HODs.

Appraisal Criteria: Teaching, research, mentoring, student feedback.

Promotions and CAS: As per AICTE/UGC norms and eligibility.

11. Training & Development

FDPs and Workshop: Encouraged and supported.

Sabbatical/Study Leave: Permitted for higher studies on approval.

Internal Capacity Building: Regular training and knowledge-sharing.

12. Compensation and Benefits

Salary Disbursement: Monthly, subject to documentation.

Allowances: Includes HRA, TA, and applicable benefits.

Statutory Benefits: Gratuity.

Incentives: For research, consultancy, and publications.

13. Disciplinary Procedures

Types of Misconduct: Minor (lateness), Major (harassment, fund misuse).

Inquiry and Action: Formal inquiry process followed.

Disciplinary Action: Warning, suspension, termination depending on severity.

14. Grievance Redressal

Mechanism: Multi-level redressal system.

Escalation Matrix:

Committee Role: Ensures fair and timely resolution.

15. Resignation, Retirement, and Exit Procedures

Notice Period: One-month or salary in lieu.

Retirement: As per state norms, with VRS option.

Final Settlement: Includes dues, Gratuity, No Dues.

Exit Interview: For feedback and documentation.

16. Employee Welfare and Engagement

Health and Well-being: Medical support and counseling.

Campus Facilities: Canteen, transport, library, sports, Clinic

Cultural and Team Activities: Annual day (Antaragni and Ezperanza), sports, team building.

17. Statutory Compliance

Norms Followed: AICTE, UGC, State Govt. regulations.

Labor Law Compliance: PF, ESI, taxes ensured.

Insurance and Legal Support: Group insurance and legal backing.

18. Policy Amendments and Review

Review Frequency: Annual or as needed.

Authority: HR Cell, Principal, Governing Body.

Communication of Changes: Through official circulars and intranet.