



NASRA COLLEGE OF ARTS & SCIENCE


Affiliated to University of Calicut (Order No. GA/G2/2634/2011)


Ref

Date _____

HUMAN RESOURCE MANAGEMENT POLICY

The following document shall henceforth be referred to as the guideline for the employee employer relationship in this institution.


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Section: One
Position Management

• **Introduction**

Our institution has classified staff into two categories: Academic Staff and Support Staff. The duties and responsibilities of the Academic Staff is to fulfill the academic requirements set by affiliated University and of the Support Staff is to support academics by fulfilling administrative duties.

I. Job Description of the academic staff:

Teachers of the institution means Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the Institution and designated as teachers as per the appointment policy of affiliated University.

A teacher shall be a full-time salaried employee of the institution and shall devote his / her scheduled time of work towards accomplishment of designated duties as follows:

- Develop and implement innovative academic methods.
- Evaluate, monitor and mentor student academic progress.
- Guide, lead and mentor students in research projects.
- Create, innovate and implement career-enhancement programs and activities.
- Participate in departmental and college activities.
- Serve and support functional activities of departmental committees.
- Assess, review and evaluate student activities and progress.
- Assist and support senior professors in their academic and Research tasks and functions.

Contractual staff includes honorary, visiting, part-time and ad-hoc teachers whose duties are framed on the basis of the academic requirements of the institution.

II. Job Description of the support staff:

1. Support staff of the institution means , Office Superintendent, Library In charge, Library Attendant, Clerk, Laboratory assistant, Security Staff, Canteen Support Staff..

Sports Directors and In charge, Administrative Manager. Accountants, Clerks, Peons and such other persons as may be appointed for conducting short/long term administrative assignments by the institution and are designated as above as per the institution policy.

1. A support staff shall be a full-time salaried employee of the institution and shall devote his / her scheduled time of work towards accomplishment of designated duties as follows:

- Engaging in activities related to student's scholarships
- Maintains the Faculty Member leave records
- Acts as a Coordinator for all the activities relating to the maintenance of the College.
- Takes care of HR policies of the institution inside and outside the College.
- Takes care of all admission approval procedures and communicates with universities in person.
- Keeps account of financial transactions such as admission fees, semester fees etc.
- Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburses salaries for the employees of the College.
- Prepares the annual account, get it audited.
- Deals with banks and other financial institutions regarding loans etc.
- Will be responsible for filing annual returns.

3. Contractual:

Contractual Support staff includes gardener, cleaning staff, part-time and ad-hoc painter, electrician, Plumber, Security etc. whose duties are framed on the basis of the infrastructural requirements of the institution.

Recruitment and selection:

- **Recruitment: Staffing Pattern**

1. **Yearly as well as semester-wise Job Analysis:**

Preparing vacant job profiles by identifying changes in the syllabus or as per the expansion requirements of the institution.

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Reasons for vacancy: In case of events like Change in syllabus or added divisions, change in workload, transfer, termination, resignation, retirement, death, vacancy may occur for both categories of staff.

2. Deriving Job Description: "What to be done by the employee?"

Two documents are prepared for identifying duty allocation to all staff and supporting staff members they are as follows:

- a. **Workload Chart:** A chart which is a descriptive presentation of lecture hours, practical hours, and man hour required to complete the syllabus.
- b. **Academic Duty allocation Chart:** Consolidated Presentation of managerial, Administrative as well as examination man hour required to complete academic activities.
- c. **Academic Calendar:** A calendar which describes the time schedule of work to be commenced and completed.

From Job Description formation, Workload and Academic Duty Allocation Chart is prepared. Required information regarding duties and responsibilities are derived for academic staff. Information regarding timing, subject knowledge required, experience required and other details are framed according to the departmental requirements. for Support staff as per the change in management and administrative requirements, jobs can be defined.

3. Deriving Job Specifications:

For academic staff the eligibility criteria is decided on the basis of the affiliated university, and Management norms. A document of eligibility is formed for ensuring transparency on required competency, Experience and qualification.

4. **Evaluating Job:** Once the analysis process is complete then the management decide the worth of the job. The factors like profile of job, authority, responsibility, duties, living requirements etc. will be considered before worth is finalized.
5. **Advertising** is done in newspapers as well as online on social media for the position vacant as per the UGC norms and eligibility criteria is attached. candidates will be contacted with date and time for walk-in-interview.

Source of candidate for Selection:

The major sources of candidate for selection are:

- a. **Campus recruitment:** own students who are qualified for teaching in Degree College.

b. References: Staff, HoDs, Administrative staff refer candidates known to them with regard to qualification and work experience required for the job.

c. Applicants from advertisements

4. Selection:

A. Selection of full-time permanent Employee:

1. Applications are scrutinized as per the merit requirements and eligible candidates are contacted for appearing for the interview.
2. A form is given to the candidate to be filled with required details and submitted to college.
3. Interview: Eligible candidates will appear for an interview with HOD, Principal, Vice Principal and Management in panel. Subject knowledge is tested at this level.
4. In case of academic staff a demonstrative lecture is taken to ensure the candidate has proper class control/ Subject knowledge/ students interactions etc.

B. Selection of Part time, Visiting and Temporary Employee:

1. Applications are scrutinized as per the merit requirements the eligible candidates are contacted for appearing for the interview.
2. A form is given to the candidate to be filled with required details and submitted to college.
3. Interview: Eligible candidates will appear for an interview with HoD, Pincipal and Management in panel.
4. In case of academic staff a demonstrative lecture is taken to ensure the candidate has proper class control/ Subject knowledge/ students interactions etc. Principal and Management together decide the appointment of suitable staff.

a. Employment Offer Letter

An Employment offer letter specifying leaves and salary are provided upon selection.

b. Appointments

Selected candidates are informed by making telephone calls. Appointment dates are finalized by management as per the staff requirements. Appointment letters are given after verifying the original documents of the candidate. The candidate can collect the appointment

order letter hard copy from the administration office after accepting the employment offer letter. Once an employee gets an appointment order he/she is subjected to join as per the date mentioned.

c. Confirmation of Appointment:

On getting the approval the employee will be in for a probation period of 1 month as per the date mentioned in the letter. If the employee meets performance standards set by the college employee will be given the letter of confirmation.

d. Orientation and Training:

Institution ensures Academic faculty and other staff's developmental programs:

Training: seminars, sessions, conferences, workshops etc. is conducted by the institute
Orientation and refresher programs: Institutional level, university level, state level, national level and international level orientation and refresher programs can be organized by institute for employees as per requirements of employees for adapting new technology and to change as per environment growth..

Facilities and support for Eligibility Tests for lectureship at National and State level (NET/SET) to be given for the staff.

To encourage the use of ICT, special training programs are conducted based on newest available technology to ensure employee competency.

Soft skills training programs are conducted in order to ensure effective academic delivery.

Frequent motivational sessions are conducted to ensure building morale of staff.

f. Exit

1. Resignation:

In case of a contractual employee he/she can resign with a one month prior notice. Inform the management through Principal as per term norms and procedure to avoid unpleasant actions.

in-case of research or post doctoral research, employees may avail leave for the duration of the program and rejoin upon completion.

2. Termination:

1. In case of change in the job structure, if the employee is not matching with the current requirement of the job, the employee may be terminated by the management after giving one month's notice.

2. Any kind of misconduct and unfair practices noticed by the management with evidence will lead to termination of the employment .
3. Incompetence, including poor quality of work will also lead to termination of the employee.
4. Insubordination and related issues such as dishonesty or violating of approved norms and rules of the institution will lead to discontinuation of the employment
5. Theft or other criminal behavior will also lead to termination
6. Sexual harassment and other discriminatory behaviour in the workplace with evidence will lead to discontinuation of the employment
7. Physical violence or threats against other employees
8. Any employee who does not behave modestly with women across the campus will be liable for immediate termination.
9. Any form of Atrocity will lead to termination.

Section: Two

Performance Appraisal

a. Feedback

1.	Feedback forms are given to all students to review and respond to faculty performance at the end of every academic year.
2.	Performance of Teaching and non-teaching staff shall also be inspected timely by the Principal and Vice-Principal

Analysis of feedback:

The feedback will be analyzed by the Internal Quality Assurance Cell along with feedback from the principal, Vice Principal, HoD and students' grievances over the academic year. concerned faculty are cautioned, terminated or duties rearranged as per requirement.

Excellent and specific feedbacks are rewarded with duties that match and better the career of the faculty.

Section: Three

Benefits

a. Increments:

The institution has a Fixed Increment Payment system for those employees whose performance is found to be outstanding. The management will have a yearly review on increment. The incremental year is June to March.

b. Incentives:

The institution pays timely incentives for overtime or extra efforts of the employee. Any administration work, research work, and examination work, attendance in skill development workshops is eligible for extra incentives.

For non-academic staff too these kinds of incentives are applicable.

c. Festival Allowance:

The institution pays festival allowances to its employees on the occasion of celebrations like Onam, Eid etc.

d. Other Perquisites:

The institution provides traveling cost reimbursements for attending various meetings and reimburses various fees for conference and seminar attending, fees for faculty development programmes conducted by other institutions, college vehicles expenses etc.

e. Maternity benefits:

- Maternity: The institution is providing Maternity Leave to the female employees for a period of up to 3 months whose employment tenure in the institution has been at least 2 years.

f. Employee Provident Fund and ESI:

Employee Provident Fund and Employee State Insurance contributions are deducted from employee's salary, (as per request of the employee) monthly and are then invested in accordance with the prescribed law.

Section: Four
Staff Grievance Management

Staff Grievance Redressal Policy:

The institution ensures yearly revival and formation of Staff Grievance Redressal Forums/Committees. The staff club and staff council acts as forums to discuss staff grievances and the office bearers represent staff interest and partake in grievance redressal through management and administration.

Section: Five
Compensation

a. Compensation policies – General rules and regulations:

The compensation of our institution seeks to maximize competitive advantage by attracting the most qualified staff to the institution. This policy relies on the best methods of compensation management.

The institution strives to provide a friendly working environment, satisfactory compensation, and opportunities for career advancement, flexible work hours, women-friendly policies and support among the team members to keep employees highly motivated. High level of empowerment and accountability is provided for where each employee owns his area of domain/function, employees' involvement in institutions decisions, leadership development through mentoring and coaching, skills/competency development initiatives, are all a part of the compensation received by the employee. People are respected and valued, performance is nurtured, creativity and excellence are encouraged, and leadership and teamwork are rewarded. The management team is simple, honest and highly approachable, which makes it easy for people to work together as one team.

The salary range is determined by market pay rates, established through market pay studies, for people doing similar work in similar institutions in the same region of the country. Pay rates and salary ranges are decided recognizing the level of education, knowledge, skill, and experience needed to perform each job.

Salary range is also affected by additional demographic and market factors. These factors include the number of people available to perform a specific job in the employer's region, competition for employees with the needed skills and education, and the availability of jobs.

The compensation system will be decided by price positions to market by using local and national specific surveys regarding pay to staff.

C. Compensation Structure:

- a. Principal and Vice Principal: Pay of Principal and Vice principal is determined on the basis of remuneration criteria of management norms of appointment and remuneration.
- b. Compensation of Academic Staff:

Head of Department	Pay is determined on the basis of remuneration criteria of management norms of appointment and remuneration.
Professor	Pay is determined on the basis of remuneration criteria of management norms of appointment and remuneration.
Assistant professor	Grade of pay is determined on the basis of remuneration criteria of affiliated university norms of appointment and remuneration.
Visiting Faculty	Visiting faculty will be paid 350 Rs per lecture of 50 minutes each.

Guest Lectures	An invited resource person for a guidance lecture will be paid 750 Rs including conveyance and the remuneration can be increased by management as per the qualification, experiences, position, and competency of the lecturer.
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c. Compensation of Support staff:

Office Superintendent	Pay is determined on the basis of remuneration criteria of management norms of appointment and remuneration.
Accountant	Pay is determined on the basis of remuneration criteria of management norms of appointment and remuneration.
Assistant Accountant	Determined by management on the basis of duties he/she is allocated with, while determining pay external equality is also considered.
Office Clerk	Pay is determined on the basis of remuneration criteria of UGC norms of appointment and remuneration.
Assistant clerk	Determined by management on the basis of duties he/she is allocated with, while determining pay external equality is also considered.
Peon	Pay is determined on the basis of remuneration criteria of management norms of appointment and remuneration.
Lab Assistant	Determined by management on the basis of duties he/she is allocated with, while determining pay external equality is also considered.
others	Determined by management on the basis of duties he/she is allocated with, while determining pay external equality is also considered.

D. Market adjustment policy.

- The compensation policy will ensure external equity.
- The Principal and Management should ensure that salary ranges are updated at least annually, that all individual jobs are market priced at least once every two years, and that pay equity adjustments are administered in a fair and equitable manner.

E. Management of overtime policy.

- The management ensures that the work is done in a given shift time. In case of any extra job demand, the management will pay on hourly basis if the employee is made to do any overtime.

F. Student employee compensation policy.

Students can do internships and part time jobs in the institute. They are subjected to get compensation according to their job profile and job evaluation. The management is responsible to meet the minimum standard of living requirement by providing appropriate stipend.

**Section: Six
Working Hours**

a. Emergency policy:

- In case of any bad weather condition or emergency the weekly working hours can be reduced by the principal or management. A non-instructional working day is a part of regular duty for staff.

b. Flexible time policy:

- In case of genuine needs, an employee can be given flexible time. But this should not impact the lecture hours.

c. Holidays:

- Employees are eligible to avail all public holidays and Sundays other than leaves.

- d. Hours of actual employment:** For academic staff completing 30 (16 lecture hours) hours a week is the norm for working hours. Teachers have to complete a minimum average time of 6 hours in a day.
- For support staff completing 48 hours a week is the norm for working hours. Staff have to complete minimum average time of 8 hours in a day.

Section: Seven

Employee Conduct

The institution works with people from various areas, sections and class of society. The point of view of all stakeholders may differ. This might especially happen with both academic and support staff whose interests and opinions may differ. There may be a lot of differences of opinions. These differences can be handled with these following norms.

a. Employee code of conduct:

- A teacher should be caring, fair and committed to the best interests of the students entrusted to their care, and seek to motivate, inspire and celebrate effort and success. Acknowledge and respect the uniqueness, individuality and specific needs of students and promote their holistic development. A staff should be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, membership of the Traveller community and socio-economic status, and any further grounds as may be referenced in equality legislation in the future. A staff should seek to develop positive relationships with students, colleagues, parents, institution management and others in the institution community, that are characterized by professional integrity and judgment. The work of staff has to establish and maintain a culture of mutual trust and respect in their institutions.
- A staff should act with honesty and integrity in all aspects of their work. A staff should inculcate the character of respecting the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual. An employee should represent themselves, their professional status, qualifications and experience honestly. A staff should use their name/names as set out in the Register of Institute, in the course of their professional duties He / She should avoid conflict

between their professional work and private interests which could reasonably be deemed to impact negatively on students.

- A staff should uphold the reputation and standing of the profession. He / she should take all reasonable steps in relation to the care of students under their supervision, so as to ensure their safety and welfare. A staff should work within the framework of relevant legislation and regulations as per the affiliated university. A staff is liable to comply with agreed national and institution policies, procedures and guidelines which aim to promote student education, welfare and protection. A staff should be responsible enough to report, where appropriate, incidents or matters which impact on student welfare. He/ She has to communicate effectively with students, colleagues, parents, institution management and others in the institution community in a manner that is professional, collaborative and supportive, and based on trust and respect. He / She should ensure that any communication with students, colleagues, parents, institution management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites. He/ She should ensure that they do not knowingly access, download or otherwise have in their possession while engaged in institution activities, inappropriate materials/images in electronic or other format. He/ She should ensure that they do not knowingly access, download or otherwise have in their possession, illicit materials/images in electronic or other format. He/ She should ensure that they do not practice while under the influence of any substance which impairs their fitness to teach.
- A staff is supposed to maintain high standards of practice in relation to student learning, planning, monitoring, assessing, reporting and providing feedback. A staff should apply their knowledge and experience in facilitating students' holistic development. He/ she should plan and communicate clear, challenging and achievable expectations for students. A staff is supposed to create an environment where students can become active agents in the learning process and develop lifelong learning skills. An academic staff should develop academic, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all students. An academic staff should inform their professional judgment and practice by engaging with, and reflecting on, student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation. Develop mutual respect, be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance.
- Take personal responsibility for sustaining and improving the quality of their professional practice by:
 - Actively maintaining their professional knowledge and understanding to ensure it is current
 - Reflecting on and critically evaluating their professional practice, in light of their professional knowledge base
 - Availability of opportunities for career-long professional development.

- Work with academic colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for students. Work in a collaborative manner with students, parents/guardians, institution management, and other members of staff, relevant professionals and the wider institution community, as appropriate, in seeking to effectively meet the needs of students. Engage with the planning, implementation and evaluation of curriculum at classroom and institution level.

b. Administration of staff - management relationship:

A discussion about a difference of opinion should always begin with finding a common ground for each party. For example, wanting the best educational program for the student is something everyone can agree on. If each party agrees that this is the intended goal, getting everyone to work together on behalf of the student is a good way to encourage positive problem solving in the college.

1. To create a positive environment:

Honest and respectful communication is the key to resolving differences of opinion about a student's needs. Remarks that do not contribute to the positive progress of the conversation should be avoided. Negative conversations about any party in a meeting should be avoided. Negative reviews should be discussed in private.

2. To Support opinions with objective data:

Statements about a situation should be accompanied by facts. It is not necessary that one side is wrong. Requirements of both parties should be taken into consideration before resolving a particular conflict. The party who has an innovative idea for problem solving may benefit all the stakeholders with his/her solution.

3. To discuss timelines:

If different strategies are recommended by different parties, it may be helpful to establish a time period during which one strategy is used at a time. Progress should be noted so that the strategy can then be evaluated for its effectiveness.

c. Staff liability:

- i. If staff members have availed any facility, they have to take responsibility to ensure proper care of the assets and property of the institution, E.g.: Laptop, P.C, Printer,

Speaker, Mikes, Projector, Telephone, Mobile, etc. provided should be submitted back in same the condition without any damage

- ii. The books issued from library for reference should be submitted back on time fixed by librarian, failing which the staff will be liable to pay a fine which will be revised annually.
- iii. Staff who have availed funding from cashier with "I Owe You" form shall submit the receipt of the expenditure within 7 days of availing fund or completion of program whichever is earlier failing which staff will be liable to pay back the fund to the institution.

d. Discipline policy:

- i. Staff is expected to maintain a formal positive attitude and relations with other stakeholders especially with students and colleagues. If there are any grievances or complaints against a staff member, the institution will hear both the parties and resolve the situation with the help of Staff Grievance Redressal Forum's policies.
- ii. Staff should not smoke in the campus premises. Strict actions will be taken against a staff member who is found smoking in the campus premises.

e. Privacy policies:

Staff have rights to maintain 100% secrecy regarding their compensation, feedback reports, family background details, reasons for leaving prior institution, memos, etc. from his/her colleagues.

f. Termination policy:

Staff can be terminated due to the following reasons:

- i. If the staff has got a continuous 'Letter of Warning' to maintain performance for three times or more but failed to do so, then the institution can take decision for termination due to underperformance.
- ii. If the staff has failed to follow the code of conduct of the institution, irrespective of the memos given, then the institution can take a termination decision for not following the institution's code. If any fraud conducted or initiated by staff is proven, then termination will be the final decision.

g. Social media policy:

- i. Staff is not expected to use or promote him/her through social media by leveraging college's brands. ii. Unethical gestures in social media should be compulsorily avoided by staff.

Section: Eight

Healthy Workplace

a. Differently Abled Accommodation Policy:

Any candidate with a partial disability, which can be accommodative to the working condition of the institution, can be absorbed for working as an employee in the institution. The institution will accommodate differently abled persons and train him/ her for job profile. If the candidate is suitable with required qualifications and minimum skills then he/ she will be absorbed into the system easily. Disability absorption will differ according to nature and requirements of the job.

b. Staff Assistance Program:

- Assistance is being provided for support in research, to apply for funding agencies in order to receive grants for research.
- Assistance is provided for Publications in form of payment for publication expenses.
- Faculty development programs are organized for the staff members in order to develop their Academic and Facilitator skills. With the commencement of every term, faculties are motivated to attend or conduct seminars, workshops, and conferences for development of staff.
- Staff picnics are organized every year based on the interest of the Staff.

- Leave for Higher Education and research programmes (Ph.D. Post Doctorate Fellowship etc.) are provided, which could be paid or unpaid, depending upon the nature of education and tenure of the leave period requested for.
- Common canteen, sanitation, drinking water, etc. are provided.
- Separate cabins and cubicles are provided as per job requirements.
- Senior teachers also act as mentors and guide fresher's for research projects.
- Financial assistance: Assistance for research, national and international conference, reimbursement of official traveling expenditure is provided.
- Early going permission for mothers who have joined after maternity leave is provided for a period of up to 3 months.
- Free Hostel facility are provided for the staff.
- Annual sports day is organized.
- Inter - institutional support for development of staff is provided.

c. Harassment and Discrimination Free Workplace Policy:-

The institution has a strict anti-harassment and anti-discrimination policy for ensuring a healthy and peaceful workplace.

1. Religious, Racial and Regional Discrimination:-

The institution stands strict against any form of discrimination on the basis of Religion, Race, Language, Region, Caste, Place of Birth, etc. Any form of discrimination if proven, will lead to Termination of Service with immediate effect.

1. Sexual Harassment:-

The institution strongly complies with the Procedural Guidelines against Sexual Harassment at Workplace.

The institution also has a strict Anti-Sexual Harassment Policy. If found guilty, the employee will be terminated with immediate effect and a legal action will be taken against him/her.

1. Mental Harassment:-

The institution also has a strict mechanism against any form of Mental Harassment towards all the stakeholders. If found guilty, the employee will be terminated with immediate effect and a legal action will be taken against him/her.

1. Physical Harassment:-

The institution also has a strict Anti-Physical Harassment Policy. If found guilty, the employee will be terminated with immediate effect and a legal action will be taken against him/her.

1. Cyber Harassment:-

Any form of harassment via E-Mails, Phone Calls, Text Messages, Social Media Stories, Social Media Status Updates, News Feeds, Videos and Images on the internet (without the permission of the concerned person) is strictly prohibited and a stringent action will be taken against any person, proven guilty. Additionally, Legal Action will be initiated against him/her.

The policy regarding safety measures against discrimination and harassment are renewed yearly by the Staff Grievance Redressal Forum as per the current situational requirement. Every staffroom has an anti-harassment and anti-discrimination policy statement chart.

Annexure 20 is format attached for putting forward any grievances by staff.

d. Management – Staff Relationship management Policy:

In case of differences of opinion between management and staff, the concerned staff can approach the Principal and the management any time to discuss and resolve the issue. If there is a genuine need to change the management decisions for growth of the institution and development of the faculty, the management will be ready to rethink for a better policy to get the problem resolved.

The Staff Grievance Redressal Forum can present any issues related to staff for a suitable practical solution for the same.

e. Policy for against Carrying and Consumption of Hazardous Products in the Campus:

Staff should ensure that knowing or unknowingly they don't carry any hazardous products which can harm health and safety of oneself or other employees or any other stakeholder. Staff is restricted to carry or consume alcohol, cigarettes, or any harmful drug within the campus. Any harmful machine or equipment like guns, harmful knives etc. are restricted to be carried in the institution (However, Kirpans shall be allowed to be carried by Baptised Sikhs as a practice of their religion as mentioned in the Article 25(a) of The Constitution of India).

f. Respectful Workplace Program:

Management will develop mutual trust and understanding between staff. Cultural programmes, Group Programs by teachers in Teacher's Day Celebration, Annual Sports, Mentoring by Senior Teachers for research work to Junior Teachers, etc. are platforms developed to enhance mutual understanding between the staff.

Section: Nine

Occupational Health and Safety

a. Health and Safety policy during Working Hours:

- Water purifiers are maintained at every floor for supply of drinking water facility.
- Hygienic canteen is maintained in the campus for the benefit of staff.

b. Staff Support Equipment Policy:

- The Staff is allowed to use labs for printouts or any computer or online service requirements. Departments are also equipped with desktop computers for any academic work.
- Pantry facility for staff is provided
- Classrooms are ICT enabled to aid in academics
- Separate sanitation rooms and rest rooms are provided to the staff.
- Staff will be able to order food directly from the canteen at reasonable rates.
- Library facilities are provided to staff. Staff will be able to borrow books physically from the library. Library will have a separate wing for research requirements with a separate P.C and printer with WIFI facility.

c. Personal Privacy Protection policy:

- Staff have full right to protect their personal information. Staff will not be compelled to share personal information related to family background and present family relations. Employee privacy will be fully taken care of.
- Medical background shared by staff to management will not be shared with anybody.
- Financial details shared by staff will not be made public.

Section:Ten

Leaves

- i. **Casual leave**
Employees can avail 15 Casual leaves at any point of time in an academic year. These leaves are for personal casual requirements. Current year's casual leaves cannot be carried forward to next academic year if not availed by staff.
- ii. **Duty leave**
Employees can avail 08 duty leaves in an academic year. 04 duty leaves each term. Duty leave are for the purpose of short term workshops, attending seminars, conferences or any other requirement permitted by management can be availed by staff.**Medical leave**
- iii. **Medical leave** can be availed by employees for medical purposes only. If unplanned then, employees are supposed to submit a medical certificate to the administrative office as soon as she/he join back after availing the leaves with an application mentioning the number of days availed, date, reasons etc.
- iv. **Career development leaves**
Staff can avail leaves for workshops, seminars, and refreshment courses, orientation programmes conducted by University of Calicut.. In case of international conference presentations the days of presentations will be considered as career development leave.
- v. **Leave to vote**

Employees can avail leave for participating in local body, state, or central elections by voting.

vi. **Maternity leaves:**

1. Maternity leave of 3 months can be availed by staff those who have completed two years in the college.

vii. **Half days:**

Employees can avail half day leaves like early going or late coming for personal requirements. These can be availed by submitting leave form. Since the total average working hours is 6 hours staff have to maintain minimum 3 hours at job for a half day leave on the same day.

viii. **Early going and late coming:**

Employees can avail early going or late coming facilities in case of emergency situations. This facility can be availed for a maximum of one hour.

Section: Eleven

Travel

a. **College vehicle usage policy:**

College car can be used by staff by taking prior approval for the same.

b. **Industrial visit accompany policy:**

Staff members academic or supporting are supposed to assist the Industrial visit program as a part of their duty whenever required by management.

c. **Staff picnic policy:**

Staff picnics will be arranged by staff Club secretary who is the staff welfare in charge. Required assistance will be provided as per management decision.

d. **Travel expenses reimbursement policy:**

Staff can avail reimbursement for any traveling expenses with prior approval from management. A voucher can be used for reimbursement.

Section:Twelve

Miscellaneous

a. Equipment and resource usage policy:

Any facilities, equipment or resource available in an institution can be utilized by employees with prior permission from management.

b. Conference and seminar fees policy:

Any fees for one conference and one seminar in a year can be funded by the college. The limit for such funding shall be fixed by management.

c. Membership fees policy:

Association membership fees can be funded in case if such kind of association membership fees is required for better working of the institution. This kind of funding can be only availed prior approval of management.

d. Personal file update policy:

Staff have to provide detailed information regarding current development of staff in any field. A certification indicating the same should be submitted to the clerk to be filed with the administration office.

e. Policies for availing supporting staff aid for work:

Academic staff can avail assistance from support staff to get the job done. Any special assistance other than regular duty of support staff can be availed with prior permission from management.