



HR POLICY

Contribution of employees both the teaching and non-teaching staff of the College is the backbone of all its initiatives and overall efficiency. The vision and mission statements of the College can be fulfilled only through grabbing the best human resources and allocating them effectively for attaining the institutional goals.

- The teaching and non-teaching vacancies are filled in time subject to Government approval and strictly adhering to the regulations of UGC and Mahatma Gandhi University.
- Applications are invited in the prescribed format and are advertised through print and social media and proper communication is ensured with all the applicants regarding date of the final selection process.
- Verification of the documents and selection procedures are done strictly following the UGC and or Mahatma Gandhi University guidelines regarding criteria for appointment.
- Any matter regarding HR is discussed and approval is sought in the Governing Body before implementing the same in the College.
- Every faculty is treated equally and is given equal opportunities to grow and excel in their profession.
- Training programmes are conducted for both teaching and non-teaching staff for their professional development.
- Rules and formalities to be followed while taking leave is made known to all the faculty member which are to be followed invariably.
- Faculty members are expected to hold commitment towards profession, institution, colleagues, students, community and environment.
- Non-teaching staff are expected to carry out their responsibilities as instructed by the Principal or Office in Charge with dedication and be welcoming in catering to the office related needs of the students and faculty.
- All files pertaining to employee benefits such as salary, increment and promotion are to be processed and forwarded in a time bound manner.





- Faculty should submit files of application for promotion to IQAC for screening and if found to be adequate and correct, IQAC forwards them to the Principal. He then permits inviting experts for the promotion interview and thereafter files are processed and forwarded to University in the order in which they are received in the Office after verification and documentation at the office level.
- Faculty must satisfy all the eligibility requirements for career advancement so as to initiate forwarding promotion files by the Principal and the Manager.
- Appointment of Self Financing faculty and also the guest faculty is also subject to the general rules and guidelines of appointment.
- There is a separate director for Self Financing programmes who is entrusted with providing timely and rightful remuneration to the teaching and non-teaching staff of the Self Financing departments.
- Performance appraisal of the faculty is done periodically and is to be documented for purposes of promotion.
- Feedback of students regarding the faculty is collected every year and is communicated individually to the faculty by the Principal.
- Workplace safety is given due significance to maintain employees with overall wellness delivering their best performance.

