

HUMAN RESOURCE POLICY (HR POLICY)

1. Preamble

St. Joseph's Degree College recognizes that its human resources are the most valuable asset in achieving academic excellence and institutional growth. The College is committed to attracting, developing, motivating, and retaining competent and dedicated employees through fair, transparent, and equitable human resource practices.

This policy outlines the procedures governing recruitment, service conditions, employee welfare, professional development, and workplace conduct.

2. Faculty Recruitment Policy

Faculty members shall be recruited based on the qualifications prescribed by the University Grants Commission (UGC), the affiliating university, and other statutory bodies.

A. Teaching Staff

Candidates applying for teaching positions shall possess:

- A Master's Degree with a minimum of 55% marks or an equivalent grade in the relevant subject from a recognized university.
- Preference shall be given to candidates possessing:
 - Ph.D. Degree in the relevant discipline.
 - NET/SLET/SET qualification.
 - Research publications and teaching experience.

B. Non-Teaching Staff

Candidates shall possess:

- A Bachelor's Degree or equivalent qualification.
- Minimum two years of relevant work experience.

C. Subordinate and Security Staff

Selection shall be based on:

- Relevant experience.

- Communication skills.
- Physical fitness and suitability for the position.

3. Recruitment Procedure

The College follows a transparent and merit-based recruitment process to appoint competent professionals.

Selection Process

1. Approval from Management for filling vacant positions.
2. Advertisement of vacancies through newspapers, institutional website, employment portals, and referrals.
3. Constitution of a Selection Committee consisting of:
 - Principal
 - Management Representative
 - Subject Expert
 - Head of the Concerned Department
4. Scrutiny and screening of applications.
5. Conduct of written test, demonstration lecture, skill test, and/or interview as required.
6. Verification of certificates and credentials.
7. Evaluation by the Selection Committee.
8. Appointment of selected candidates on probation/temporary basis for one academic year.
9. Recording of all appointments and resignations in the Society/Management meeting minutes.

4. Working Hours

The College functions six days a week.

Teaching Staff

- Working Hours: 8.00 a.m. to 1.45 p.m.

Non-Teaching Staff

- Working Hours: 8.00 a.m. to 5.00 p.m.

Subordinate Staff

- Working Hours: 8.00 a.m. to 5.00 p.m.

Security Personnel

- Duty timings shall be determined according to institutional requirements.

5. Attendance Policy

- Attendance shall be recorded through the Biometric Attendance System.
- Physical attendance registers shall also be maintained.
- Employees unable to mark biometric attendance due to technical reasons must immediately inform the Administrative Office.
- Failure to do so may result in absence being recorded for that day.

6. Late Attendance Policy

- Arrival after the prescribed reporting time shall be treated as a Late Mark.
- A maximum of three late marks per month shall be permitted.
- Late attendance exceeding three instances shall result in:
 - Deduction of one Casual Leave (CL), or
 - Leave Without Pay (LWP), as applicable.

7. Leave Policy

A. Casual Leave (CL)

- Employees are entitled to 12 days of Casual Leave per academic year.
- Leave beyond the permissible limit shall be treated as Leave Without Pay.
- New employees shall become eligible for CL after completion of one month of service and shall receive leave on a proportionate basis.

B. Medical Leave (ML)

- Employees are eligible for 12 days of Medical Leave annually.
- Extension may be granted in genuine cases based on medical records.
- Medical leave requires approval by the Principal.

C. Sandwich Leave

- When holidays exceed five consecutive days, leave taken immediately before or after such holidays may be counted as part of the leave period.

D. Maternity Leave

- Permanent female employees are eligible for maternity leave of up to three months.
- Employees shall provide an undertaking confirming their return to duty after the leave period.
- Failure to resume duties may require reimbursement of benefits as per institutional norms.

E. Ph.D. Leave

- Faculty members pursuing Ph.D. programmes from recognized universities may avail up to one month of research leave, subject to approval and compliance with institutional requirements.

8. Employee Welfare and Statutory Benefits

Provident Fund (EPF)

Eligible employees may be covered under the Employees' Provident Fund Scheme as determined by Management and applicable regulations.

Employees' State Insurance (ESI)

Employees meeting the eligibility criteria prescribed by law shall be covered under the ESI Scheme.

Tax Deduction at Source (TDS)

Income Tax shall be deducted as per prevailing Government regulations.

9. Professional Development Support

The institution encourages continuous professional development through financial and academic support.

Reimbursement may be provided for:

- National and International Conferences.
- Seminars and Workshops.
- Faculty Development Programmes.
- Refresher and Orientation Courses.
- Paper Presentations.
- Research Publications.

Prior approval of the Principal is mandatory for reimbursement.

10. Incentives for Academic Achievement

The institution may provide incentives and recognition to faculty members who:

- Qualify NET, SET, or SLET examinations.
- Obtain a Ph.D. Degree.
- Publish research papers in reputed journals.
- Secure research grants and projects.

11. Open-Door and Discussion Policy

The College promotes an open and collaborative work culture.

Employees may freely discuss:

- Professional concerns.
- Workplace issues.
- Academic matters.
- Innovative suggestions and institutional development proposals.

Suggestions beneficial to the institution may be implemented after due consideration by the Principal and Management.

12. Equal Opportunity Policy

The College provides equal opportunities in recruitment, promotion, training, and professional development without discrimination based on:

- Religion
- Caste
- Gender
- Language
- Region
- Social or economic background

13. Drug and Alcohol Policy

- Consumption, possession, or influence of drugs and alcohol within the campus is strictly prohibited.
- Violation of this policy shall invite disciplinary action, including suspension or termination.

14. Workplace Harassment Policy

The institution is committed to providing a safe and respectful workplace.

Any complaint involving:

- Harassment
- Humiliation
- Intimidation
- Abusive behaviour
- Threatening conduct

shall be investigated and appropriate disciplinary action shall be taken.

15. Prevention of Sexual Harassment Policy

The College maintains zero tolerance towards sexual harassment.

- All complaints shall be addressed through the Internal Complaints Committee (ICC).
- Complaints shall be handled confidentially and fairly.

- Proven misconduct may result in disciplinary action, including termination of service.

16. Code of Conduct

All employees shall:

- Perform duties honestly and diligently.
- Adhere to professional ethics and institutional values.
- Treat colleagues, students, and stakeholders with dignity and respect.
- Maintain confidentiality of examination materials and institutional records.
- Avoid disclosure of sensitive information.
- Uphold the reputation and goodwill of the institution.
- Refrain from soliciting gifts, favours, or monetary benefits in connection with official duties.

17. Employee Benefits

The College provides various welfare measures and support systems including:

- EPF benefits as applicable.
- ESI benefits for eligible employees.
- Periodic health check-up programmes.
- Fee concessions for wards of employees studying in institutions managed by the Society.
- Support for higher education and skill development of subordinate staff.
- Academic, financial, and moral support for research projects.
- Staff sports and recreational activities.
- Celebration of Teachers' Day, New Year, and other institutional events.
- Yoga, meditation, wellness, and health awareness programmes.

18. Policy Review and Amendments

The Management reserves the right to amend, modify, interpret, or withdraw any provision of this Human Resource Policy in accordance with changes in Government regulations, University statutes, UGC guidelines, and institutional requirements.

Conclusion

This Human Resource Policy reflects the institution's commitment to maintaining a professional, inclusive, transparent, and supportive work environment that promotes employee welfare, academic excellence, ethical conduct, and continuous institutional development.