



SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous NAAC Re-Accredited with A Grade, ISO 21001 2018 Certified Institution.
Affiliated to Bharathiar University, Coimbatore. Approved by AICTE for MBA, MCA and by UGC for 2(f) & 12(B) status

Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.

Mob 73737 66550, 99432 66008, 90951 66009



HUMAN RESOURCE POLICY




PRINCIPAL

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(Autonomous)

Thippampatti, POLLACHI - 642 107.



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HUMAN RESOURCE POLICY

PREAMBLE

The Human Resource Policy of Sree Saraswathi Thyagaraja College, (Autonomous) delineates the fundamentals for effectively managing the institution's human resources committed to achieving the mission and vision of the institution for knowledge creation and dissemination, contributing to individual, societal, local, regional, and national development.

OBJECTIVES

- To acquire the most pertinent human resource for consistent performance of the College
- To manage human resources in an ethical and socially responsible manner
- To engage and empower employees for personal and professional development
- To abide by the statutes, guidelines, rules and regulations of the Statutory and Regulatory Authorities (SRA)/bodies from time to time.

POLICY STATEMENT

STC reiterates its policy of equal employment opportunities for all, regardless of religion, caste, gender, and disability. Accordingly, the recruitment policy is to appoint the most suitable candidates for the positions, based on merit. To provide a conducive environment for the dignified co-existence of all stakeholders, the College has adopted a zero-tolerance policy towards any form of violence/breach/harassment.

RECRUITMENT

- i. Recruitment shall be done as per the regulations of the statutory bodies and UGC norms.
- ii. The dean/Directors/Heads of the Departments shall submit teaching, and non-teaching manpower requirements to the Principal at the beginning of the academic year/semester within the sanctioned intake as per the workload.

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- iii. The principal discusses with the management and initiates the recruitment process
- iv. After arriving at actual manpower requirements, Job Description and Job Specialization will be evolved position-wise, and department-wise. Thereafter, advertisements will be released in the social media platforms and in reputed dailies of both Tamil and English by specifying required eligibilities in terms of educational qualification, experience, areas of specialization etc.,
- v. The received applications will be filtered in line with the requirements and the suitable candidates will be shortlisted and called for an interview.
- vi. A selection committee shall be constituted with the following members;
 - The Principal,
 - Dean / Director of the department concerned
 - Head of the Department
- An external Subject Expert, if required.
- vii. Before appearing for the interview, the candidate has to fill-in the all the personal, academic and experience details in the prescribed format with a recent PP Photograph.
- viii. The selection process includes written test / demo classroom session, personal interview and any other method as considered appropriate. The entire selection process will be on merit basis only.
- ix. The selected candidates will be provided with a letter of appointment having the details of designation, department, reporting head, expected date of joining and the salary details. Selected candidates will be asked to join as per the date agreed upon during the interview process.
- x. The newly joined faculty will be inducted in the institution by orienting him/her on various institutions policies, rules and regulations and practices.

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ATTENDANCE SYSTEM

- Attendance of all teaching and non-teaching staff members shall be captured through Face/Finger biometric attendance
- All staff members shall have to give their attendance in the biometric device in the available installations.
- The timing for the registration of Biometric attendance.

S. No	Day/Session	Teaching Staff		Non- Teaching Staff	
		Entry Time	Exit Time	Entry Time	Exit Time
1.	Full day	9.15 am	5.00 pm	9.00 am	5.30 pm
2.	Half-day (FN)	9.15 am	12.30 pm	9.00 am	12.30 pm
3.	Half-day (AN)	1.30 pm	5.00 pm	1.30 pm	5.30 pm
4.	Permission (FN)	9.15 am	10.15 am	9.00 am	10.00 am
5.	Permission (AN)	4.00 pm	5.00 pm	4.30 pm	5.30 pm

RULES FOR TEACHING STAFF

- The teacher appointed in the college will be on probation for one year from the date of joining subject to the approval of her/his qualification by the Bharathiar University.
- On completion of one year, the management may extend, if necessary, the probation for one more year after reviewing the performance of the teacher and his/her commitment to the mission and goals of the college from time to time.
- The teacher agrees to execute all the work assigned to him/her by the Head of the College and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors.
- The teacher undertakes to fully abide by the leave rules and the code of conduct, copies of which have been received by him/her and to which he/she has fully submitted as an integral part of him/her contract of employment with the College.

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- The college Management has the full authority to terminate his/her services at its sole discretion, after issuing one month's notice or one month's salary in lieu thereof in respect of confirmed teachers who are not found compatible to the mission of the college.
- The teacher undertakes not to carry on any other trade, business, or activity which goes against him/her contract of employment with the college. He / she shall not accept any work outside the College without the permission of the Secretary of the College, conduct any trade, business or like activity, raise/receive any money / donation without or in any way that tarnishes the name and goodwill of the college.
- The Teacher shall actively associate, involve, participate herself in all the College activities and programmes irrespective of the Department, he/she belongs to. He/ She shall motivate his/her students likewise to actively involve, associate and participate in the various programmes and activities of the college.
- The Teacher shall not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students to make the students not only academically brilliant, but a confident, competent, and fully developed personality.
- The Teacher shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist, or motivate any groupism or unhealthy activity.
- The Teacher shall not directly apply for or seek another job except through the Secretary of the college.
- The Teacher shall report to the management, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court, or Forum.
- The Teacher shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the Management in writing, for any fund-raising programme.
- The Teacher shall not hold any money collected on behalf of the College for more than 24 hours. The teacher shall settle the advance taken from Institution within 7 days of completion of the programme.

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- The Teacher shall abide by the code of conduct and leave rules enclosed with terms and conditions of service hereto.

RULES REGARDING LEAVING SERVICE/TERMINATION OF SERVICES

- During the probationary period if the teacher wants to leave the service at the end of an academic year, he/she should give one month notice or one month pay in lieu of notice.
- If a teacher wants to leave the service after the completion of probationary period at the end of an academic year, he/she shall give three months' notice or three months' pay in lieu of notice.
- Any teacher who wants to leave the service in the middle of an academic year shall pay three months' salary.
- The College may at any time, terminate the services of any probationary or confirmed teacher, if he/she is found guilty of any of the acts like professional incompetence, violation of the code of conduct, willful negligence of duty, failure to discharge any of the duties assigned to him/her, insubordination, any form of political/anti-institutional activity and/or breach of code of conduct, and/or does not abide by the leave rules.

CODE OF CONDUCT

- Every teacher shall discharge him/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
- Every Teacher shall update his/her knowledge and skill to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
- Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues, and students at all times.
- No Teacher shall absent himself/herself from duties at any time without prior permission.
- No Teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.

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- No Teacher shall associate with any political party or take part in any other organizational actively, which is not in keeping with the duties and ethics of the teaching profession.
- No Teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
- No Teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
- No Teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.
- No Teacher shall incite, provoke, or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
- No Teacher shall by act or deed degrades, harass, or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- Every Teacher in the service of the College shall at all time strive for academic excellence in the discharge of his/her duties and conduct themselves in a manner becoming of a perfect role model for others to emulate.
- The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and not subject to any appeal to any individual or forum.

LEAVE RULES FOR TEACHING STAFF

A. Casual Leave

1. The total casual leave allowed to employees in an academic year is 12 days
2. Casual leave can be combined with any other leave or notified holidays/authorized holidays

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3. Casual leave taken along with any other leave or notified holidays shall not exceed 5 days at a time
4. The period of absence under casual leave will be treated "ON DUTY" for all purposes
5. Application for casual leave must contain the purpose for which the leave is requested/availed
6. Application for casual leave must invariably be submitted and sanction obtained before availing the leave. If, however, due to unavoidable circumstances, this is not possible, the leave application must be submitted immediately on re-joining duty.
7. Casual leave cannot be claimed as a matter of right and sanction is linked to the exigencies of service
8. The sanctioning authority has the discretion to refuse or postpone leave of any kind on grounds of exigencies of service
9. The number of days remaining unavailed, under casual leave at the end of the calendar year will lapse and cannot be carried over to the next calendar year.
10. The eligibility of casual leave will be calculated with reference to the period of duty of the employee in the commencing year of service, at the rate of 1-day casual leave for every part of the full month served.

B. Maternity Leave

Every confirmed Lady teaching staff will be eligible for maternity leave of a maximum of 60 days during her entire period of service for any one of the first two babies. Maternity leave under this category must be supported by adequate documentary evidence to the satisfaction of the management. The leave is subject to the discretion of the management and exigencies of service and cannot be claimed / allowed as a matter of right. If the academic exigencies of the College warrant an appointment of a substitute teaching faculty, the management shall have the discretion to sanction the leave either on the loss of pay or on half pay and allowances. The evaluation of exigency will be at the sole discretion of the management.



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C. Special Leave

Every permanent employee in the College shall, hereafter earn a special leave of 9 days for every completed year of service for their Academic quality enhancements only. This shall not have any retrospective effect. The leave earned by the employee can neither be encashed nor accumulated. But requests for availing such leave shall be only for valid reasons with necessary documentary proof.

GENERAL CONDITIONS REGARDING LEAVE

1. No leave under any category can be claimed as a matter of right and must always be invariably applied for in advance and sanction obtained.
2. The staff shall make themselves available for duty/other work if required by the management on Weekly holidays.
3. Leave on Loss of pay shall not exceed 15 days in total during an academic year and prior sanction must be obtained before availing the same. Loss of pay will be accounted for then and there and not be allowed to be adjusted or carried forward against future pay and allowances.
4. All leave applications shall be supported by accompanying documentary evidence (when availing Maternity leave under special leave) and shall be submitted for sanctions by the competent authority well on time. The teaching staff shall always furnish her leave address and contact phone number at the time of availing leave.

The college management reserves the right to amend or update the contents to reflect/suit current conditions. Employees will be notified in writing of any changes implemented. This document is private and confidential and is the sole property of the Institution. It is not intended for public circulation. No part of this document should be copied, reproduced, distributed, or printed without prior approval of the college management as it is intended for internal use only.



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RULES & REGULATIONS AND CODE OF CONDUCT FOR NON-TEACHING STAFF

I. Rules Regarding Probation

- Any staff appointed at STC shall be on probation for a period of one year from the date of joining duty.
- The College may, for reasons to be recorded in writing, extend the period of probation to a further period of one year.

II. Rules Regarding Leaving Service/Termination of Services


- A staff who is on probation, desirous of leaving the college may do so either by giving the college one month's notice in writing or by paying the college one month's salary in lieu of such notice.
- A staff who has completed his/her probation, desirous of leaving the college may do so either by giving the college three months' notice in writing or by paying the college three months' salary in lieu of such notice.
- For terminating the service of a staff who is on probation, the college shall give one month's notice or one month's salary in lieu of such notice.
- For terminating the service of a staff who has completed his/her probation, the college shall give three months' notice or three months' salary in lieu of such notice.

LEAVE RULES

- A staff is eligible for 12 days CASUAL LEAVE in one calendar year.
- Any staff availing the leave should do so with the prior permission of the Principal.



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CODE OF CONDUCT FOR NON- TEACHING STAFF EMPLOYED IN THE COLLEGE

Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.

1. It shall be the day of the staff employed in the private college to do any work in Connection with an examination conducted by the University or any college, which he/she is required to do by the Vice-Chancellor or the Registrar of the University/by the Principal of the College, as the case may be.
2. No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
3. No Staff employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the college authorities in writing shall be abstained.
4. No staff employed in the college shall send any application for employment under any other agency, except through the secretary. The secretary shall not withhold any such application. It shall, however, be open to the committee to prescribe reasonable conditions for relieving him.
5. When a staff employed in a college seeks to accept honorary work without detriment to his/her duties prior permission of the secretary in writing shall be obtained.
6. Any staff employed in a college when involved in criminal proceedings shall inform the committee of each proceeding.
7. No staff employed in a college shall engage himself/herself in any political activity.
8. He /She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
9. No staff employed in a college shall contest or participate in or canvas for any candidate in any election.

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10. No staff employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
11. No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency, or morality or which involves contempt of court, defamation, or incitement to an offence.
12. No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.



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WELFARE MEASURES FOR TEACHING, NON-TEACHING STAFF

- Dedicated teaching and non-teaching staff members are the major strength of a college. The inclusive environment at STC ensures their physical, psychological, and social well-being.
- All staff members are regularly covered under Employee Provident Fund.
- Eligible staff members are covered under ESIC.
- Coverage under Group Personal Accident Insurance Policy.
- A cultural extravaganza is organized for staff members on annual basis.
- An orientation programme is being organized for all staff members in a picturesque hill tourist resort with flora and fauna to imbibe leadership qualities in them.
- Faculty members who publish research papers in journals with impact factor are given incentives.
- Institution bears 50% of membership fees in professional organizations.
- Additional leave with pay (On Official Duty) for the faculty to pursue PhD programme and attending Conferences / Workshops.
- Deputes senior faculty members to top ranking institutions like IIM-Indore, IIM-Ahmedabad, IIM-Calicut etc.,
- A special increment of Rs.5,000/- is offered to faculty after successful completion of PhD.
- A special increment of Rs.5,000/- on completion ten years of service.
- A Special grant of Rs.9,000/-per annum is offered to HoD.
- Provision for Maternity Leave with pay and free personal and family counseling.
- Free medical consultation by a visiting doctor at regular intervals.
- A fitness Centre (Gymnasium) is made available for the use of students and staff.
- Seed Money is provided to undertake research for the faculty.



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- Special incentives for faculty to promote publications in reputed journals.
- Provision to avail Maternity Leave.

OUTCOME

- Conducive Work environment
- Well-being of Staff of STC



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