



Human Resource Policies

Teacher Appointment Policy

1. Appointing Authority:

- 1.1 The Management Committee holds exclusive authority over teacher appointments.
- 1.2 The Manager, in consultation with or with the ratification of the Management Committee, appoints teachers based on academic needs.
- 1.3 Appointments may be on a regular, contract, or hourly basis.

2. Selection Process:

- 2.1 Appointments are made on a merit cum experience basis.
- 2.2 The selection process includes advertising positions, conducting initial screenings, and interviews by a selection committee formed by the Management Committee.
- 2.3 Candidates are ranked based on their performance, and the selected individuals are given a written appointment letter.

3. Probationary Period:

- 3.1 A written order specifies whether the appointment is temporary or regular, with a fixed salary.
- 3.2 Regular appointments come with a one-year probationary period, extendable for up to one more year at the discretion of the Management Committee.
- 3.3 The appointing authority can reduce or extend the probation period.
- 3.4 Service confirmation depends on a satisfactory probationary period, confirmed in writing.
- 3.5 If a teacher is found unsuitable, their service may be terminated based on performance evaluations.

4. Documentation:

- 4.1 Teachers appointed to regular positions must submit self-attested copies of qualification and experience certificates for verification at the time of joining.
- 4.2 Originals will not be retained in the office.

5. Duties and Reporting:

- 5.1 Teachers must perform assigned duties as per instructions and report to the Principal and the Head of Department.
- 5.2 All teachers are required to adhere to institutional discipline, the code of conduct, and general duties.

6. Vacation Period:

- 6.1 Teachers receive a two-month vacation from April 1st to May 30th.
- 6.2 During vacation, the principal may assign compensatory leave or additional duties beyond normal expectations.

7. Attendance Expectations:

- 7.1 Teachers are required to be present during working hours on all working days.
- 7.2 Teachers must seek prior approval from the principal if they need to leave their duty station.

8. Flexible Appointments:

- 8.1 The Management Committee has the authority to appoint part-time teachers, guest faculty, and visiting professors for short durations, determining their compensation on a case-by-case basis.

9. Workload and Presence:

- 9.1 Teachers' workload must comply with UGC and university guidelines, requiring a minimum of five hours of presence on a working day at the institute.

10. Academic Record Management:

- 10.1 Teachers are required to maintain records of their academic work hours, which should be available for inspection by the Principal.

11. Performance Evaluation:

- 11.1 Performance appraisal will cover teaching, research, and extracurricular activities.
- 11.2 Teachers will complete a self-appraisal form annually, and evaluations will be conducted by students, Heads of Departments, and the principal.

Remuneration of Non-Teaching Staff Policy

1. Salary and Allowances:

- 1.1 The Management Committee determines the salary and allowances for non-teaching staff, subject to revision as necessary
- 1.2 Previous work experience may be considered when fixing pay for new employees.

2. Salary Increment:

- 2.1 Annual salary increments are typically disbursed from 1st June each year after completing at least one year of continuous service.
- 2.2 For faculty members, the increment is calculated based on the faculty appraisal policy.

Superannuation and Staff Welfare Policy

1. Superannuation:

- 1.1 The **age of superannuation** for Principals, faculty, and non-teaching staff is **65 years**.
- 1.2 An extension of up to **five years** may be granted to physically fit staff members.

2. Termination:

- 2.1 The Management reserves the right to terminate the service of any faculty or staff member with one month's notice or one month's pay in lieu of notice.
- 2.2 Termination may also occur if a post becomes redundant due to program cancellations or a reduction in intake.
- 2.3 Immediate dismissal may be enforced for gross misconduct.

3. Maternity Leave:

- 3.1 Confirmed female staff members are entitled to **90 days of maternity leave** with full pay if not covered under ESI.
- 3.2 Additional **leave without pay** is available for up to 3 months.
- 3.3 The maternity leave period counts toward **annual increments**.

4. Festival Allowance:

- 4.1 All teaching and non-teaching staff under payroll are entitled to an **annual festival allowance**.

5. Vacation Salary:

- 5.1 **Teaching staff** who have completed one year of service are entitled to **vacation salary** for two months (April and May).

6. Salary Payment:

- 6.1 Salaries are paid monthly by the **5th day** of the following month.
- 6.2 Employees must submit their **bank account number, PAN, and Aadhaar details** upon joining.
- 6.3 **Salary slips** are available upon request.
- 6.4 Deductions such as **Provident Fund, ESI, TDS, Professional Tax**, etc., are made as per regulations.

Leave and Employee Conduct Policy

1. Leave Approval:

- 1.1 The Principal is the competent authority for granting casual leave to staff.
- 1.2 Casual leave for the Principal requires approval from the Manager.

2. Attendance Management:

- 2.1 Attendance is tracked through biometric punching and a manual register.
- 2.2 Punctuality is mandatory; failure to mark attendance results in being marked as absent.

3. Casual Leave:

- 3.1 Teaching staff are entitled to 15 days of casual leave per calendar year, while non-teaching staff are entitled to 20 days.

4. Leave Application Process:

- 4.1 Leave applications must be submitted to the Principal using the prescribed form at least three days in advance, except in emergencies.

5. Termination and Conduct:

- 5.1 The Management may terminate an employee's service with one month's notice or pay in lieu of notice for unsatisfactory performance.
- 5.2 Employees must maintain integrity, professionalism, and adhere to institutional conduct rules.

6. Grievance Redressal:

- 6.1 The Grievance Redressal Committee, headed by the Principal, addresses employee grievances. Department Heads serve as conveners at the department level.

