

# **HR Policy**

## **Overview**

John Paul Memorial (JPM) Educational Institutions is established in 2005 under the management of St. Joseph's province of CST Fathers, Aluva. JPM campus consists of JPM college of Arts and Science, John Paul Memorial B.Ed. College and JPM Junior College overlooking to the busy Kattappana-Kuttikkanam stretch of the Kattappana Kottayam state highway. At present JPM college of Arts and Science runs eight UG courses and five PG courses namely B.Com (Computer Application), B.Com (Co-operation), B.Com (Finance & Taxation), BCA, BBA, BA (Language and Literature), Bachelor of Tourism Studies, BSW, MSc Computer Science, MA(Language and Literature), M.Com (Finance) MA Economics and MSW. The college admits only those students with sound academic background, excellent conduct and character. We aim at offering quality education and value education.

## **Vision**

To be a locally relevant and globally acclaimed centre of holistic education; moulding the children of a largely marginalised region into self-reliant, responsible, morally upright, and socially committed citizens.

## **Mission**

1. To impart quality education to the children of the largely marginalized, tribal, and migrant families.
2. To provide comprehensive training, enabling students to live and flourish in the digital world.
3. To conduct programmes promoting ethical values, self-esteem, responsibility, secularism, patriotism, and faith in God.
4. To accelerate inclusive education by providing higher education opportunities to the weaker sections and minority communities of the land-locked region.
5. To train and mentor students to realise and develop entrepreneurial skills, intellectual and physical capabilities with a view to promoting innovation.
6. To organise outreach programmes promoting gender sensitisation, emotional maturity, and social commitment.

## **Introduction**

A teacher has to play crucial role in shaping the lives of young people. They have to inspire, motivate and encourage a new generation of learners and guide them to make a positive impact on the world around them. The commitment of teachers who are given the incredible responsibility to educate the next generation is nothing short of remarkable. Teachers work tirelessly to elicit the natural gifts of their students, cultivate their potential, and be a mentor- slash- role model every day. In order to support these teachers by following best practices for professional development is an imperative. To that end we must have a sound set of human resource policies which are dynamic and accommodative in creating a conducive work environment, where employees can work and benefit in conformity with the mission, vision, objectives and quality policies of the institution.

The Governing Body of JPM Arts and Science College, formulates policy statements periodically and communicates the same to the staff members through the head of the institution. The Human Resource policy is for internal use and the information are authenticated at the time of its publication and till a revised policy is circulated. These rules are subject to amendments, alteration, deletion or addition by the Governing Board as and when found necessary.

## **Classification of Employees**

Employees are classified into any of the following categories:

- **Regular**

Regular employee is one who is employed against a regular post for an indefinite period.

- **Part-Time/Adjunct**

Part-time employee means a person who is engaged for work for less than normal working hours. Part-time/Adjunct employees are ordinarily not entitled to the benefits provided to fulltime employees. They are allowed such benefits provided as are specifically determined by the management.

- **Fixed Term Employment**

The tenure of employment of an employee on contract is for a specified period of time and he/she is entitled to only the benefits specified in the contract of appointment. Such an employee shall have no right to claim regularization of his/her employment after expiry of the specified period. Unless terminated earlier by one month's notice or salary in lieu thereof, such appointment will automatically come to an end at the expiry of the specified tenure/period and no notice or compensation will be payable.

## **Classification of Teaching & Non- Teaching Staff**

Employees are further classified into the following categories:

### **(A) Teaching**

- **Core Faculty**

The employee appointed by the organization on regular basis for teaching one or more course papers with a teaching work load of minimum 12- 16 hours per week. They are the ones who are also given added responsibilities to ensure the growth of self, students and the organization as a whole. They can avail the benefits of a regular employee in the organizations.

- **Visiting Faculty**

The employee appointed by the organization on part time basis for teaching maximum 2 course papers applicable as per the semester with a teaching work load of maximum 12 hours per week. He/ she is also responsible of contributing towards the activities related to his/her subjects and academic administration.

- **Adjunct Faculty**

The employee appointed by the organization on part time basis as a Retainer for teaching for the assigned course and teaching work load as per the discretion of the management. The employees should abide by the rules and regulations thus stated by the management for them.

### **(B) Non- Teaching**

- **Full Time**

The employee is a regular employee who works as per the directions and responsibilities stated by the management and also maintain a minimum work timing and schedule. They are also entitled to various benefits as of a regular employee.

- **Part Time**

Part-time employee means a person who is engaged for work for less than normal working hours. Part-time employees are ordinarily not entitled to the benefits provided to full-time employees. They are allowed such benefits that are specifically determined by the management.

## **Staff Recruitment and Selection**

The Recruitment and Selection is the paramount importance in order to recruit staff with proper skills and attributes to enable the institution to fulfill its objectives. The institution seeks and hires individuals with the best qualities suited for employment within the context of the College's mission and vision.

- If a vacancy arises in a department, the department Head shall send a Requisition Report stating the qualifications required and the job description to the Principal, who will forward the same to the Manager for approval. Once it is approved, recruitment process is said to be initiated.
- The sources of recruitment would be either from applications which came in response to previous advertisements or by advertisement in the newspaper or other media or by Employee referrals.
- Our purpose of recruitment is to acquire the optimum number of high quality employees for the operations and development of the organization. In order to appoint the most appropriate persons for the positions, the potential candidates are drawn from a wide pool and equal opportunities are ensured for all candidates.
- We establish a selection committee of different compositions to shortlist and interview the prospective candidates for the vacant positions at all levels. Our experts keep in mind various aspects in short listing the appropriate candidate viz. Academic Qualifications, Work Experience, Job knowledge, technical know-how and Recent Earnings.
- The shortlisted candidates will be called for the interview. The Interview Board shall consist of the Manager, Principal/Vice Principal, Department Head and a Subject Expert. They shall be given a file containing a list of the candidates, copy of resumes and an assessment format, if needed.
- An appointment order shall be issued by the manager to the selected candidates; this will contain the basic information like date of joining, pay scale and job descriptions etc.
- Employee will be on a contractual appointment from the date of joining of the services in this institute till the end of Contract. Appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UGC & MG UNIVERSITY norms. If an employee does not fulfill the required qualification during the academic year or during services are not found suitable, his services can be terminated without assigning any reason and without any notice.

## **Performance Appraisal**

The organization practices 360° performance appraisal system. Faculties are judged and evaluated by Students, HODs, principal/manager, Self-appraisal in the prescribed format and joint appraisal based on the discussion between the employee and the immediate supervisor. The various parameters include the Results Analysis, Student's Feedback, Conferences / Workshops attended, Research Areas, etc. so as to distinguish between Evaluation, Assessment and Review.

The non-teaching staff shall be evaluated at least once a year by their immediate supervisor.

## **Faculty Development Programmes**

Staff Development Program will ensure the effective functioning of all the stakeholders, maintaining the healthy environment and campus decorum in time with the betterment of the institution. Giving priority to the faculty's professional growth and development training programmes shall be organized every year for the staff members. In the beginning of the year, a training schedule is prepared by the Administration department getting inputs from the performance appraisal system.

## **Faculty improvement programme**

Faculty members are encouraged to pursue higher studies and may apply for study leave. The study leave is normally granted without pay for the duration required for the completion of the proposed degree. Study leave is a privilege and not a matter of right. Study leave is granted at the discretion of the management which will take into account the training, experience and performance of the concerned faculty member, the need of the college and the staff position in the Department.

## **Salary and Increments**

JPM believes that it is in the best interest of both the institution and its employees to fairly compensate its workforce for the value of work provided.

### **Salary**

- Salary will be paid on or before 5th of every month.
- The salary is prepared monthly with reference to the attendance records of each employee.
- During Onam and Christmas vacation, salary shall be disbursed before the commencement of Onam and Christmas holidays.
- It is advisable for employees to have a savings account with Federal Bank so that the salary can be directly transferred to the respective savings account of employees.
- The Pay Scales of all the faculties is determined as per their cadre.
- The Details of Salary and Increment shall be kept confidential.

### **Increment**

Increments and merit raises are not a matter of right but a privilege; they are strictly linked to the performance of an employee.

- The institution follows Annual Increment Cycle i.e. once in a year.
- Employees are eligible for the increment along with the annual appraisal subject to his/her performance and Institute's performance.
- Faculty members who, during their tenure at the College, earn NET/ M. Phil /Ph. D will be given increment, upon producing their certificates.
- Ad-hoc increment can happen subject to Management decision.

### **Festival Allowance**

Festival allowance may be paid to all employees. The occasion and the amount shall be determined by the Management.

### **Financial support for attending conferences**

The faculty members are encouraged to attend professional development seminars and training workshops. The college will reimburse the expenses for attending one Seminar/Workshop/Training Programme subject to availability of funds. However, prior approval is necessary from the relevant authorities

### **Tax Deducted at Source**

TDS will be deducted from all the payments with respect to salary, Incentives as per the provision on Income Tax Act. It is strongly recommended that employees must have the Permanent Account Number (PAN) to avoid any Issues related to Tax compliance. The Management decision in all these matters shall be final

## **Work Days, Institute Timings & Attendance System**

### **Work Days**

- Teaching Staff: Working days are from Monday to Friday.
- Non-Teaching Staff: Working days are from Monday to Saturday.

### **Institute Timing**

- For Teaching staff: 09.30 am to 03.30 p.m.
- For Non-Teaching Staff: 08:30am to 04:30p.m.

For Teaching and Non-Teaching staff, Lunch break is for 30 Minutes. Office timing will be as per rules or as prescribed by the Principal. Department specific time as per the specific need may differ which shall be communicated to the concerned Employees separately.

### **Late Coming**

Up to 10 minutes' grace time is available for employees reaching late to their respective

work place after their official in-time. Any employee coming after grace time shall be considered as late. Employee must inform his / her Reporting Authority if he / she is coming late. An Employee must inform his / her Reporting Authority if he / she won't be coming to work due to any reason or emergency – immediately he/ she comes to know about his/her emergency. Half day shall be defined as 3 hours of work excluding the lunch.

### **Attendance System**

All staff members are expected to be punctual and report on time to their respective work place. It is mandatory for all the Employees to mark their attendance daily in Attendance Register. Every staff member has to mark his/her attendance two times in a day. The non-teaching staff shall sign the attendance register in the morning at 9.00 am and in the afternoon at 4.30 pm. The teaching staff shall sign the attendance register in the morning before 09.30 and also in the afternoon after 3.30pm.

All Employees should mark their attendance daily in the morning and in the evening in Bio-Metric Attendance system as per given instruction and training. The attendance shall be verified and calculated based on attendance records present in Attendance system. (Bio Metric Attendance system and / or Attendance register as per the applicability)

### **Leave Rules and Leave Policy**

Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand. Any type of leave must be approved in advance by the concerned authority. Post approval is allowed only in rare, deserving, unforeseen and unavoidable situations. It is the duty of the concerned faculty to make alternative arrangements if s/he has to take leave while the College is in session.

An employee shall not take up any service or accept any employment, while on leave. Leave of any kind can be taken only after they are sanctioned by the competent authority. Each person shall intimate in advance about the leave he/she is going to take. A leave application form duly filled up and recommended by the Head of the Department shall be forwarded to the Principal for approval. In case the staff member is not able to give the application form in advance, he/she shall contact the department head over telephone and intimate him of the leave. Also, leave application shall be given on the next day itself.

### **Duty Leave**

For all duty leave, prior sanctioning of the Principal with the recommendation of the HOD is required. The Institute can permit duty leave to any staff member to take up special assignments with other institutions for any official purpose. On duty may also be granted to

visit faculty programs, observer duty etc. at the behest of the institution. Where the staff is proceeding on a training program duly sponsored by the institution, the entire period will be treated as on duty and he/she will be eligible for the pay and perquisites though he/she is not working in the college during such period. On duty may also be granted to the staff members who are pursuing their higher studies. They should submit a proof of examination for applying DL along with their application.

### **Casual Leave**

Casual leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not interrupted. All members of teaching and non-teaching staff are eligible for 10 days of casual leave (CL) per year after completing one month of service. This will be in addition to the holidays as per the university rules.

Balance casual leaves will be converted into earned leaves. Special casual leave can be granted by the Principal to an employee for self marriage (only once). However, this can be clubbed with the balance CLs/ELs, if the employee completed his/her service for one year. Special casual leave may be granted by the Principal to an employee in case of death of his/her own dependents and these leaves can be clubbed with the balance CLs/ELs.

### **Maternity Leave**

Confirmed female employees will be eligible for grant of Maternity leave. Maternity leave would be admissible to female employees for a period not exceeding 90 (ninety) days (45 days before child birth and 45 days after child birth) from the date of commencement, on product of the requisite medical certificate.

Maternity benefits will only be given to an employee who has completed one year of service with the institution. The eligible female employee has to submit requisite medical certificate for grant of the maternity leave. Maternity leave must be applied for at least one month in advance.

### **Paternity Leave**

Three days paternity leave will be granted to those eligible teacher-parents who have served the organization for a minimum of two years.

### **Medical/Sick Leave**

Special leave can be granted / availed in case of accident, hospitalization or getting operated due to serious illness of employee. This leave can be availed only on medical grounds i.e. hospitalization or serious illness for more than three days. Proper documentary evidence is required to avail this leave.

### **Study Leave**

Study leave with/without pay may be granted to deserving employees for pursuing



higher studies at the discretion of the management. The decision to grant such leave is entirely vested with the management, depending on the staff position in a given department at a particular point in time. The terms of the leave will be worked out on case to case basis.

### **Work Place Employment Policy**

- **Equal Employment Opportunity**

Institute policy prohibits all unlawful discrimination against any employee or applicant for employment. The Institute is committed to providing equal opportunity to all qualified individuals in its hiring and promotion policies. The Institute will endeavor to create a workforce that is a reflection of the diverse population of the communities in which it operates.

- **Harassment**

The Institute believes that all employees should be treated with dignity and respect. It is the policy of the Institute to provide a work environment which is free from harassment. Harassment includes sexual, racial, ethnic, and other forms of harassment, including harassment based upon disability. Reports of harassment will be investigated promptly and discreetly.

- **Grievance Procedure**

If an employee faces any difficulty or has a complaint, he/she should approach his/her Head of the department. If it is not redressed at the Head of the department level, he/she has the right to bring it to the attention of the Principal. If it is not resolved at the Principal level, the employee can refer the matter to the Grievance Committee constituted by the Manager.

- **Political Activities**

The Institute believes strongly in the democratic process. Its employees should take an active interest in fostering principles of good governance in the communities in which they do business.

### **Discipline, Decorum & Code of Conduct**

From the very first day, every employee is a representative of the institution. His personal appearance, actions and the impressions made during working hours- are important to his/her advancement and to the continuing development of the institution's image and reputation. While there are no rigid rules for personal behavior, there exists a standard for personal conduct for every employee connected with the institution and it can be maintained by exercising good taste, good judgment and moderation at all times. Employees must adhere to the following guidelines,

- **Identity Card**

ID card shall be given to all members of the staff at the time of joining. Wearing Identity card is compulsory in institute premises, on duty in a manner that it is visible. It is expected from the employees to take proper care of the ID card including its safe preservation. It is expected that employees do not misuse the Identity card in any manner.

- **Staff meeting**

Staff meeting is to be conducted once in every three months or as decided by the principal and attendance in the staff meeting is mandatory. Absence from the staff meeting without permission from the Principal shall be treated as leave.

- **Reporting**

Be at College before 09:30 AM. Sign attendance register by 09:50 AM. Strictly obey the instructions and circular issued by the institution's from time to time. Be in time for all classes and leave classes exactly in time after completion of session. Take attendance at start of class.

- **Use of mobile phone**

Staff members should switch off their mobile phones while they are inside the class or attending a meeting.

- **Dress Code**

Each employee is expected to present himself/herself in a professional appearance at all times. All men are expected to wear Formal Trousers, Shirt, and Formal Polished Shoes. Lady teachers shall wear Sarees/Salwaar-Kameez.

- **Acceptance of Assignment**

During the period of employment with the institution, every employee must devote his/her entire time, attention and abilities exclusively to the performance of the assigned duties; and should not undertake any other direct/indirect work or assignment- honorary or remuneratory- or any further studies or external academic course except with prior permission of the management. The employees will, in all respects, obey and conform to the management's orders and put in their best endeavor to promote the interest of the institution.

- **Articles/talks/Interviews, etc.**

While all employees are encouraged to write articles, participate in professional forum and give talks on professional subjects, they should discuss the details with their HOD in advance and ensure compliance with the guidelines.

- **Office Property**

Each employee is expected to take proper care of all office property, equipment, papers or files. He/she should not take any office assets, books or working papers

away from the office without approval of HOD. In such cases proper care should be exercised for their safety and confidentiality.

- **Communication Protocol**

The official language of communication shall be English. All the E-mail communications shall be done on official IDs. Employee must communicate with all the colleagues and students with due respect.

- **Drug and Alcohol Policy**

The institution realizes that the misuse of drugs and alcohol impairs employee health and productivity. Drug and alcohol problems result in unsafe working conditions for all employees. The institution is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use. Any employee involved in the unlawful use or possession of controlled substances, illicit drugs and alcohol on institution premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

- **Disciplinary Action**

Breach of any of the service conditions will be considered as misconduct, for which the competent authority may issue a Show Cause Notice to the employee concerned to explain his/her conduct. In case the employee's reply is not found satisfactory, the competent authority may initiate disciplinary proceedings against the delinquent employee.

## **Resignation, Termination and Retire Policies**

The age of retirement for an employee shall be 65 years. However, the management may extend the age limit at its discretion.

- **Relieving Formalities**

Letters of resignation should be addressed to the Manager but submitted through the proper channel. Notice for resignation shall be 30 days. Once the resignation is accepted, towards the end of the notice period, the employee has to obtain No Objection Certificates (NOC) from the respective Departments, Accounts and Administration and Library in the prescribed format. He/she should also hand over all the files, documents and other details to the designated person. The designated person and HOD should also issue an NOC.

- **Termination**

The termination of an employee for cause by the institution is generally the result of an individual's inability to attain the required level of performance in the job, failure

to comply with required policies and procedures or standards of professional behavior applicable to employment, or repeated failure to perform required duties.

- **Rehire**

Employees who leave the institution in good standing and later wish to return are eligible for consideration for rehire provided an appropriate position is available. A previous employee who is rehired will not be given credit for prior service for purposes of leaves, vacation eligibility and other pertinent.

- **Experience Certificate**

The Administration department shall issue an experience certificate, if desired by the employee. For this, an application has to be given to the Principal. A copy of the Certificate shall be filed with the employee's records in the Office.

### **Facilities and Amenities**

The Institution promotes various benefits to the employees to create and improve sound and healthy employee relations, to boost up employee morale, to motivate the employees by identifying and satisfying their unsatisfied needs, to provide security to the employees against social risks like medical and maternity benefits, to protect the health of the employees and to provide safety to the employees against accidents and above all, to create a sense of belongingness among employees and to retain them.

This includes statutory benefits like EPF, ESI, Maternity Leaves, Medical Leaves, etc. Being apart, the institution encourages the fringe benefits to all its faculties/staff like Laptop facility to staff, Reimbursement for attending International / National Conferences and Workshops, Reimbursement for meeting Medical Emergencies, Paternity Leaves, Marriage Leaves, Special Leaves meeting emergency requirements, etc.

- **Library**

The Institution has an excellent library facility with a treasure of knowledge related to various disciplines in addition to its subscription to national and international, physical and online journal accessibility to encourage and create research atmosphere.

- **Residential Accommodation**

Residence facility at campus will be provided to the faculty members at subsidized charges.

- **Transport and Travel**

Travel allowances and DA will be provided for official trips. All such trips should

have prior permission of the competent authority. A large fleet of buses ply from all places catering to the needs of staff members for a comfortable and hassle free transport.

- **Sports and Games**

A physical director provides sports facilities to the staff members of the institution whenever they are free. Apart from this competitions are conducted for the staff. The winners are awarded prizes.

- **Computing Facilities**

The institution provides a good number of computing facilities for the faculty members with a freedom to download all academic development materials.



  
Manager