Policy No.2

POLICY ON HR FOR TEACHERS

	Policy Title:	Policy on HR for Teachers
1.	Administrative Policy Number (APN): (Suggested By IQAC)	Functional Area: Entire College with UG.. PG and other areas
2.	Brief Description of the Policy:	The policy primarily aims to streamline Entry to Exit protocol for teachers, so that the institution can effectively use its academic human resource in a most effective and beneficial way to all its stakeholders.
3.	Drafting	By IQAC
4.	Policy Applies to:	Entire Teaching faculty
5.	Effective from the Date:	20/06/2019
6.	Approved by:	Governing Body
7.	Responsible Authority	IQAC/HR Manger / Principal
8.	Superseding Authority	Governing Body
9.	Last Reviewed/ Updated:	NA

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10.	Reason for the policy	Transparency, Accountability and fair Working conditions for HR.
11.	References for the policy	UGC Guidelines, University act, University and Government statutes/ various directives from MHRD, Institutional vision and Mission, etc.

1. Introduction

More than the brick and the mortar, human resource determines the quality of an institution. An educated and expert man power is a delicate and precious resource for any academic institute. It needs careful and empathetic handling and management, so that the most promising personnel is attracted to the institution. HR Policy, which till recent past was restricted to industrial and corporate spheres, is now well percolated even in academic institutions for its academic fraternity. HR policy even for colleges and Universities is, therefore, a need of an hour.

2. Policy Vision Statement:

Enless efforts, centric to keep its human resource.ie teachers ever-ready and well-tuned for today's needs and tomorrows dreams.

3. Policy Mission Statements:

- To achieve the acclamation for the institution by its renowned and eminent staffon board.
- To design a congenial work culture for its human force.
- To be known for its illustrious job profile with rewarding pay packages.
- To emerge as a renowned consultant institute for Teachers Training Centre within the country.

- To evolve and implement reliable and quantifiable Teachers Quality Mapping (TQM) for its HR.

4. Policy Objectives:

- To ensure timely and full recruitment of the most deserving industry ready staff and its proper induction in the institutional academic culture, well before the beginning of academic year.
- To design a proper and clear job profile.
- To impart regular weekly, monthly and annual academic, research and domain
- Specific training to every staff member without exception. To evolve and implement a robust, quantifiable Teachers Quality Mapping (TOM)
- For appraisal, retention, increments and promotions.
- To develop a progressive duty allotment policy for Associations and Committees to maximise and capitalise potential abilities.

6. Terms used in this HR Policy Documents:

- Appointee
- Induction Process
- Mentoring
- Pedagogy
- Superannuation
- Termination
- Vacant Post
- Work Load

7. Sub-Policies, Processes and SOPs and Guidelines:

Sub-Policies	Process	Procedure
1. Recruitment Policy	1. Emotion of workload 2. Estimation of Vacant Post 3. Approval of Management for recruitment 4. NOC Er Govt. if necessary 5. Advertisement 6. Selection and appointment 7. Joining Process	1). Inputs from Department 2) Post created by resignation, termination and superannuation 3) Demand for Posts 4) Application for NOC to Mngt/Govt. 5) Advertisement 6) Appointment of Scrutiny Panel 7) Scrutiny of Application 8) Appointment of Selection Panel 9) Call letters for Interview 10) Selection Procedure 11) Final Selection and Appointment **Guidelines:** The process shall begin in the last 2 months of the academic year. Primary responsibility of ensuring the

		requisition of Post rests on the HOD of the Dept. Thereafter, Admin head with Office/Registrar shall complete the process
2. Induction Policy	1. Introduction about Institution, its ethos and Principals. 2. Introduction about expected moral, philosophical and ethical behaviour. 3. Introduction About Top Leadership 4. Institutional Hierarchy 5. Introduction To Departments 6. Introduction to other Faculty 7. Introduction about Associations and Committees 8. Introduction about Certain Policies	1) welcome 2) Introduction to Dept. colleagues 3) Visit to parent Dept. 4) Visit to other Department. 5) visit to library 6) Visit to Office and Office Staff 7) Staff Meeting and self-Introduction 8) Visit to college website 9) Visit to campus 10) Virtual tour of campus, if possible 11) Sharing of Literature like College Publications- Handouts, prospectus, Magazines, Departmental

		publications, Brochures, etc. **Guidelines:** Induction In-charge like Staffroom Chairperson or staff club Chairperson or Staff Secretary to ensure the complete process with detail schedule of visit and induction. Coordination in Induction In-charge, Departments, Library, and Office is required. Ideally to be in the very 1st week of the joining of new appointee.
3. Teachers' Training Policy	1. Departmental training 2. Inter-departmental training 3. Team learning / projects 4. Encouragement for individual research projects	a) Essential teaching skills b) Essential computer skills c) Essential research skills d) Team work culture e) Domain related f) Soft skills related

		5. Encouragement for interdisciplinary research projects scope and policy for participation in W/S/C	g) Interpersonal relationship related
			h) In campus and off campus training policy
			i) Delegation and participation in W/S/C
			Guidelines:
			i. IQAC to streamline the training schedule for the entire year, and it must reflect in IQAC calendar.
			ii. Computer dept. all dept. hods, librarian, and even outside resource persons to pull in.
			iii. Every training session must have some self-assignment and evaluation

4. Teachers Quality Mapping (TQM)	1. contribution in teaching	a) Students Feedback b) Innovative pedagogy c) Teacher-wise Examination Results analysis d)Peer's Observation e) Mentor's Observation f) Evaluation by IQAC, Principal and Top Management.
	2, contribution in students activities and mentoring	a) As a member of Committee/association b) As a member of Committee /Association (Independent charge) c)Voluntary contribution d) Innovative events e) Mentorship to students
	3, Contribution In research	a) Publication with Impact factor b) Collaborative research c) research projects

	4. Contribution in University and college other than teaching	d) Usage of research funding schemes e) Consultancy f) Patents g) Training a) on various statutory bodies b) Imp Committees c) Admin Posts **Guidelines:** i. IQAC to monitor the entire process. ii. Format of TQM files is attached below.
5. Duty allotment Policy	1. Statutory Committees 2. Non-Statutory Committees 3. Institutional Committees 4. University / Govt. assisted associations 5. Department associations 6. Common associations	a) Entry stage (0-4 years) b) Stage of evaluation (5-9 years) c) Stage of enhancement (10-14 years) d) Stage of carving out space (15-19 years) e) Stage of notional promotion (20-24 years)

		f) Stage of accomplishment (25 years and above) **Guidelines:** IQAC to monitor the entire process.
6, Appraisal retention, Promotion or Termination policy	1. Warning 2. Reform ------------ 3. Recognition	a) Appreciation Felicitation b) Rewards (monitory and Promotion) ----- ---------- c) Oral warnings d) Written warning e) Exit meeting **Guidelines:** To link it with TQM mentioned above