

HUMAN RESOURCE (HR)POLICY

MSTM college of arts and science aspires to empower young minds through holistic education, fostering a more enlightened society. We recognize that our dedicated faculty are the cornerstone of this mission. Their commitment to integrity, service, and a positive outlook fuels our success. To guide their conduct within our institution, we've established a Human Resource Management Policy and Code of Conduct. These comprehensive documents outline the expected behaviors and professional standards, encompassing all aspects of employment from recruitment and compensation to benefits, employee relations, and leave policies. By clarifying performance and conduct expectations, these policies foster a positive workplace culture that empowers both our staff and our students.

Objective and Scope:

The objective of this document is to lay down policies that shall govern the management of personnel involved at teaching, and administrative levels. This policy covers the terms of appointment, code of conduct, Employee benefits, Employee empowerment, Employee retention and employee replacement

Recruitment and Selection

To find the best talent for our teaching and staff positions, MSTM College of arts and science utilizes a variety of recruitment channels. This includes leveraging electronic media, online job boards, and targeted newspaper advertisements. For the selection process, the Management Council will establish a dedicated Selection Committee.

Appointment and Probation:

- i. The appointment of each teaching and non-teaching staff member shall be initially for one year which is considered as period of probation. Probation period is deemed to be over after the period of one year, unless otherwise extended or reduced by the management. On successful completion of probation, the management may extend the service period for a further stipulated academic years.
- ii. The appointment of each teaching staff member shall be to the post of assistant professor by considering his/her qualifications and experience in teaching and research

iii. The head of the department shall be appointed for a stipulated period, on rotation basis, from among the associate /assistant professors by considering his/her teaching experience, leadership quality and academic performance in the college

Employee Code of Conduct

i. The teachers should uphold the vision and mission of the College, and work for the holistic development of the students

ii. College office, departments and the library shall work on all days except holidays from 9 A.M to 5 P.M

iii. All the faculty members and non teaching staff have to mark the attendance (Before 9.20 A. M. in the morning and 4.00 P. M. onwards in evening)

iv. All staff members have to be in the College during working hours and follow the proper dress code

v. Faculty members have to handle the theory, laboratory and practical sessions.

vi. Invigilation in examination (Internal and university), supervision of students' project work, evaluation of students' answer scripts and project reports, and mentoring of students are mandatory for all faculty members

vii. Teachers hold the responsibility of maintaining the general discipline of the campus, and anything that is seen inappropriate should be reported to the principal

viii. All correspondences to the management have to be routed through proper channel

ix. All faculties should actively involve in curricular, co-curricular and extra-curricular activities.

x. Faculty members have to take active participation in conducting value added courses to the students to enhance their employability.

xi. Faculty members should continuously update their knowledge by making use of print and digital resources available in the library

- xii. Each faculty member with teaching experience of more than 3 years has to publish at least one research paper and to attend one seminar / webinar per year.
- xiii. Staff members have to avail leave with prior written permission from the HOD and the Principal. However, Leave can be informed over phone in case of emergency.
- xiv. The faculty members have to abide by the rules and regulations of the institutions framed from time to time for the effective functioning of the college.

EMPLOYEE BENEFITS AND WELFARE MEASURES:

Regular Salary: Monthly Salary to all staff members is paid on the first/second working day of every month

Departmental Infrastructure:

- (a) In order to perform the official functions effectively and comfortably, teachers in each faculty are provided with department wise staff rooms. Currently there are ----- staff rooms with an average area of ----- sq. fteach . The principal, and the Vice principal are also provided with their own exclusive chambers. Every member of teaching staff is provided with elegant and spacious seating furniture and also adequate storage facility to keep academic records and teaching aids in the respective department.
- (b) Free internet access through LAN/WIFI and ICT tools for effective classroom

Library Resources:

- (a) A separate reading area is provided in the library to the staff.
- (b) Text books, reference books, print journals, e-journals are made available for learning, teaching and research purposes of the faculty members. Teaching staff are entitled to borrow ten books at a time from the college library.
- (c) Teachers can register to INFLIBNET to access the e-resources available under N-List of the National Mission on Education through Information and Communication Technology (NMEICT).
- (d) Photocopying and printing facilities are provided to staff members.

Faculty Development Programmes/Faculty Enrichment Programmes:

The college conducts seminars, conferences, training programmes every year for the purpose of enrichment of employees and for nurturing a competitive and thriving academic and administrative environment

Faculty members without doctoral degree are encouraged to register for Ph.D. programs. The teachers engaged in research leading to PhD are granted one-year leave without pay for the successful completion of the programme.

Employees' State Insurance (ESI) Scheme: This scheme is available to all eligible teaching and non-teaching staff. The employees eligible can avail of the medical and maternity benefits under the scheme.

Leave Facility:

(a) Casual Leave for a maximum of 15 days per calendar year is given to all the employees.

(b) Maternity Leave: Employees can avail maternity leave for 6 months by availing eligible ESI benefits.

(c) Restricted Holidays (RH) In addition to the common holidays 2 restricted holidays are provided to both teaching and non-teaching staff on the preferred days of their religious celebrations or observations.

Duty Leave (On Duty):

i. A maximum of 3 days duty leave per calendar year is given to teaching non-teaching staff to participate in Conference/ Seminars/ Workshops in the relevant disciplines with prior approval of principal.

ii. The college shall permit on duty to any staff member to take special assignments with affiliating university and other institutions for any official purpose with prior approval of principal.

Canteen facilities: Canteen facility is available in the college campus so as to provide hygienic and nutritious food.

Rest Rooms: Restrooms for staff are provided with provisions of water supply, wash basins, toilets, etc. A separate common room for women employees is also provided.

Drinking Water: Hygienic drinking water is available to all employees in all departments.

internal Complaint committee and Grievances Redressal Cell: There is an Internal Complaint committee in the college which resolve the complaints of women employees regarding sexual harassment against them in the college. A grievances redressal cell is also functions in the college to resolve other grievances from all employees as quickly as possible

Separate Parking Area: The college provides separate parking area for the vehicles of both teaching and non-teaching staff

Security Personnel and Closed-Circuit Television (CCTV): The college provides the round-the-clock security by employing a security personnel and by installing CCTV cameras in the campus.

Employee Retention Measures: The college is committed to talent retention to manage the employee turnover. Apart from the Competitive pay, the employees are assigned with proper workload, clarity in role, fringe benefits and recognition. The college shall adopt ethical practices in employee management such as opportunities for development and growth, performance-based appraisal, fair treatment for every employee, including juniors in decision making and transparency in accountability.

Duties and Responsibilities of the Faculty and Staff: Generally, for faculty and staff members, the academic duties and responsibilities are as per the norms of the UGC / Calicut University. However, the principal can allocate any official work to any member of faculty or staff in view of the development of the college and students.

Reward & Award: Faculty Members who publish text books, research papers in reputed International/ Indian Journals / Conference proceedings are eligible for rewards and awards as recommended by IQAC time to time.

Grievance Redressal: A grievance redressal committee consisting of the chairperson and four senior faculty or staff members must be formed by the principal in order to deal with the grievances of the teaching and non-teaching staff. Once constituted, the committee will have a three-year term under the chairmanship of the principal. As and when necessary, committee meetings must be held. The committee shall meet and make recommendations for the redressal of grievances. The internal complaint committee of the college must address complaints of sexual harassment made by female workers.

Resignation & Termination:

- (i) . Resignation of any faculty or staff member will not be accepted during a semester period. Faculty or staff member can submit the resignation only on the last working day of a semester except under exceptional cases.
- (ii) Any faculty or staff member appointed will be on probation for a period of one year. During this period the authorities can terminate his/her services by issuing 15 days' notice.
- (iii) . After the probation period, if any faculty or staff wants to resign, one months' notice should be given from either side subject to clause (i) above.
- (iv) The Management reserves the right to waive-off / reduce the notice period
- (v) The Management reserves the right to terminate the service of any faculty and staff who underperform in his/her duties or as a part of the disciplinary actions, after proper hearing of the employee.