

6.2.2

HUMAN RESOURCE POLICY & PROCEDURE

NAZARETH COLLEGE OF ARTS & SCIENCE

Kovilpathagai Main Road, Avadi,
Chennai – 600 062
Ph: 044-26380203

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Principal

Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapalayam,
Vellanoor Post, Avadi, Chennai-600062.

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I. Introduction

The Nazareth College of Arts & Science Human Policy & Procedure document provides the policy and procedure for managing and developing teaching, non-teaching faculty members. It also provides guidelines for the management to administer these policies and procedure for the development of human resource.

Nazareth College will keep these HR policies & procedures relevant and updated. Therefore, it is required for the management to amend, update, delete or add section or entire policy and procedure keeping in mind the development of human resource of the college.

These policies & procedures laid down shall apply to all employees.

II. DEFINITION

2.1. College

College means Nazareth College of Arts and Science , established and managed by C & D Educational Trust.

2.2. Management

Management means the C & D Educational Trust respresented by the Chairman and the Director.

II.3. Governing Body

Governing body means the Governing body of Nazareth College of Arts and Science, which has been constituted in accordance³ with the provisions laid down in this respect by University of Madras.

II.4. University

University means University of Madras, Chennai – 600 005.

II.5. Principal



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Principal of the College is the head of the institution authorized by the Management to discharge the duties and responsibilities of the Principal.

II.6. Employee

Employee includes all employees, without exception performing whatsoever function assigned to him/her and is in the whole or part time employment of the College, whether such employment is probationary, temporary, permanent or contractual.

II.7. TEACHING STAFF: The teaching staff comprise of the following categories.

- i) Principal
- ii) Professor
- iii) Asst. Professor
- iv) Senior Lecturer/Lecturer
- v) Any other category of post declared so by the Executive body.

II.8. NON TEACHING STAFF

Non – Teaching staff means those categories of staff that are not categorized under the teaching staff shall be deemed to be non-teaching staff.

II.9. COMPETENT AUTHORITY

- (a) Chairman/Director of the Executive body in case of Principal
- (b) Principal in case of other employees.

II.10. DUTY

An employee is said to be on “duty” for the purpose of service benefits.

- i) When the employee is discharging the duties of the post to which he/she is appointed or is undergoing training prescribed for the post.
- ii) When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave



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other than extra-ordinary leave sanctioned by the competent authority.

- iii) When the employee is attending conferences/seminars/summer schools duly permitted by the competent authority.
- iv) When the employee is attending to the work assigned to him/her by the competent authority, in the interest of the institution.

3. The selection committee shall include:

(a) In the case of recruitment of the Head of the College:-

- (i) The Chairman
- (ii) The Director
- (iii) An educationist, nominated by the Governing council, and
- (iv) A person having experience of administration of college, nominated by the Governing Body.

(b) In the case of recruitment of teaching faculty:-

- (i) The Chairman
- (ii) The Director
- (iii) The Principal
- (iv) The Head of the Departments of the College,
- (v) A subject expert/industrial expert

(c) In the case of recruitment of clerical staff/lab assistants:-

- (i) The Director
- (ii) The Principal
- (iii) The Head of the Departments of the College

(d) In case of recruitment of maintenance staff:-

- (i) The director of the college
- (ii) The Principal

4. Probation

4.1. Every employee shall on initial appointment be on probation for a period of two years from the date of his/her joining the duties. The period of probation may be extended by a further period not exceeding one year. Services of an employee during probation may be terminated without assigning any reason by giving one month notice in writing or one month's salary.



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4.2. If an employee desires to be relieved during the period of probation, it will be necessary for him/her to give one month notice in writing or one month's salary including all allowances unless and otherwise the Trust permits relaxation under special circumstances.

4.3. Termination of Service

If an employee at any time after confirmation intends to resign, he/she shall give three/two months' notice in writing or three months' salary.

4.4. Retirement

Every employee of the college shall retire on attaining an age of super annuation as provided for by regulatory bodies like the UGC and in force from time to time. Extension or re-employment may also be given according to such provisions, at the discretion of the GB only, on such terms and conditions it deems fit designation / post held and the reputation of the company/industry at National /International level. Experience gained in sick/poor companies/industries shall not be considered for any kind of equivalence.

4.5. Promotion

Every person with eligibility for promotion is being considered for promotion based on the requirement in the department as per the Management. The committee consisting of the Director, Principal, HOD of various departments and expert members review their profile for the promotion.

III. CONDITIONS OF SERVICE POLICY

3.1. Employment

A letter of employment shall be signed by the management with the conditions as required to satisfy the UGC / University norms. All employees should sign an acceptance form, in order to confirm their interest to join Nazareth.



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3.2. Working Hours

Shift 1:

The regular academic working hours of the Nazareth College of Arts & Science is from 8.00 am to 2.00 pm for teaching faculty.

Shift 2:

The regular academic working hours of the Nazareth College of Arts & Science is from 12.00 pm to 5.45 pm for teaching faculty.

The administration office will function from 8.00 am to 4.30 pm for Shift 1 and 11.30 pm to 5.45 pm for Shift 2. Some variations and extension of working hours may be required to meet the vision and mission of the college.

III.3. Confidentiality

All information related to the operations or future endeavors of the college shall be treated with utmost confidentiality.

IV. RECRUITMENT AND SELECTION POLICY

The college aims to search and hire suitable candidates to fill vacancies in the college to satisfy human resources needs.

Any teaching vacancy within Nazareth College will be filled, on workload planning. Restructured or newly created positions will be activated only on the requirement and the need of the management.

4.1. Employment Procedure

- a) The college shall advertise all vacant positions in the local/regional dailies or use other advertising media and call for applications.
- b) The Human Resources Personnel shall sort all applications that meet the minimum appointment requirements as advertised, and then forward these applications to the Head of the department / Principal.




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- c) The Head of the department / Principal/ Secretary, with the Human Resources Personnel, shall shortlist the candidates for interview.
- d) The Human Resources Personnel shall co-ordinate with the Principal/Head of the dept and with the management for smooth conduct of interview.
- e) The interview panel shall be proposed by the management to confirm their employment with University.
- f) The offer letter is then presented to the selected candidates.
- g) For all vacancies the candidates working and interested among Nazareth Institutions will be given first preference.

4.2. Appointment

4.2.1 Letters of Appointment: The formal letter of employment will bear the signature of the management or as delegated. An acceptance letter with the signature of the employee is mandatory for the employment to be effective.

4.2.2. Job Description: On appointment, an employee shall be given a job description. This shall specify the Roles, Responsibilities, Authorities and Accountability.

4.2.3. Confirmation: On approval from the University, the employee shall be confirmed in his/her employment. A confirmed employee needs to serve a notice period of 1 month in case of resignation or termination of employee.

4.2.4. Duration of employment: Unless otherwise stated, employment for all staff shall be on permanent basis.

4.2.5. Induction

All new staff shall undergo induction training to assist them in the process of becoming integrated to the institution within the shortest time possible.

V PERSONAL CONDUCT

5.1. General policy on personal conduct



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Nazareth College expects its employees to maintain a high standard of conduct and work performance to make sure that the institution maintains its good reputation with the students and parents. Good personal conduct contributes to a good work environment for all. These involves

- Observing all policies and procedures
- Treating colleagues with courtesy and respect
- Maintaining a healthy positive interaction with the students
- Understanding and fulfilling the Job description with Roles, Responsibilities, Authorities and Accountabilities to the fullest.
- Observe the schedule of hours of work.
- Any association, Active or Passive by any employee is strictly forbidden.
- Consumption or distribution of alcohol, drugs or any other intoxicants including smoking any employee within the college premises is prohibited.

5.2. Dress Code Policy

5.2.1. Gentlemen staff:

The dress code is formal full pants and shirt tucked in with tie and shoes on all working days. On Saturdays, semi formal T-shirts with collar, provided by the college is allowed.

5.2.2. Ladies staff:

The dress code is formal wear saree with pinned up hair-do on all working days. On Saturdays, casual hair style is allowed.

VI PERSONAL COMMUNICATION POLICY

6.1. Phone call

- It is expected that private phone calls shall not be made from the institution's phone which is only for official purpose.
- It is expected that the staff members, do not carry their mobile phones to the classes or make calls when taking class.



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- It is expected that the staff members making personal calls from their mobile phones inside the college campus other than the class rooms, to keep it at reasonable low levels.

6.2. Email Policy

- Email facility is provided for formal and official interaction or correspondence only.
- All official emails should be replied / responded within 24 hours on all working days and 48 hours in case of holidays.
- Take care to maintain the confidentiality of sensitive information. If emails need to be preserved, they should be backed up and stored in the system drive.
- Limited private use of email is allowed, without interfering employee's work schedule. However, the management will have access to view all official email accounts of employees in order to maintain certain code and conduct of email correspondence.
- All emails sent must include the approved business disclaimer.

6.3. Internet Policy

Internet facility is provided for educational purpose only. All employees can access internet for research and other educational purpose.

VII OCCUPATIONAL HEALTH AND SAFETY

7.1. Policy

Nazareth College provides a safe work environment for the welfare of all employees, students, visitors and other members of the public who interacts with the college. In order to do this, Nazareth College will

- Develop and maintain safe work environment.
- Organize safety drills as required
- Provide clean and adequate facilities




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7.2. Smoking Policy

Nazareth College functions strictly with non-smoking policy. Smoking is not permitted within the campus of Nazareth College at any time.

7.3. Alcohol & Drug Policy

Alcohol and drugs are prohibited inside the campus of Nazareth College. The college has zero tolerance policy with regard to use of alcohol and illicit drug within the campus of the College. Nazareth College does not tolerate attending work under the influence of alcohol. This will result in suspension / dismissal of the employee.

VIII HARASSMENT

8.1. Policy

Nazareth College will do its utmost to treat all employees fairly and equitably in an environment, free of bullying and harassment. We aim to foster a professional, open and trustworthy work place. This policy aims to ensure that all staff are treated on merit by their senior staff members, peers, office staff, head of department / head (i/c), principal and management.

Procedure to make a complaint:

1. Inform the offender about the offensive behavior as it is against the general respect and human nature.
2. If the unwelcome behavior still persists, take the issue with your superiors / Vice-Principal / Principal / Management as the case may be. Follow the order of protocol to make the complaint.

XI PERFORMANCE MANAGEMENT

9.1. Policy

The purpose of performance management is to improve the performance of all the employees and convert their performance into excellence. This is an



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ongoing process. It takes place on various levels such as Self Evaluation, Peer Group Evaluation, Head/ Senior Evaluation and Student Evaluation.

9.1.1. Procedure:

- Evaluation is done periodically by self / peer / Head / or student, as warranted.
- Analysis is carried out to understand the training needs of employees.
- Sufficient training is provided to equip the employees on the skillset required and identified in the analysis.
- Continuous monitoring is provided to sustain and enhance the skillset acquired.
- Audits and training is also provided for faculty development.

X TRAINING AND DEVELOPMENT POLICY

10.1. Policy

Nazareth College strongly believes that a well-trained and efficient workforce is crucial for the development of students as well as the institution. As such, Nazareth College will always strive to attract and retain employees of the highest caliber. To achieve this, Nazareth College recruits all levels of staff members strictly on merit. After their appointment, the college will further provide them with opportunities to advance in skills and professional expertise as well as give them adequate exposure.

10.2. Research & Extension Activities

Nazareth College encourages teaching & non- teaching faculty members to improve knowledge and skill at all levels. The college offers one (1) day On Duty leave per semester for all its employees for presenting any paper in any workshop/ training/ seminars/research & extension activities, organized by University / Colleges / other institutions, in order to enhance the quality of its employees. Besides, the college also provides a nominal amount of the



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registration / training fee as charged by University / Colleges / other institutions, subject to the maximum of Rs.500/- per employee paid towards the registration fee for the workshop/ training/seminar/conference. The staff who wishes to attend any workshop/training/seminar/conference shall get prior approval from the management through Principal.

XI SALARY AND COMPENSATION POLICY

11.1. Policy

Nazareth College shall pay the mutually agreed salary and compensation on a monthly basis at the end of first week of the every succeeding month. The salary shall either be paid as cash/cheque/or bank transfer. The college shall deduct /or add all necessary deduction /or addition in salary as per the statutory norm, in order to meet the state/central government norms.

Nazareth College proposes to recognize every staff member who is sincere, hardworking and loyal. Every staff member who works in the college for a period of 12 months will be eligible for an increment for the next year. The management will fix the basic increment for teaching, non-teaching staff from time-to-time. Over and above the basic increment, the teaching staff will be provided with increment based on his/her research contribution during the academic year by way of paper presentation or paper publication at district, state, national or international level carried out individually. Over and above the basic increment, the non-teaching staff will be provided with further increment based on his/her performance reviewed by the management from time-to-time towards the effective functioning of the college.

XII LEAVE POLICY

All employees are entitled to leave in accordance with the relevant agreement and statutory provisions. All planned leave has to be mutually agreed, and taken into account based on the workload and employee's need. All employees will be entitled to have the following holidays and governed by the policy and procedure stated hereunder.

1. Each and every employee is entitled to avail two permissions (1 hour for teaching faculty and 2 hours for administrative staff) and one day




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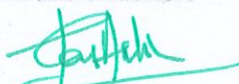
casual leave per month. Total number of CL available is 11 per year starting from June to April. Additionally all employees are entitled to avail 1 Sick Leave per semester on account of any staff member falling sick during their working hours after having availed their eligible Casual Leave

2. They can accumulate these leave and take them in a continuous manner at any month as per the need of the employee, subject to the workload and at the discretion of the management.
3. Excess leave would mean if the availed leave is more than the permissible leave for the month or period.
4. If any excess leave availed falls either succeeding or proceeding holidays, the holidays will also be calculated for loss of pay.
5. Loss of pay is calculated by subtracting the permissible leave from the total leave including the holidays.
6. The teaching and the non – teaching staff members have the option of surrendering the accumulated leave.
7. Maternity leave with loss of pay is possible at the discretion of the management.
8. The staff member who comes after 8.00 a.m and signs before 8.05 am of the forenoon session will be considered as late for Shift 1. Staff members who come later than 8.05 am and signs before 9.00 am will be considered as one permission in Shift 1. The staff member who comes after 1.00 p.m and signs before 1.05 pm of the forenoon session will be considered as late for Shift 2. Staff members who come later than 1.05 pm and signs before 2.00 pm will be considered as one permission in Shift 2.
9. For those staff members, who take half a day forenoon CL in Shift 1, should sign before 11 am. Those who come after 11 am and signs before 11.05 am will be considered as late. For those staff members, who take half a day CL in the first half in Shift 2, should sign before 3 pm. Those who come after 3.00 pm and signs before 3.05 pm will be considered as late. Permission and half a day CL cannot be availed together for any shift.
10. For those staff members who take half a day CL in the afternoon session may leave the college after 11 am in shift 1 and 3.00 pm in shift 2.

XIII DISCHARGE / TERMINATION POLICY

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12.1. Policy

A confirmed employee (teaching faculty) can be discharged from service by serving a minimum notice period of one (1) month for termination or one (1) month salary in lieu of the notice period. All employees are governed on the same rule in terms of resignation from employee's side. Non-teaching staff can be discharged from service after serving a notice period of 15 days. The non-teaching staff is also governed by the same rule to provide minimum of 15 days notice period in case of resignation. An employee who has given notice of resignation is not eligible for excess leave during the notice period.

