



SRI SARADHA COLLEGE FOR WOMEN

Affiliated to Bharathidasan University, Tiruchirapalli | ISO 9001:2015 Certification by IAF Accreditation
SRI SARADHA NAGAR, NH-45, SIRUVACHUR, PERAMBALUR-621 113.

HR POLICIES AND PROCEDURES





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About Us

Sri Saradha College for Women, Perambalur is a unit under Sri Swamy Vivekananda Educational Trust. It is a self-financing institution affiliated to the Bharathidasan University, Trichy. Our Founder and Chairman Dr. M. Sivasubramaniam, Sri Ramakrishna group of Educational Institutions, Perambalur started our college in the year of 2000 in order to uplift the children of the rural society of Perambalur district through Education.

Establishment & Affiliation

Founded in 2000 and Affiliated to Bharathidasan University, Trichy.

Student Population

1300+ students enrolled on undergraduate and postgraduate programs.

Faculty Members

60+ highly qualified and dedicated faculty members.

VISION

- Empowering rural women students with quality education, equipping them with knowledge and skills in their chosen field, and molding them into globally competent individuals.
- The institute has established its distinctive approach towards this comprehensive vision. Women's College aims at developing each student and focuses on providing a comprehensive and balanced education.
- The College strives to inculcate ethical and moral values in students and encourages them to become integrated, honest, and responsible citizens.

MISSION

- Creating responsible and respectable women.
- To impart higher education to Women Students from local and rural areas.
- To inculcate knowledge of higher order and to instill a scientific approach in the students about information technology.
- To make our wards aware of Entrepreneurial Development
- To impart skills to the level of excellence and thus present a value system in the youth entrusted to us.
- To create exposure to students, there is hardly any area where women have not excelled.
- The College has always been to impart complete education to girl students possessing depth of knowledge not only in their respective disciplines but also in all the kindred

areas so that they can achieve relentless strength to cope up with the challenges of the society.

Definition of Terms used in the Manual

- "Employee" means any person who is employed for salary in any kind of work, manual or otherwise, in or in connection with the work of Sri Saradha College For Women, Perambalur.
- "Academic year" means the normal period stipulated in the Academic calendar for activities of odd and even semesters. In the present system it is fixed from June to May.
- "Basic pay" means the component of pay scale which forms part of all emoluments that are earned by an employee while on duty or on leave or on holidays with wages.
- "Date of Appointment" means the first day of joining the duty by the employee as mentioned in the appointment order.

Classification of Human Resource

Sri Saradha College for Women recognize the following classification of its staff.

- **Administrative Staff:** Principal, Administrative Officer, Heads of the Departments, Course Coordinators, Accountants, Office staff and Library staff
- **Teaching Staff:** Course Coordinators, Associate Professor, Assistant Professors.
- **Technical Support Staff:** System Administrator, Computer Programmer, Lab Instructors /Technicians.
- **Non-Technical Support Staff:** Attenders, Drivers, Supervisor, Scavengers, Housekeeping, Security and Gardeners.

Job Responsibility

The responsibility of various faculty positions are designed as per the norms of UGC, New Delhi and Bharathidasan University, Trichy in line with the vision and mission of Sri Saradha College for Women.

Recruitment and Selection (Teaching)

The recruitment of faculty members is need-based. Heads of the Departments projects the staff requirement based on workload. Staff selection committee shall be constituted. The candidates applied for Assistant Professor and Associate Professor are required to give a demo class and take an interview by a selection committee and Subject Expert followed by one-on-one interview by the Principal and Chairman. The candidates identified shall be recommended



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for appointment. An appointment letter duly signed by the Appointing Authority is issued to the candidate. The Appointment letter should contain:

- The designation / title of the job and responsibilities specific to the job.
- On joining, the candidate should give the joining report duly filled and signed. If the candidate joins at the Department, the joining report should be accepted and countersigned by the person in-charge and forwarded to the Principal Office.
- The candidates appointed for the faculty position will be asked to submit the following original certificates for verification.
 - 1) Degree Certificates of UG, PG, M.Phil., & Ph.D.,
 - 2) Consolidated Mark Statements of UG & PG
 - 3) Mark Statements of M.Phil. and Ph.D.,
 - 4) SSLC mark Statement & HSC Mark Statement
 - 5) Service certificate of previous experiences (if any)
 - 6) Relieving orders of previous institutions (if any)
 - 7) University Qualification approval orders (if any)
 - 8) Guide Approval Order (if any)

Recruitment and Selection (Non-Teaching)

The employment of Non- Teaching Staff members is also need-based. Head of the Department and Administrative Officer projects the staff requirement based on the requirement. The applications received for the staff positions shall be scrutinized by the Selection Committee constituted by the Principal. The Candidates called for interview and selected by the selection committee. The candidates identified shall be recommended for appointment.

Relieving from Service

The relieving procedure will be followed as per the conditions specified in the appointment order except exceptional cases.

1. The faculties planned to relieve must intimate before three months.
2. In case of relieving in the mid semester, the candidate has to be paid three month of their salary.

Feedback Evaluation

Teachers discussion of class tests, tutorial & assignments and syllabus coverage. Assessment of college environment, facilities and management responsiveness measured on the following dimensions such as College environment, Cleanliness/sanitation, Library facilities, canteen water supply, games/sports, transport, etc.



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Absolute privacy and confidentiality are maintained so as to avoid the individual student assessor's identity. After the evaluation process is completed, if any faculty member is found to be deficient, he/she is counseled, advised and trained to improve through an advisory committee consisting of the respective Hod. The institutional administration will take necessary steps to encourage and reward teachers with excellent increments or promotion.

Age

For any post including Assistant Professors, Associate Professors and Professors, the person recruited should not be above 60 (Sixty) years.

- Sri Saradha College for Women does not permit any child labour.
- Maximum Age limit for teaching staff engaged shall be 60 and for non-teaching shall be 65.
- Sri Saradha College for Women reserves the right to do a background check on any person selected for employment.

Staff Induction

All newly joined employees shall upon completion of the formalities undergo induction and appropriate training programmes, intended to familiarize them with the dynamics of the organization.

Identity Card

All the employees are required to have photo ID cards which they should carry with them to their respective work place and in the course of travel. ID cards to new staff will receive within 15 days of their joining in the organisation. At the time of relieving from service, Employees are required to return their Identity Card to the organisation which should be destroyed immediately.

Salary Fixation

- a) Faculty: The Management shall respect the practice of Grades and varying Scales for regular staff on service.
- b) Non-Teaching Staff: Scales of Pay & Grade is based on their qualification and experience.



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Promotion/Increment Policy

In an effort to recognize and reward the performance of employees, it is the organisation's philosophy that enhancing compensation shall be through annual increment and promotions based on performance evaluations.

Staff Performance is carried out every year as per the following criteria's

- 1) Teaching Learning & Evaluation
- 2) Research Innovation & Extension
- 3) Professional Responsibility

Provident Fund

Sri Saradha College for Women is committed to comply with statutory provisions of Employees Provident Fund. Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organization.

Welfare Measures

All the staff members in Sri Saradha College for Women, irrespective of their cadre enjoy the following welfare measures:

- 1) PF
- 2) Reward for employees on completion of 10 years' service in Sri Saradha College for Women
- 3) School Fee concession to children of Sri Saradha College for Women Faculties employees
- 4) Diwali gift set

Leave Rules

Seeking leave is not a matter of right. Leave has to be used judiciously by all the employees. It is mandatory to seek prior approval from the concerned Heads of the Departments and Principal before proceeding on leave. Also, it is the responsibility of every employee of the institute to apply for leave prior with necessary alternate arrangements of his/her classes to ensure the students will not be put into any inconvenience/deprived of their class/learning.

The leave approving authority shall respond to employee leave requests and accord the necessary approval. Please be informed that an employee can proceed with the OD and other



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leaves only after obtaining the due approval from the concerned authorities. Any employee shall not proceed on leave if their leave is not approved by the immediate authority. All the leave are calculated as per the academic year.

Nature of Leave

- Casual Leave
- Medical Leave
- Maternity Leave
- Long Leave
- On Duty
- Compensation Leave

Casual Leave

Casual Leave is not earned by duty, but it is provided to employees so as to enable them in special circumstances, to be absent from duty for a specified period without such absence being treated as any other leave. Any employee on Casual Leave is not treated as absent from duty. The following are the conditions for Casual Leave.

- All Teaching and Non-Teaching Staff can avail this leave.
- A total of 12 days shall be allowed per academic year.
- All Teaching and Non-Teaching Staff are not permitted to avail leave prefixing & Suffixing declared holidays.
- Casual leave cannot be combined with any other leave (including Leave on Loss of pay) except declared holidays.
- Casual leave, if available, should not exceed one day at a time.
- Trainees/Temporary staff Probationers can avail one-day casual leave per month. However, exemption may be granted in exceptional cases.

Medical Leave

An employee is entitled to avail of Medical Leave on the production of a Medical certificate. The following are the conditions to avail Medical Leave.

- Staff Member who has completed two years of service in this institution are only eligible to avail Medical Leave.
- A total of 10 days shall be allowed per calendar year.
- Medical Leave can be availed for 3 days and above.



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- Medical Leave in the prescribed form must be applied to the Principal with a Medical Certificate from the Registered Medical practitioner and a fitness certificate to be submitted at the time of joining on duty after Medical leave.

Maternity Leave

- Employees who have completed two years of service and confirmed in service, will be sanctioned Maternity Leave for a period of 6 months.
- Maternity leave may be taken in part prior to delivery or in total following the date of delivery.
- The staff must join duty after the maternity leave and serve the institution continuously or at least for a minimum period of one year.

Long Leave

If any Staff takes long leave, they can rejoin only on the reopening day of the next academic year. Salary/Increment cannot be considered when they are on long leave.

Compensation Leave for Teaching & Non-Teaching Staff

Compensation Leave is permitted for working during Sundays and other holidays with the prior approval of the Principal. However, this leave should be availed before the end of that particular month or in the succeeding month.

On-Duty Facilities

In addition to the leave facility given to the staff members ON Duty facility is also provided to all the faculty members to facilitate the following:

- On Duty can be availed of up to a maximum of 12 days in a Calendar year.
- On Duty can be applied for only, if sent by the college or called by other Institutions for academic purposes only.
- Must apply to the Principal well in advance with a copy of the supporting document and the Attendance Certificate is mandatory when returning to the duty.
- Probationers and Non-Teaching Staff are not eligible for On Duty.
- Copy of the participation Certificate must be handed over to the Department & IQAC.

Permissions

- Two Permissions are allowed in a month (i.e.) One hour each either in FN or AN Session. If third permission is availed of, CL. for half a day will be applicable.
- Permission & Late coming are allowed as stated above only when staff concerned has no class.



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Disciplinary Action

Sri Saradha College for Women reserves the right to initiate appropriate disciplinary action on any of its employees within a standard framework that guarantees the reasonable rights of employees.

Misconduct

Code of Conduct is framed for Faculty Members & Non-Teaching Staffs. Any violation of the rules and regulations of the Institution is a misconduct, which needs to be corrected through disciplinary action by the Management.

Harassment

Sri Saradha College for Women management is committed to provide a work environment free from all sort of intimation or offences which might interfere with an individual's dignity or work performance and as such no act that tamper with the integrity and honor of employees will be permitted and tolerated. Harassment of any sort- verbal, physical, visual will not be tolerated. No harassment based on caste, race, colour, religion, gender, age, sexual orientation, nationality, disability, medical conditions, marital status etc. permitted in the workplace.

Sexual Harassment

The Policy on Prevention of Sexual Harassment at Work place declared by the Sri Saradha College for Women is in place and framed as per the statutory requirements/the orders passed by the Honorable Supreme Court of India. The definition of sexual harassment, mode of complaint, enquiry procedures, punishment, etc. are as per the policy declared by Sri Saradha College for Women. Zero percent tolerance with immediate termination, if found.


SECRETARY

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