



COLLEGE
READ IN THE NAME OF
YOUR LORD WHO CREATED

NOBLE WOMEN'S COLLEGE

Affiliated to University of Calicut & Recognized by Govt. of Kerala

MANJERI

An ISO 9001:2015 Certified Institution | Included in the 2(f) List of UGC
Noble Campus, Vettekode, Pullancheri P.O, Manjeri, 676122, Malappuram Dist., Kerala
Tel/Fax : 0483 2766364 | Cell: 8943 147 989

Email: mail@naasmanjeri.org | Web: www.noblewomenscollege.edu.in

Date:

Ref:

HUMAN RESOURCE POLICY

TEACHER APPOINTMENT POLICY

1. Appointing Authority:

- 1.1 The Management Committee holds exclusive authority for teacher appointments.
- 1.2 The Manager, in consultation or with the ratification of the Management Committee, appoints teachers based on academic needs.
- 1.3 Appointments may be on a regular, contract, or hourly rate basis.

2. Selection Process:

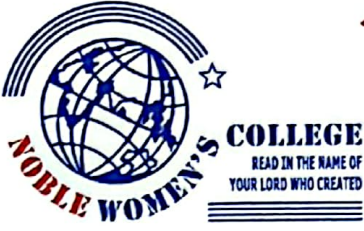
- 2.1 Appointments are made on a merit cum experience basis.
- 2.2 The process includes advertising positions, initial screening, and interviews conducted by a selection committee constituted by the Management Committee.
- 2.3 Candidates are ranked based on performance, and selected individuals receive written confirmation of their appointment.

3. Probationary Period:

- 3.1 Written orders specify whether an appointment is temporary or regular with a fixed salary.
- 3.2 Regular appointments entail a one-year probationary period, extendable by the Management Committee for up to one year.
- 3.3 The Appointing Authority may dispense with, reduce, or extend the probation period at its discretion
- 3.4 Service confirmation is contingent on a satisfactory probationary period, confirmed in writing
- 3.5 If found unsuitable, a teacher may be discharged based on annual performance evaluations.

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4. Documentation:

4.1 Teachers in regular positions submit self-attested copies of qualification and experience certificates, verified with the originals at the time of joining.

4.2 Original certificates need not be retained in the office.

5. Duties and Reporting:

5.1 Teachers must perform assigned duties upon joining, reporting to the Principal and respective Head of Department.

5.2 Adherence to institutional discipline, code of conduct, and general duties and schedules is mandatory for all members of the family.

6. Vacation Period:

6.1 As a teaching institute, the institute grants teachers a two-month vacation from 1st April to 30th May.

6.2 The Principal may assign additional tasks during vacation, beyond normal duties, without granting compensatory leave.

7. Attendance Expectations:

7.1 Teachers are required to be present at their duty stations throughout working hours on all working days.

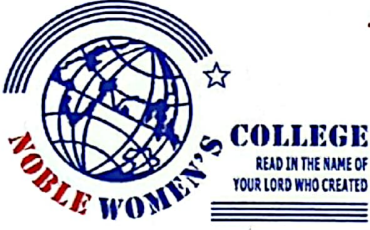
7.2 Leaving the station without prior intimation to the Principal is not allowed, and teachers must provide their leave or vacation address.

8. Flexible Appointments:

8.1 The Management Committee has the authority to appoint part-time teachers, guest lecturers, and visiting professors/lecturers for short periods, determining their salaries case by case.



Handwritten signature in green ink.
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9. Workload and Presence:

9.1 Teachers' workload complies with UGC and university guidelines, requiring a minimum of five hours' presence on a working day at the institute.

10. Academic Record Management:

10.1 Teachers are obligated to maintain records of their academic work hours, which must be available for inspection by the Principal.

11. Performance Evaluation:

11.1 The performance appraisal encompasses teaching, research, and extracurricular activities.

11.2 Teachers complete a self-appraisal form annually, with evaluations conducted by students, heads of departments, and the Principal.

REMUNERATION OF NON-TEACHING STAFF POLICY

1. Salary and Allowances:

1.1 The salary and allowances of non-teaching staff shall be determined by the Management Committee and may be revised as deemed necessary from time to time.

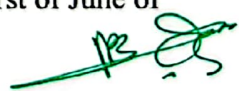
1.2 Previous work experience elsewhere, before joining the college, can be considered for the fixation of pay.

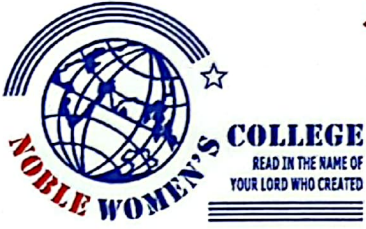
2. Salary Increment:

2.1 Annual salary increment is generally disbursed to all members with effect from 1st of June of every year on completion of at least one year of continuous service.

2.2 For faculty members, the annual increment is calculated based on the faculty appraisal policy of the College.




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SUPERANNUATION AND STAFF WELFARE POLICY

1. Superannuation:

1.1 The age of superannuation for Principals, faculty members, and Non-Teaching Staff of the institution shall be 65 years.

1.2 An extension of up to five years may be granted to physically fit staff members.

2. Termination:

2.1 The Management reserves the right to terminate the service of any faculty member or staff with one month's notice or one month's pay in lieu of notice for unsatisfactory performance.

2.2 Termination may occur if a faculty member or staff member's post becomes redundant due to a reduction in intake or program cancellation by approving/affiliating bodies.

2.3 Immediate dismissal may occur in cases of gross misconduct against individuals, institutions, societies, or nations.

3. Maternity Leave:

3.1 Confirmed female staff members are entitled to maternity leave with full pay for a maximum period of 90 days if not covered under ESI benefits.

3.2 Additional leave without pay for up to 3 months is available.


3.3 Maternity leave period is considered as part of service for the purpose of annual increment.

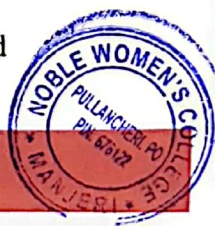
4. Festival Allowance:

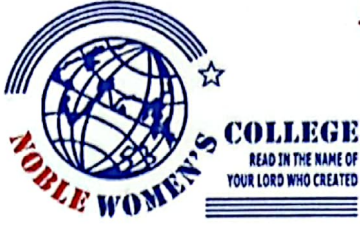
4.1 Festival Allowance is granted annually to all teaching and non-teaching staff under the payroll.

5. Vacation Salary:

5.1 Teaching staff completing 1 year of service receive a vacation salary for 2 months (April and May).


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6. Gratuity:

6.1 Gratuity is payable to teaching/non-teaching members on termination after rendering continuous service for not less than ten years.

6.2 The gratuity amount is calculated at 10 days' salary based on the last drawn salary multiplied by the number of years of service completed.

7. Salary Payment:

7.1 Salary is paid monthly to all staff members by the 5th day of the succeeding calendar month.

7.2 Bank Account Number, PAN, and Aadhaar card details must be submitted to the Accounts Section on the date of joining.

7.3 Salary slips are issued on request.

7.4 Deductions, including Provident Fund, ESI, Professional Tax, TDS, hostel fees, transportation fees, and applicable loans, are made as per regulations.

8. Loans:

8.1 The College provides temporary loans to employees on demand.

LEAVE AND EMPLOYEE CONDUCT POLICY

1. Leave Approval:

1.1 The Principal is the competent authority to grant casual leave to all staff.

1.2 Casual leave for the Principal requires approval from the Manager of the Managing Committee.

1.3 Leave other than casual leave will be granted by the Management Committee.

1.4 No leave shall be sanctioned without ascertaining the eligibility of the applicant.

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2. Attendance Management:

2.1 Attendance is marked using biometric punching as well as a manual attendance register before and after work.

2.2 All staff members must sign in the attendance register located at the office of the Institute.

2.3 Failure to mark attendance will result in being marked as Absent.

2.4 Punctuality is mandatory, and staff members must report before the commencement of their duty time.

3. Casual Leave:

3.1 Casual Leave is accounted for on a Calendar Year basis (from 1st January to 31st December).

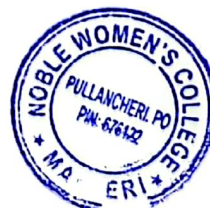
3.2 Teaching staff can avail 15 days of Casual Leave, and Non-Teaching staff can avail 20 days in one calendar year.

4. Leave Application Process:

4.1 All leave applications must be submitted to the Principal using the prescribed form available in the office.

4.2 Applications should be submitted three days in advance, except in cases of emergencies or illness.

4.3 In the case of Leave on Official Duty (LOD), prior permission must be obtained from the Principal.




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5. Vacation and Holiday Considerations:

5.1 Holidays falling within the days of leave without pay will be considered as loss of pay.

5.2 Presence on the closing or reopening day of vacation is required to avail vacation salary.

6. Medical Leave:

6.1 Permanent employees may avail Medical Leave on full pay for a total period of three months during their service.

6.2 Medical Leave will be granted for not more than a month at a time.

7. Termination and Conduct:

7.1 The Management has the right to terminate the service of any faculty member or staff with one month's notice or one month's pay in lieu of notice for unsatisfactory performance.

7.2 Employees must maintain absolute integrity, devotion to duty, and adhere to conduct rules.

7.3 Employees must comply with all orders and directions given during official duties.

8. Grievance Redressal:

8.1 The College has a Grievance Redressal Committee headed by the Principal as per the Internal Quality Assurance Cell (IQAC).

8.2 Department Heads serve as conveners for Grievance Redressal at the department level.



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