



HUMAN RESOURCE (HR) POLICY

Introduction

St. Thomas College (Autonomous), Thrissur, is committed to its vision of transforming the youth through holistic education towards enlightened society. In realizing its vision, the greatest asset at our disposal is the human resource. The success of endeavours of the institution greatly depends on the committed staff founded on the values of integrity and service and positive attitude. The policy on Human Resource Management and Code of Conduct have been articulated to provide the framework by which the staff are expected to behave in the workplace. These policies are written statements of the institution's standards and objectives and include all areas of employment, including recruitment, compensation, termination, benefits, employee relations and leaves of absence. They clarify expectations of performance and behavior and help create the desired workplace culture.

Selection and Appointment

Selection and appointment of permanent staff to the teaching posts and administrative posts in the aided sector is carried out as per regulations, guidelines and rules of the competent authority, including GOs by the Government of Kerala, University statutes, Department of Collegiate Education and the University Grants Commission.

Selection and appointment to teaching posts in the self-financing section: A selection committee shall be established to make recommendations to the Manager of the College for appointment to the positions of Professors, Associate Professors, and Assistant Professors in the College, as well as any other position prescribed by the Bye-Laws. The members of the Selection Committee for the employment of all teaching staff (Self-Financing) shall be as follows.

1. Manager, St Thomas College (Autonomous), Thrissur: Chairman
2. Principal, St Thomas College (Autonomous), Thrissur: Vice Chairman
3. Subject Expert: Member
4. Head of the Department: Member

Procedure

1. The method of selection is based on
 - The first phase is a technical interview with a selection committee that includes the principal, the individual department's HOD, and a domain expert.
 - Qualification, presentation, and personal interview will be used to make the final decision.

Experience, communication ability, and value system are all important factors.



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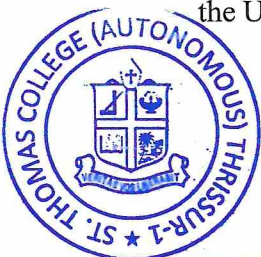


2. All selected employees are placed on a one-year probationary period after which they may be appointed as full-time regular employees if they meet the specified merit standards.
3. Selection of the candidates shall be on merit and suitability as decided by the Interview Board and a rank list of suitable candidates shall be prepared based on merit.
4. The rank list of selected candidates shall normally be maintained for 6 months or more depending on need. If the number of candidates on the rank list exceeds the number of vacancies, the remaining candidates on the rank list shall be maintained for future consideration until the next advertisement for the same position.
5. The Interview Board/Selection Committee shall recommend the designation and pay scale/pay range of the selected candidate.
6. Offer letters signed by the Executive Manager shall be dispatched to selected candidates for acceptance.
7. If the candidate accepts the offer, the appointment order signed by the Manager, St. Thomas College (Autonomous), Thrissur shall be issued.
8. If any meritorious candidate applied for any post, even without a notification by the College, the Management will be free to consider his candidature for suitable post.
9. The teaching staff members are recruited as per the rules and regulations of the University, UGC, Government and AICTE. In other cases, the teaching staff members are recruited based on their prior field/industry experiences. The selection is made as per the procedure of St. Thomas College Management.
10. Appointment of retired persons will be on contract and an institute-approved consolidated Salary is provided.

Pay scale

1. Assistant Professor

- i. Persons entering the teaching profession in St. Thomas College (Autonomous), Thrissur shall be designated as Assistant Professor, Stage I and shall be placed in the pay band of Rs. 15600—39100 with AGP of Rs. 6000.
- ii. An Assistant Professor with completed service of 4 years possessing PhD Degree in relevant discipline shall be eligible for moving up to stage II AGP of Rs. 7000.
- iii. Assistant Professors possessing M.Phil degree in the relevant discipline shall be eligible for the AGP of Rs. 7000 at Stage II after completion of 5 years of service.
- iv. Assistant Professors possessing Post Graduate degree in the relevant discipline shall be eligible for the AGP of Rs.7000 at stage II after completing 6 years of service.
- v. The upward movement from stage I to stage II for all Assistant Professors shall be subject to their satisfying other conditions as laid down by the UGC.
- vi. Assistant Professors on completion of 5 years of service in stage II shall become eligible to move to stage III with AGP of Rs. 8000, subject to conditions laid down by the UGC.



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2. Associate Professor

- i. Associate Professors shall be in the pay band of Rs. 37400-67000, with AGP of Rs. 9000.
- ii. Assistant Professors completing 3 years of teaching in the stage III with AGP of Rs. 8000 shall be eligible to move to the higher pay band and AGP and the designation of Associate Professor, subject to conditions prescribed by the UGC.

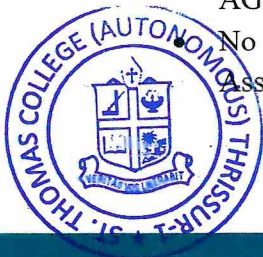
3. Professor

- i. Associate Professor completing 3 years of service in stage IV with AGP of Rs. 9000 and possessing a PhD degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the UGC. No teacher other than those with PhD shall be promoted, appointed or designated as a Professor. The pay band for the post of Professor shall be Rs. 37400-67000 with AGP of Rs. 10000.
- ii. Pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the pay band of Rs. 37400-67000 with the applicable AGP of Rs. 10000.

Career Progression Policy

- Faculty members who have served College for 2 years will be considered for career advancement.
- Assistant Professors shall be eligible for the AGP of Rs. 7000 after completion of fixed number of years of service at stage I (as specified above) and on attaining the requisite academic grade points.
- The upward movement from AGP Rs. 6000 to AGP Rs. 7000 for all Assistant Professors shall be subject to acquiring minimum Academic Performance Indicators (API) as given in the table below.
- Assistant Professors who have completed 5 years of service in stage II with AGP Rs. 7000 shall be eligible, subject to acquiring the minimum API to move up to stage III with AGP of Rs. 8000.
- On initial appointment as an Assistant Professor, if a candidate (with no experience) holds a PhD degree, he/she is eligible to have 5 increments.
- While in service for more than 5 years, if an Assistant Professor gets PhD degree, he/she is eligible for direct recruitment as Associate Professor.
- There is provision for both direct recruitment and career advancement to the post of Associate Professor/Professor.
- An Associate Professor completing 3 years of service in the pay band of Rs. 37400-67000 and possessing a PhD degree in relevant discipline shall be eligible for designation and appointment as a Professor, subject to acquiring the minimum API as given in the table below. The pay band for this post shall be Rs. 37400-67000 with AGP of Rs. 10000.

No teacher other than those with PhD shall be promoted, appointed or designated as Associate Professor/Professor.




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Performance Appraisal

Every faculty member will be evaluated by the students who attend his/her course towards the end of the course. The Manager, St. Thomas College (Autonomous), Thrissur collates and communicates it with the concerned faculty regularly. If a faculty gets negative feedback consecutively for two terms, he/she will be sent for training/faculty development programs and if he/she is not able to make improvements in teaching even after this, the services is liable to be terminated.

Uses of Performance Analysis:

1. To identify area requiring improvement
2. To identify training needs
3. To assess the capability of teaching the subjects
4. To assess and adjust the workload
5. As a basis for promotion and providing other non-financial incentives like nominating for various FDPs and overseas assignments.

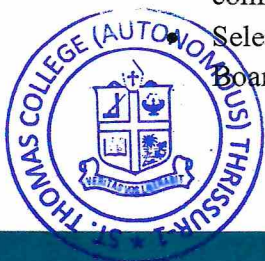
Faculty Development Policy


- Faculty members are sent for FDP- orientation, refresher and short-term courses etc.
- Faculty members are encouraged and sponsored for Seminars, Conferences and Workshops.
- Faculty members are provided with financial support to attend conferences / workshops and towards membership fee of professional bodies with an amount of Rs. 1000/- or 30% of the expense, whichever is less.
- Participation and presentations in seminars, conferences and workshops are encouraged by the IQAC.
- Faculty members are encouraged to undertake training, consultancy and research.
- Faculty members are encouraged to undertake Major and Minor Research Projects, research sponsored by AICTE, UGC and ICSSR etc.
- Seed money for research is provided to the faculty members based on the merit of the research proposals.
- Faculty members are encouraged to undertake additional certifications related to their domain area of specialisation.
- Faculty members are encouraged to enrol for doctoral research and as research guides.

Selection and appointment to administrative posts in the self-financing section:

- The screening and short listing of candidates for interview shall be done by selection committee as constituted by the Management.

Selection of the candidates shall be on merit and suitability as decided by the Interview Board and a rank list of suitable candidates shall be prepared based on merit.




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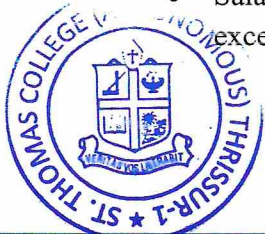


- The Interview Board/Selection Committee shall recommend the designation and pay scale/pay range of the selected candidate.
- If any meritorious candidate applied for any post, even without a notification by the College, the Management will be free to consider his candidature for suitable post.
- The non-teaching staff qualifications will be in accordance with the post called for.

Policy for Leaves/ Holidays & Working Hours

General Rules

- All teaching staff members are required to arrive and sign the attendance register before 8.30am and sign out after 3.30 pm from Mondays to Fridays, unless otherwise specified.
- In respect of those staff joining the college during the calendar year, leave availability for the calendar year will be calculated on a proportionate basis from the date of joining.
- Leave request/applications have to be submitted for all kinds of leaves. Leave applications have to be submitted to the Principal after getting sanction from the HOD.
- Leave shall be availed only with the prior approval of the concerned Head of the Department / superintendent except in unavoidable circumstances like sickness, unforeseen need or emergencies.
- Where prior clearance could not be availed due to unforeseen circumstances, leave application should be submitted at the earliest on resuming duty.
- Before proceeding on leave, teaching staff members are required to re-arrange their work schedule for the period of leave in consultation with the HOD/Principal, St. Thomas College (Autonomous), Thrissur.
- All leave application forms duly recommended by the concerned Head of the Department shall be forwarded to the Principal for necessary approval and also for the purpose of proper leave administration and maintenance of records.
- Absence on days of hartals or special holidays declared by the government from time to time shall be treated as leave, and a leave application shall be submitted by the concerned staff.
- The approving authority for all leave shall be the Principal/Manager, St. Thomas College (Autonomous), Thrissur.
- Any un-availed eligible leave during a calendar year cannot be carried over to the subsequent year.
- Processing and administration of leave shall be in accordance with the procedure laid down by the Management.
- Salary for days of absence without written approval and/or days of approved leave in excess of permitted and available leave will be deducted from the salary.



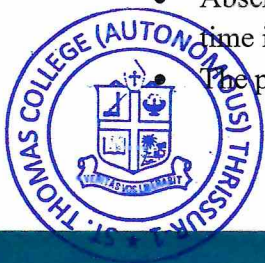
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- Salary deduction will be calculated by dividing the total monthly salary by 30 and multiplying it by the number of days' loss of pay leave taken during the month. For this purpose, total salary shall include all allowances, if any paid on a monthly basis as a part of the salary.
- Any absence not supported with an approved leave application form and/or note from the authority will be treated as unauthorised leave and salary deduction will be effected for such days.
- Unless otherwise specified, all non-teaching staff shall follow a six-day work week and adhere to the college timings prevailing from time to time, presently 9.00 am to 5.00 pm for non-teaching staff and 8.30 am to 5.30 pm for public relations and support staff.
- All staff must sign the attendance register on a daily basis at the start of the morning session and before leaving the afternoon session. Staff should not sign the register or mark entries while on leave or compensatory time for official duty outside. The college office will make appropriate entries in the register for such days depending on leave applications/duty leave.
- In the case of new employees entering the institution during a calendar year, leave availability for that calendar year will be computed proportionally from the date of hire.

Leave / Holiday Policy

- All leaves, with the exception of casual and block leave, must be applied for. After receiving approval from the Principal (or a person authorised by the Principal) through the office superintendent, a printout of the filed application must be submitted to the pertinent officer.
- Except in unavoidable circumstances such as sickness or unforeseen emergencies, leave shall be taken only with the prior approval of the Principal.
- If prior clearance could not be obtained due to unforeseen circumstances, a leave application shall be submitted as soon as possible after resuming duty. Staff members must prepare their work schedule for the length of absence in conjunction with the Principal before going on leave.
- If previous clearance is not possible owing to unforeseen circumstances, a leave application must be submitted as soon as possible after returning to duty.
- Before going on leave, staff members must consult with the Principal to plan their work schedule for the duration of their leave.
- All leave application forms that have been duly recommended by the appropriate authority must be delivered to the Principal for necessary approval as well as proper leave administration and record keeping.
- Absence on days of hartal or special holidays declared by the government from time to time is treated as leave, and the concerned employee must submit a leave application. The principal is the Approving Authority for all leaves.




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- Any untaken eligible leave during a calendar year cannot be carried over to the following year, and leave must be processed and administered according to Management's procedures.
- Salary deductions for days of absence without written approval and/or days of approved leave in excess of permissible and available leave will be computed by dividing the total monthly salary by 30, then multiplying by the number of days of loss of pay leave taken during the month. Total salary shall include all allowances, if any, paid on a monthly basis as part of the compensation for this purpose.
- Any absence that is not supported by an approved leave application form and/or a note from the authority will be considered unauthorised leave, with pay deducted for those days.

1. Casual Leave (CL):

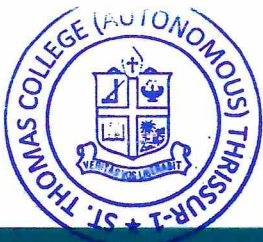
- The eligible casual leave for the faculty is 15 days in a calendar year.
- To avail CL, the staff member has to re-arrange his/her day's work in consultation with HOD/Dean/Principal.
- Casual leave, as far as possible, must be informed beforehand and needs prior approval. In case of exigencies post-facto approval may be obtained immediately on reporting, on the same day or latest, by the next working day.
- Casual leave cannot be combined with any other kind of leave.
- Un-availed casual leave in the calendar year will lapse at the end of the year and will not be carried forward to the next year.

2. Block Leave

- Teaching staff who have completed one year of continuous service at St. Thomas College (Autonomous) as on April 30 of the concerned year shall be eligible for availing the eligible block leave.
- For a faculty member joining during the calendar year block leave shall be calculated proportionately for that year.
- Block leave has to be availed during the months of April/May as decided/directed by the Principal/ Manager, St. Thomas College (Autonomous), Thrissur.
- Block leave not availed during the months of April/May of that year shall lapse unless specifically approved by the Principal/Manager for availing that year.
- Block leave cannot be combined with other leave.

3. Duty Leave (DL):

- Duty leave of maximum 15 days, with full pay, in a calendar year is granted for all the staff for the following:
 - (a) Attending Conferences/Workshops/Seminars
 - (b) Delivering invited talks
 - (c) To interact with the Industry
 - (d) To attend meetings in the University



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- (e) To attend University valuation camps on a rotation basis among the members of the faculty for each department.
- (f) To perform any other duty as approved by the Principal.

4. Maternity Benefit

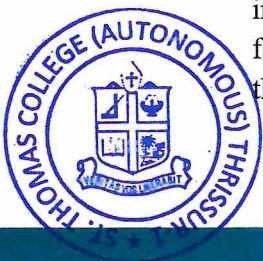
- All regular female staff are eligible for maternity benefit subject to the following conditions:
 - i) She should have satisfactorily completed one-year probationary period and also completed one year's regular service as confirmed employee before commencement of leave for maternity. Long periods of leave, if any taken during this period will be excluded while calculating and arriving at the completed years of probationary service and regular service.
 - ii) Maternity benefit is applicable to female employees only for their first and second delivery.
 - iii) Maternity benefit shall be limited to a maximum of 180 days salary with full pay for each delivery (confinement).
 - iv) Leave for maternity shall not commence earlier than 15 days prior to delivery (childbirth)/miscarriage.
 - v) Maternity benefit (equal to 180 days salary) shall be paid one month after the employee re-joins duty after her delivery/miscarriage.
 - vi) Maternity benefit shall not be applicable for abortion.
 - vii) Application for maternity benefit shall be submitted sufficiently in advance and intimation of delivery shall be given as soon thereafter.
 - viii) Leave taken for maternity purpose cannot be combined with study leave/duty leave/block leave etc.
 - ix) Leave granted for maternity purpose beyond 6 months shall be on loss of pay.

5. Loss of Pay Leave (LoP):

- i) Requests for Loss of Pay leave may be considered by the Executive Manager based on the genuine and unavoidable needs of faculty and may be sanctioned at the discretion of the Manager after considering all aspects of the institution's requirements in respect of its academic activities.
- ii) LOP without written approval will be considered as unauthorised leave and disciplinary action will be taken accordingly.
- iii) LOP leaves beyond six months at a time, will not be counted towards service of the concerned faculty for yearly annual increments.

6. Other Leave/ Holidays

- All holidays notified by the college and Sundays shall be holidays for all faculty members.
- Holidays declared by the Government (with the clause 'for all educational institutions including professional colleges') will be holidays for both students and faculty. However, skeleton services would be provided by the non-teaching staff in the college office except on second Saturdays and Sundays.




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- Hartals, restricted holidays, district holidays etc. will be working days for the faculty members.
- Conduct of classes on hartals, restricted holidays etc will be decided by the management on a case –by-case basis based on student attendance.
- If the college buses ply on the day of the hartal, it will be working day for both staff and students. If not, it will be working day for the teaching, technical and non-teaching staff.
- The compensatory working day in lieu of hartal or strike will be at the discretion of the Management.
- In special circumstances, the Management reserves the right to convert a holiday into a working day.

1. Special Cases

a. Late Attendance:

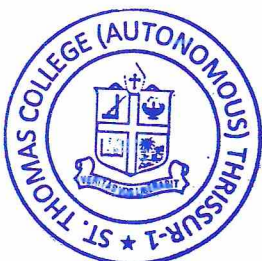
- If the total duration of late sign-in (after 830 am), or early sign-out (before 3.30 pm) exceeds 180 minutes (half an hour) in a month, it will be treated as a loss of pay and subsequent salary deduction will be made. However, the number of late punch-in and early punch-out will be limited to a total of 5 per month for this calculation.

b. Forgot to Punch:

- In cases of 'Forgot to punch', the staff member is required to submit the hard copy of the request, giving reasons, if any, and recommendation by the HoD/Dean, to the Principal, St. Thomas College (Autonomous) on the very next working day and his decision will be final. Such instances shall not be repeated unless there are official duty related reasons or circumstances that caused it. This can be availed only once in an academic year. All other cases will be considered as leave.

c. Compensatory Off:

- Compensatory Off can be availed by staff members against official duty performed on a holiday.
- Compensatory Off will not be granted for any external duty on holiday for which extra remuneration is paid.
- No Compensatory Off shall be granted for normal extra work done in College, as it is part of one's duty to the faculty.
- In cases of special classes on a holiday, half day Compensatory Off can be availed of against a minimum of 3 hours duty and 1 day duty off against a minimum of 5 hours duty.
- Compensatory Off shall normally be taken in the same month of extra duty or at least in the following month.



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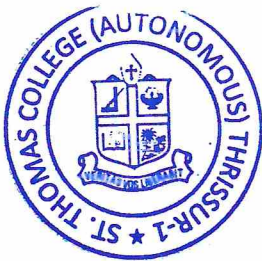
Exit Policy

General Rules

- The age of superannuation for the Government Aided teaching, technical and non-teaching staff is as per the Kerala Government norm. The age of superannuation for the teaching, technical and non-teaching staff belonging to self-financing scheme shall be 60 years.
- Re-employment beyond the age of superannuation shall, however, be done selectively for a period of 3 years in the first instance and another further period of 2 years as per the discretion of management.
- St. Thomas College (Autonomous), Thrissur, Management has the right to terminate the service of a staff member by giving a notice of 3 months/ 3 months' pay in lieu of notice if his/her performance/conduct is not satisfactory.

Resignation

- Staff members are expected to give advance notice of 3 months/ 3 months' pay in lieu of notice in case of resignation, so that alternatives can be arranged without disruption to academic activities.
- Staff members should desist from leaving the job while the semester is in progress.
- The Management reserves the right to not accept the resignation while the semester is in progress, if it would affect the academic activity of students.
- Staff members who wish to get relieved of their duties are required to get the No Dues form signed by the Assistant PGP Chairman and other authorities mentioned therein, before they are issued the Relieving Order.



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