



POLICY DOCUMENT



**St. Joseph's College
(Autonomous), Irinjalakuda**

Policy Documents

St. Joseph's College (Autonomous), Irinjalakuda

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St. Joseph's College (Autonomous), Irinjalakuda

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PREFACE

Involved in an educational scenario that demands success to be spelled through the academic realms as well as the holistic development of the individuality of a student, every institution faces showers of challenges that blurs its vision towards its destined mission. St. Joseph's College (Autonomous), Irinjalakuda aspires to walk down the pages of history for attempting to be a colossal figure that renders holistic quality education for women from all strata of the society. Estimating the obstacles enroute to this aim, an established framework based on the relevant guidelines and regulations from the University of Calicut and the Government of Kerala shall lay as its foundational stone for building upon this vision of our founders.

This policy document is formulated under the joint collaboration of all the decision-making committees of the institution working for the upliftment and progress of the academy and combined under the guideship of the IQAC. The major aims behind generating such combined policy document were:

- To serve as a reference guide for comprehending the institutional framework and mechanism.
- To minimise friction and maximise productivity
- To provide route maps for the stakeholders for actively and freely engaging with the institutional activities.
- To bring orderliness and uniformity in action for attainment of short term and long-term goals.

The policy document is a result of several brainstorming sessions and discussions that revolved around the welfare of the institution and its stakeholders. The college believes that in order to attain a unique quality mark, the institution requires feasible ground rules that are to be developed under the best intentions, acceptable and applicable to all impartially. Therefore, great care has been directed towards ensuring that every aspect of the institutional functioning is being addressed in this policy document. Facilities are made available to make amendments after thorough studies whenever and wherever necessary as per the requirements of time.

It is important to accept that the developed policy document is subject to constant revisions as it may contain occurrences of overlap or areas unnoticed by the authorities. The institution shall oblige in sensitising the concerned stakeholders with immediate effect of the alterations brought in any of the policy documents.




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POLICY FOR HUMAN RESOURCE DEVELOPMENT AND CAREER GUIDANCE

Introduction

Having an excellent pool of talented human resource is an asset for any institution working its way towards greater heights. St. Joseph's College recognises that in order to ensure smooth operation of activities in the campus and for offering the promised quality of resources in all round development of the students, the collaborative efforts of both the teaching and non-teaching personnel is required. Hence, to intensify our directional approach towards the common goal of quality education, a working and pliable policy on human resource development and career guidance seemed mandatory. This policy has been designed to club the funds, activities and assets of the institution in implementing the strategic plan adopted by the college.

Objectives

- To organise training programmes for teachers, non-teaching staff, and students.
- To facilitate the Induction Programme and the Bridge Course for the freshers.
- To organise the orientation cum training programme for the newly appointed teaching and non-teaching staff.
- To facilitate the student and faculty exchange programmes of the College.
- To organise placement drives.
- To act as an intermediary between the College and the Industry.
- To provide training programmes to students regularly to make them market ready.
- Provide opportunities for Scholarships and awards to students and faculty members.
- The Career Advisor organise aptitude tests to understand the innate potential of students.

It falls under the responsibility of the departments to endure that these objectives are met in all its standards.

Scope

The policy extends to include the teaching and non-teaching staff of the college that comprises of both the permanent and contractual posts. The policy applies to all the services offered by our personnel irrespective of any external factors. This is to ensure uniformity and fairness in the employee treatment and to strengthen the institution-employee pact that directly reflects in the attainment of the institutional goal of quality education.

Staff Association

St. Joseph's College has a strong group committed to the welfare of the faculty and staff of the college. It works relentlessly in providing a healthy working atmosphere and creating a

positive ambience that promote joint efforts at goal achievements. Several developmental practices align the functions of the association like:

- Scholarship
- Medical insurance
- Annual medical camp
- Educational assistance
- Staff Loan Financial assistance for house building, renovation.
- Financial assistance for the purchase of home appliances.
- Festivals Kits
- Financial Incentives
- Bonus
- Annual staff picnics
- Benefit Fund-Gratuity scheme
- Birthday celebrations of staff

HR Department

The HR Department has a full-time advisor. They have to report to the Vice-Principal at the end of every month.

Term: The term of office is for three years, but the Principal can terminate the service at any time if it is deemed necessary. Also, if the performance is satisfactory, the Principal could extend the term.

Recruitment and Selection

General Rules

- Every year, before the beginning of the academic session, the principal calculates the requirements of the Institute concerning the staff and determines the positions to be filled.
- There shall be a regular notification on the institutional website inviting applications for staff positions, and applications received against this notification shall also be considered based on need.
- The aided staff vacancies are notified in the newspaper as per the UGC/State regulations.
- Administrative staff members already serving in the college and meeting the notified requirements can apply for direct recruitment to higher posts only if specifically called for in the advertisement.
- The last date for submission of applications against advertisement shall be as decided by the Management.
- The screening and short listing of candidates for interview shall be done by selection committee as constituted by the management.

- The Interview Board (for administrative staff selection) shall consist of the Manager, Principal, one staff member of the non-teaching cadre depending of the post as directed by the Management.
- Selection of 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.
- 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.
- The Interview Board/Selection Committee shall recommend the designation and pay scale/ pay range of the elected candidate.
- Offer letters signed by the Manger shall be dispatched to selected candidates for acceptance.
- If the candidate accepts the offer, the appointment order signed by the principal shall be issued.
- If any meritorious candidate applies for any post, even without a notification by the College, the management will be free to consider his candidature for suitable post.
- The administrative staff qualifications will be in accordance with the post called for.

Staff selection and Appointment

There shall be a selection committee for making recommendation to the Manager of the College for appointment to the post of Asst. Professors in the College and such other post as may be prescribed by the Bye-Laws. Every Selection Committee for appointment of all teaching staff (Self Financing) shall consist of following members:

1. Manager
2. Principal
3. Nominee of the management fund
4. One area expert nominated by the Principal from outside the institute

The selection procedure is based on

- The first phase is the technical interview by a selection committee comprising of the principal, the respective HOD of the department and subject expert in the domain area.
- Final selection will be based on Qualification, Presentation, and personal interview. Experience, Communication skill and Value System.
- All selected employees are inducted initially on a one-year probation, following which they may be appointed as a full-time regular staff, provided that they meet the specified standards of merit.
- Appointment of retired persons will be on contract and an institute approved consolidated salary is provided.

General working Rules

- Unless otherwise specified, all administrative 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 administrative staff and 8.30 am to 5.30 pm for public relations and support staff.
- All staff are required to sign the attendance register on a current basis at the start of the morning session and before leaving the afternoon session.
- When on leave or compensatory off for official duty outside, staff should not sign the register or mark entry. Suitable entries for such days will be made in the register by the college office based on leave applications/ duty leave.
- In respect of the staff joining the college during a calendar year, leave availability for that calendar year will be calculated on a proportionate basis from the date of joining.

Grievance Redressal Mechanism

St. Joseph's College understand the importance of maintaining a healthy working atmosphere for unhindered delivery of quality services. Hence, the institution takes every effort in addressing the grievances raised by the faculty and staff and ensuring satisfactory redressal of complaints at the earliest.

For redressal of grievances and complaints, the college shall adhere to the following:

1. Grievances if any, may be presented before the officials -Manager/ Principal
2. There should be a sincere effort from the part of the members of staff to find solutions for the problems.
3. All matters requiring the intervention of higher authorities should be presented in person and in writing.
4. The grievance committee shall be meet as and when required. The composition of the grievance committee will be decided by the Manager/Principal according to the nature of the grievances being considered. The committee objectively and with due respect to the institutional and academic goals, looks into the grievances and takes appropriate action to remedy the situation.



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