



ADITYA DEGREE COLLEGE

Affiliated to Adikavi Nannaya University

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INSTITUTIONAL HR POLICY



K. Venkatesh Padma

Principal,

ADITYA DEGREE COLLEGE
RAJAHMUNDRY.

HR POLICY

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VISION

To emerge as center of repute for inclusive skill-based education inculcating values, professionalism and innovation

MISSION

- Provide learner centric ambience for multifaceted development of local youth
- Adopt quality higher education and innovative practices for knowledge and skill development
- Offer programs with quality resources based on societal needs.
- Nurture social awareness and interpersonal skills with industry - academia interactions

Goals - Short Term

- Achieving academic success by obtain a basing grade in all semesters of all programmes of the University Examination.
- Generating active research promotion among staff and students which results in national and international publications.
- Providing placement to all eligible students through the development of soft skills technical ability, and domain knowledge.
- Improving leadership quality of Staff members and Students by involving college level committees, thereby grooming them to work autonomously.
- Memorandums of Understanding with prominent

Institution relations which help in student placements, internships, projects, in house trainings and knowledge transfer on current technologies.

Goals - Long Term

- To make all departments as research centre recognized by the university
- Aiming towards getting accreditations from NAAC & achieve autonomous status



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Quality Policy

- The Institute is committed to create and improve the teaching learning process through the following quality initiatives
- Innovative methods in teaching and learning process
- Provide good academic and research environment to students and faculty for a complete real time learning experiences
- Industry collaborations
- Inculcating moral and ethical values among the students and staff

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1. HUMAN RESOURCE PLANNING

- Every year in the month of April there will be Man power planning and submission of
- requirement to the management for the next Academic year.
- The principal will obtain the staff requirement lists from all the head of departments.
- The principal will appoint a senior faculty of the department as Head of every discipline, along with other faculty members.
- The principal should appoint a selection committee for each discipline's recruitment. The senior staff is made up of this group.
- The principal will recommend the increments based on the Performance appraisal of the individual faculty HOD, members.

2. ELIGIBILITY CRITERIA

- Faculty members are hired based on the qualifications required by the UGC & University for various cadres time to time.
- There will be only three teacher designations Assistant professors, Associate Professors, and professors.
- No one may be appointed, promoted, or labeled as Professor unless he or she holds a
- PhD and meets other academic requirements as set forth by the UCC & University from time to time



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S.No	Cadre	Qualification	Experience
1	Assistant Professor	Good Academic record with at least first-class marks or an equivalent No minimum experience CGPA at the Master's degree level in the relevant subject from an equivalent degree	No minimum experience
2	Associate Professor	Qualification as above that as of the post of Asst. Prof as applicable and PhD or equivalent, in appropriate discipline	Minimum of 5 yrs experience in teaching/research/industry of which 2 years post PhD experience is desirable
3	Professor	Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent in appropriate discipline, Post PhD publications and guiding PhD students is highly Desirable	Minimum of 10 years teaching/research/industrial experience of which at least 5 years should be at the level of associate professor Or Minimum of 13 years' experience in teaching and/or Industry In case of research experience good academic record and books/research Paper publications/IPR/Patents record shall be required as deemed fit by the expert members of the selection committee



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3. RECRUITMENT

- A job description and specification for the candidate to be hired must be prepared by the selection committee.
- The committee will supplement candidates in a 1:3 ratio from any or all of the following sources for each position to be filled:
 - ✓ Advertisements in the Newspapers and in faculty plus
 - ✓ Direct applications
 - ✓ Employee referral
 - If the committee believes it necessary, walk-in interviews may be conducted to supplement the requisite candidates;
 - Recruitment process is
 - ✓ Scrutinization of Applications
 - ✓ Panel selection Committee Formation
 - ✓ Conducting Interview -
 - (1) Class room Demonstration
 - (2) Personal Interview
 - The committee will finalize the short-listed applicants and submit their recommendations, along with the candidate's personal data sheets, to the principal.
 - An order of appointment for selected candidates will be given.
 - A joining report will be collected from the candidates.
 - Staff members appointed in the institute will be given a brief introduction about the Institute by the Principal on the day of his/her joining.
 - The principal forwards the joining letter along with credentials to the Head of the Department and to the office.
 - The HOD will give a brief overview of the department and introduce the new staff member to the members of the department.



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4. POSITIONS

1. The Institute mainly consists of two working wings Administration. The teaching wing comprises of following positions Teaching &

- 1) Principal
- 2) Head of the department
- 3) Professor
- 4) Associate Professor
- 5) Assistant Professor

✓ In addition, each department is having supporting staff like Lab Technicians & Programmers

✓ The Administration wing consists of the following positions

- a. Administrative officer
- b. Office superintendent
- C. Computer operator
- d. Accountant
- e. Office assistant

✓ In addition to the above-mentioned positions, the institute also maintains ministerial staff.

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LEAVE & PERMISSIONS

1. PERMISSION

Maximum of two permissions per month can be availed by the faculty for the duration not exceeding one hour each, without affecting the routine academic activities. Permission can be availed either at the beginning of the day or at the end of the day only. Each excess permission or late will be treated as half day casual leave.

2. INTIMATION OF LEAVE

Faculty member should make necessary ultimate arrangements of their classes before applying leave.

Faculty should submit their leave application through HOD to the Principal

Everyone who are taking more than one day should submit the leave application to the principal in person after getting signature from concern HOD

3. CASUAL LEAVE

Number of Casual Leave permitted is 12 days per year.

4. MATERNITY LEAVE

Six months maternity leave is permissible for female faculty members and this period will be accounted for service.

5. ON DUTY

- 5.1 The staff on Office Duty will be sanctioned as OD by the principal.
 - 5-2 On the following grounds on duty can be sanctioned by the principal
- University practical external examiner ship
 - University representative
 - University valuation
 - Attending conferences, training program.



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SERVICE RULES

- ✓ While the faculty in the service of the institute the faculty shall not enter into any contract or agreement with any other institute.
- ✓ Staff members should not disclose any confidential information of the institute.
- ✓ Faculty has to strictly maintain discipline and dress code.
- ✓ Faculty should not misuse the position in the institute and involve any kind of unauthorized transactions.
- ✓ Faculty members are required to carry out all the duties that may be assigned by the principal or Head of the Department
- ✓ Faculty members may be relieved from their duties at end of the academic year and will not be relieved in the middle of the academic year. This is exempted for those who get Government/ University posting or marriage (Proof should be enclosed with resignation letter)
- ✓ You can refer all your work difficulties / grievances to the management through the principal.
- ✓ Faculty performance will be reviewed by the Principal and Head of the Department, as per performance appraisal submitted by the faculty at the end of the semester.
- ✓ During the employment the faculty will be governed by the rules & regulations of the institute that are enforced and amended from time to time.



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6. Welfare Schemes

The teaching and non-teaching staff play a vital role in the growth of the institute and therefore the institute is recognizing their productiveness and acknowledges their needs and requirements. As a result, the institute is implementing various effective welfare schemes. These welfare measures enrich the physical and mental health of the employees and thus promote a dynamic and encouraging work atmosphere. This stimulates the employee productivity and commitment towards the institute.

The following list shows the various welfare schemes:

- ✓ Children of our employees who are all studying in our group of institutions are eligible for a 50% concession tuition fee.
- ✓ The institute provides subsidized lunch for both teaching and non-teaching staff members.
- ✓ The institute provides three sets of uniform per year for non-teaching staff and also other safety gadgets for non-teaching staff like security, attenders, scavengers, etc.
- ✓ To the teaching and non-teaching staff the institute provides health insurance policy by contributing 50% of the premium amount.
- ✓ Provision of free exclusive transport facility for teaching and non-teaching staff from various parts of the district.
- ✓ Extension of ESI benefits to non-teaching staff.
- ✓ The institute has assisted the COVID-19 effected faculty with a financial support of Rs 10,000/- to meet their medical requirements.
- ✓ Employee Provident Fund (EPF) is applicable to some of the staff of our college from their date of joining in the institution.



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7. Financial Assistance through Head of the Department.

The faculty members of the institute will be given financial assistance to attend conference, faculty development programs or short-term training programs, the registration fee to attend the above-mentioned program can be reimbursed by producing the payment receipt & participation certificate. The application has to be forwarded to the principal for approval through Head of the Department.

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ADITYA DEGREE COLLEGES: RAJAHMUNDRY

Application for Casual Leave

1. Name of the Staff Member: Date:
2. Employee I.D
3 Designation 4. Department
5. No of C.Ls. already availed in this month:
6. No of C.L.s already availed in this Academic year 2023-24:
7. No of C.Ls at credit 8. No of C.Ls now required
9. Dates of the C.Ls required
10. Purpose for requesting C.L

Signature of the Applicant

FOR OFFICE USE ONLY

Verified by

Signature

Sanction order of the Principal



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