



# INSTITUTIONAL HR POLICY



## ADITYA DEGREE COLLEGE

Affiliated to Adikavi Nannaya University - Approved by APSCHE  
Accredited by NAAC with 'B++' Grade

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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 obtaining a passing grade in all the semesters of all programs of the University Examination.

Generating active research promotion among the staff and the 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 the Staff members and the Students by involving them in college level committees, thereby grooming them to work autonomously.

Memorandums of Understanding with prominent industries to improve 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
- To attract more grants from funding agencies viz, UGC, DST, SERB, MSME etc
- Aiming towards getting accreditations from NAAC & achieve autonomous status

## **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 experience
- Industry collaborations
- Inculcating moral and ethical values among the students and staff

### **1. Human Resource Planning**

- Every year in the month of April there will be manpower planning and submission of requirement to the management for the next Academic year.
- The principal will appoint a senior faculty of the department as Head of every discipline, along with other faculty members.
- The Principal will obtain the staff requirement lists from all the head of departments.
- The principal should appoint a selection committee for each discipline's recruitment. The senior staff is made part 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 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 UGC from time to time.

<b>S.No.</b>	<b>Cadre</b>	<b>Qualification</b>	<b>Experience</b>
01	Assistant Professor	Good Academic record with at least first class marks or an equivalent CGPA at the Master's degree level in the relevant subject or an equivalent degree	No minimum experience
02	Associate Professor	Qualification as above that is for the post of Asst.Professor 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
03	Professor	Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent in appropriate	Minimum of 10 years teaching/research/industry experience of which at least 5 years should be at the level of associate professor

		discipline, Post PhD publications and guiding PhD students is highly desirable	Or Minimum of 13 years of 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
  - Scrutinize the Applications
  - Panel selection Committee Formation
  - 4.3. Conducting Interview - (i) Class room demonstration (ii) 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

### 4. Positions

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

- Principal
- Head of the department
- Professor

- Associate Professor
  - Assistant Professor
2. In addition each department is having supporting staff like Lab Technicians / Programmers
  3. The Administration wing consists of the following positions
    - Administrative officer
    - Office superintendent
    - Computer operator
    - Accountant
    - Office assistant
  4. In addition to the above-mentioned positions, the institute also maintains ministerial staff.

### **Leaves & Permissions**

#### **1. Permissions :**

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

## **Service Rules**

- While the faculty is 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 as amended from time to time.

## **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 in tuition fee.

- The institute provides subsidized lunch for both teaching and non-teaching staff members.
- The institute provides three sets of uniform per year and other safety gadgets for nonteaching staff like security, scavengers, attenders, and drivers.
- To the teaching and non-teaching staff the institute provides health insurance policy by contributing 50% of the premium amount.
- Residential quarters are allotted for teaching staff based on the availability.
- 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 affected 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.

#### **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.

### **STAFF LEAVE APPLICATION**

From  
Name : \_\_\_\_\_  
Employee I.D.: \_\_\_\_\_  
Department : \_\_\_\_\_  
Designation : \_\_\_\_\_

To  
The Principal,  
Aditya Degree College,  
Kakinada.  
E.Gd.Dist.

Sir,

I request you to kindly sanction leave as, I have to \_\_\_\_\_  
(purpose), as detailed below.

Nature	From	To	Session	No. of Days
Casual Leave			FN / AN/ Full Day	

Thanking you,

Yours faithfully,

Tot. No. of C.Ls at credit in this Academic Year: _____	Signature: _____
No. of C.Ls used in this month till now : _____	Place : _____
No. of C.Ls used in this Academic Year : _____	Date : _____

**Signature of the Granting Authority:** \_\_\_\_\_

### **ONDUTY REQUEST LETTER**

To  
The Principal  
Aditya Degree College, Kakinada

Dear Sir,

I \_\_\_\_\_ working as \_\_\_\_\_  
in department of \_\_\_\_\_, Want to go on duty for Attending Workshop /  
Seminar / University Spot Valuation / Guest Faculty on \_\_\_\_\_ at \_\_\_\_\_

Regards  
Yours sincerely

**Signature of the HOD**

**Signature of the Employee**

**Signature of the Principal**



Lets us think of education as the means of  
Developing our Abilities, because in each of us there is a private

## **HOPE AND DREAM**

which, fulfilled can be translated into benefit for everyone and  
greatest strength for our Nation

- John F. Kennedy



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