



SAFA | COLLEGE OF ARTS AND SCIENCE

Affiliated to University of Calicut | ISO 9001-2015 Certified | Recognised by UGC 2(f)



HUMAN RESOURCE POLICY



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1. PREFACE

As a component of the institution's regulations, the contents of this Human Resource Policy (HR Policy) will apply to and be binding with all employees of the organisation until the next review. Any further edition of this should have the year in which the changes are made. We are pleased to release the HR Policy document, which we believe will be helpful to all of our employees in carrying out their duties as a compilation of knowledge and direction.

1.1 Institutional Overview

Safa group of institutions was implanted under Orphans Educational Charitable Trust, Edayur by honourable sir V. P Kunhimoideenkutty in 1998 with a great vision to help the destitute, including orphans, the needy, and other socioeconomic backward classes without access to quality education. Beginning with the founding of a primary school, it progressed to the establishment of Safa College of Arts and Science in 2009. At present the Safa Group of Educational Institutions emerged well-equipped to enlighten the region, bringing colour and flavor to their dreams.

Safa College of Arts and Science is one among the leading colleges in the self-financing sector affiliated to the University of Calicut, situated on a lovely hillside in Pookkattiri. The journey began in 2009 with three undergraduate programmes, and the institution now offers 11 undergraduate and three postgraduate programmes.

1.2 Vision

Our vision is to become a centre of excellence in higher education, to produce innovative and socially responsible citizens from all sections of society. These graduates will contribute to the progressive and sustainable development of our nation.

1.3 Mission

We are devoted to facilitate transformative and experiential learning and to increase equitable opportunities. We will also encourage scientific inquiry and strive to transform our students into socially responsible and conscientious citizens.

1.4 Core Values

Societal responsibility:

Committed to contributing responsible citizens, capable of addressing social challenges for the betterment of society.

Academic excellence:

The institution strives to achieve high standards of excellence and unwavering quality in teaching and learning through outcome-based education.

Fidelity and ethics:

Devoted to the stated guidelines and moral principles while incorporating professional ethics.

Accountability and transparency:

Ensures accountability and transparency for maintaining trust and credibility among stakeholders.

Civic righteousness:

Places a greater emphasis on raising awareness to develop individuals with civic righteousness for national integrity.

Accessibility and inclusiveness:

Bounded to create an environment with diversity being embraced, ensuring equal access to resources and opportunities for all.

Sustainable practices:

Integrating environmental, social, and economic sustainability principles into the institution's culture, operations, and decision-making processes.

2. POLICY OBJECTIVES

- To ensure apposite human resources for consistent performance of the institution, and to manage those employees responsibly to support the workplace practices.
- To strengthen qualities of the human resources, explain acceptable behaviour norms, work schedules, duties, responsibilities, and disciplinary measures.
- To establish a comfortable working environment while abiding by the laws, rules, guidelines, and regulations of the regulatory body.

3. TERMS OF SERVICE

3.1 Appointment Authority

Appointments, including promotions shall be made by the Manager based on the demands of academic and administrative requirements, in consultation with the Governing Body. Every appointment is made under contract or on a regular basis.

3.2 Selection Procedure

The selection committee for the appointment constituted by the management consists of Subject Expert, Principal, Manager or his nominee, Administrative Officer and Head of the Department. The committee will screen and shortlist candidates for interviews from the submitted applications. The candidates are selected according to merit and performance in the interview. All selected employees are inducted initially on a one-year probation. The contract will be renewed every year on the basis of performance.

3.3 Salary

The consolidated salary of the staff shall be as prescribed by the Management Committee from time to time. Prior work experience outside the college may be considered for salary determination. The organization's policy is to raise compensation through yearly increments that are exclusively based on performance appraisal in order

to recognise and reward employee performance. The management authority sets the increment policy.

3.4 Grant of Leave

The authority competent to grant leave to all staff is the Principal. Leave for the Principal and Administrative Officer will be granted by the Manager. No leave shall be sanctioned without ascertaining the eligibility of the applicant. Staff should mark their attendance regularly in auto attendance machine as well as in register, before and after working hours, failure to do so will be considered as absent.

The academic year which runs from June 1 to May 31, is used to account for casual leave. Teaching staff can avail 15 days Casual Leave and Non-Teaching staff 20 days, in one academic year. Casual Leave cannot be combined with any other kind of leave, except with medical leave; depends on the case. Unavailed casual leave cannot be carried over to the next academic year. Employees are entitled for 3 days Bereavement Leave in case of demise of parents, siblings, children or spouse. Other eligible leave shall be granted by the Principal, not affecting the smooth functioning of the institution.

Employees may take up to 10 days of leave on duty annually to participate in academic events such as conferences, seminars, workshops, and other events, as long as the principal has granted permission in advance. The leave taken by the staff than the allotted leave will be considered as Loss of Pay.

3.5 Vacation

All regular faculty who have served in the college for at least one year and intend to continue in service for the next academic year are eligible for vacation as prescribed by the authority. Faculties may be obliged to work on vacation depending on the academic demands, without being entitled to paid time off.

3.6 Resignation and Termination from Service

Management has the right to terminate the service of staff by giving a notice of 1 month if his/her performance is not satisfactory. Immediate termination will be issued in case of misconduct affecting the dignity of the institution. Employees who resign must give one-month prior notice in writing or by paying one month salary in lieu of the notice period. Employee resignation in the middle of the academic year is not permitted, as it will impact the academic performance of the students.

3.7 Grievance and Redressal

All staff are required to uphold the highest standards of integrity and duty-oriented behaviour at all times. They must adhere to the college's Code of Conduct and comply with its rules.

Staff are suggested to approach the Grievance Redressal Cell headed by the Principal and Administrative Officer in the event of grievances.

3.8 Welfare Initiatives

The management provides a range of welfare measures to ensure well-being of its staff members and help them reach their full potential. The institution offers financial support for staff participation in academic programs, journal publications, paper presentations, and medical emergencies. Subsidized food and travel facilities are provided, in addition to staff tours and common celebrations of festivals. Paid vacations and advance salary payments are provided. Children of staff members are given preference for admission with a fee reduction. Technical sessions and training workshops are provided in order to improve their academic performance. Institution encourages participation of the staff in recreational activities and sporting events to promote physical and mental well-being.