



MACFASTTM
Igniting wisdom since 2001

HR POLICY



**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)**



HR POLICY

Mar Athanasios College for Advanced Studies aims to ensure that the organization obtains and retains the skilled, committed and well- motivated workforce it needs. It aims in amplifying a vibrant atmosphere for talented teaching and non-teaching employees, who can contribute their creative and innovative idea to accomplish the vision and mission of MACFAST to give emphasis to its tagline "*United to Excel*"

ACADEMIC VALUES

Since students are aware of the significance an institute plays in moulding their careers, we recognise the importance of upholding their trust. Throughout the twenty one years of academics, the institute plays a vital role in not only moulding students' careers but also grooming their complete personalities. The institute is dedicated to instilling not only problem-solving skills, but also communication skills. The institute is dedicated to instilling not only problem-solving ability, communication and presentation skills, and confidence in students, but also social and moral values in order to mould them better citizens.

The institute has devised a one-of-a-kind technique that makes use of all available resources to keep students up to date on the newest developments in the field of technology around the world. The institute has established a high-powered academic development and monitoring council, comprised of academics and department heads, whose major goal is to produce standardised lecture notes, tutorials, and question banks, among other things.

Vision

To be a global icon in quality education, research, innovation, and entrepreneurship ensuring sustainable future.

Mission

. To provide a conducive learning environment that nurtures and develops young people as value-driven, professionally competent and responsible global citizens

Functions:

- To foster a positive work environment by implementing and administering HR policy

- To assess the human resource requirement for every academic year.
- To source, develop & retain efficient manpower for both academic and administrative positions.
- To identify and respond to the needs of Human resources of the institution in the pursuit of its Mission & Vision statement.
- To organize orientation and refresher courses for the faculty members

HUMAN RESOURCE POLICY MANUAL

The HR policy has been prepared to provide an insight into Human Resources Policies and Procedures applicable to employees of the Institution. This would serve as a guideline to managerial and supervisory personnel and provide awareness to employees on their privileges, duties and responsibilities.

The HR policies and procedures contained in this manual will be periodically reviewed for updation / amendment from time to time to keep pace with, changes occurring in the organization.

MANPOWER PLANNING

All Departments need to assess their manpower requirements at the beginning of each semester. HR Department maintain the data on sanctioned strength of all departments.

RECRUITMENT PROCEDURE

- As and when the vacancy needs to be filled up, the HOD will inform the requirements to the HRD through the Principal/Manager.
- The HRD will review the job description and requirement, suitable candidates from the database available or advertise in the leading newspaper/in the official website of the college.

Sources Of The Candidates For Interview:

- Internal References
- Data Bank
- Advertisement in social Media and News papers
- The HR department screens the CV according to the requirement and forward the selected CV's for further short listing to the concerned HOD.
- The shortlisted candidates will be invited for interview.
- HR Department will send an offer letter to the selected candidates.

Background / Reference Check

- The HRD will conduct the background verification by contacting all the previous organization in which the candidate had worked.
- In the case of fresh candidates, the HR Department shall call the institution from which he/she has passed out.

OFFER LETTER/APPOINTMENT LETTER

- A candidate selected for appointment shall be issued an Offer letter which shall contain the terms and conditions of employment.
- On receipt of the offer letter the candidate shall confirm his/her acceptance in writing through/E-mail or Letter within 5 working days from the date of receipt.

Documents to Be Submitted At Joining Time:

- 1) Passport size photographs.
- 2) Copy of his/her PAN card. In case you have not been allotted a PAN number, they are required to submit an acknowledged photocopy of the application form or apply for a PAN number on immediate basis.
- 3) One attested copy each of the following
 - a) Copy of Experience Certificates
 - b) Attested Copy of your all Educational qualification certificates from 10th – Higher Education including mark sheets.
 - c) Proof of Date of Birth
 - d) Relieving letter from your previous employer or the resignation acceptance letter in lieu of the same

FORMAL DRESS CODE:

For Men: Formal dress implies Trousers, shirt with shoes. Appropriate matching jackets or a full suit is also permissible. Jeans and T-shirts, with and without collar are strictly prohibited. This would be relaxed only on Saturdays/Holidays.

For Women: -Formal dress shall mean Sarees, Salwar Kameez, Churidar Kurta

LEAVE POLICY:

1. **Casual Leave (CL):** The employees are eligible for 15 casual leave in a calendar year. Maximum number of Casual leave that can be availed at a stretch, in the normal course, is 3, subject to the discretion of sanctioning authority. Casual leave cannot be claimed as a right. As far as possible, prior permission has to be taken for availing the leave.

2. **Medical Leave (ML):** Every employee is eligible for a maximum of 5 days medical leave in a calendar year, provided that he/ she has completed a continuous service of 1 year .

3. **Compensatory off: (CO):** This will be granted to employees “in lieu of duty performed” on a holiday. The total number of Compensatory Offs should not exceed thirty days in a calendar year.

4. **On Duty (OD):** When a employee is deputed for some official purpose outside the college, Prior permission of the Principal should be obtained.

All pre- planned leaves should be marked in the leave card and it should be submitted to the HR department a day before the leave.

- In case of an unforeseen situation, the employee should inform through the proper channel/ send a mail to hr@macfast.org . The leave card should be submitted to the HR Department at the earliest.
- Number of emergency leaves during the probationary period is limited to five.

RELIEVING FROM SERVICE

- If an employee wish to be resign from the institution, he/she should give one month . During the notice period, he/she is not eligible to avail any leave, except in case of emergency with special permission.
- If he/she wants to leave immediately, he/she has to pay one month salary in lieu of notice.

DISCIPLINARY ACTION:

Objective & Scope:

The policy is to ensure that fair and effective arrangements exist for dealing with disciplinary matters and that as far as possible common standards are observed for all employees. The procedure covers unsatisfactory conduct at work and unsatisfactory work performance, which may willful or due to carelessness. A separate procedure applies to cases of culpability.

Misconduct (Unacceptable Behaviors):

- All staff is expected to behave in a manner befitting their role and responsibility and demonstrate of the core values of MACFAST. The following are examples of misconduct (that is illustrative & not comprehensive) that may result in disciplinary action including termination of employment.
- If a faculty is not completing the syllabus on time due to unjustifiable reasons will be considered as an offence.
- Performance Appraisal is a parameter to evaluate an employee's growth and performance, if it is not satisfactory, the management has got the right to take action against such person.
- Willful insubordination, misconduct/ disobedience either alone / in association with others.
- Receiving / Soliciting Bribes or Gratification, causing sabotage and willful damage, theft or fraud & dishonesty in connection with the institution's work/Business, property Etc.
- Providing false information/ concealing information at any point of time.
- Habitual/Continuous late attendance or unauthorized absence from duty.
- Habitual negligence of duty
- Sexual or other unlawful harassment / Behaviour
- Willful violation of MACFAST rules / HR Procedures & policies.
- Refusal to accept any communication from the management.
- Acting in a manner intending to cause discredit to the institution

Procedures:

- Minor lapses from accepted standards of behavior will normally be responded to by informal advice and encouragement.
- In case of serious / repeated offences, formal disciplinary proceedings may be started after a prima facie investigation / fact finding, of the alleged offence.
- Employees have the right to advance notice in writing of the complaint against them and have the right to state their case, orally and/or in writing, before a decision on disciplinary action is reached.
- Employee shall receive written confirmation of any penalty imposed.
- Except the gross misconduct, no employee shall be dismissed for a first breach of discipline.
- Matters shall be dealt with quickly and within specified time limits wherever practicable.
- If an employee fails to attend a disciplinary hearing on a second occasion without proper reason then a disciplinary hearing will be conducted in their absence / ex-parte enquiry, based on the information available and this decision will then be communicated to the individual.

Informal Action:

Minor Faults will be dealt informally by way of advice, counseling Memo or training as appropriate. Examples of such offenses would include isolated instances of poor time keeping, unauthorized absence or noncompliance with sickness notification rules.

The immediate HOD would normally have responsibility for bringing the matter to the attention of the member of staff and discussing it with them. Generally this will resolve the problem without recourse to the formal disciplinary process.

The member of staff should be advised clearly of the standard of behavior expected of them and informed that if he/ she does not improve then he/ she will be subject to formal disciplinary action set out below. This should be recorded in the form of a File note or Office note & filed in the personal file

Formal Stages:

In respect of matters that are more serious breach of conduct, the said conduct will be dealt with formally as speedily as possible. Any such matter will be fully investigated before a decision is made as to whether it is proper to institute a formal disciplinary procedure.

If the allegation is such that if proven it would warrant a formal warning then a disciplinary hearing will be convened and conducted in accordance with the principles set out above.

In every case, the employee will be heard / given an opportunity to represent, before disciplinary action is taken. The employee will be called for hearing by a letter stating the purpose of the enquiry, the allegations against him/her, and the procedures for the enquiry and the possible outcomes.

Documents can be produced as evidence. If need be, witnesses will be heard, Based on the facts emerging during the course of a hearing, the hearing may be adjourned to enable further investigation.

Stage 1: Oral warning:

When conduct does not meet acceptable standards, the employee will normally be given an oral warning by the Principal/ Manager authorized to do so. A brief note of the oral warning will be kept in the employee's personal file and will be copied to the employee making it clear that warning is the first stage of the formal disciplinary process. A copy should be sent to the HR department.

Stage 2: Written Warning:

If the offence is of serious nature, or a further offence occurs while a formal oral warning is still active, a written warning will be issued to the employee by the manager.

A representative of the HR department may be involved at this stage. The written warning will give details of the complaint, the findings of the disciplinary Procedure & the improvements(s) in the overall conduct to be exhibited within a period of time. A copy of the letter of relevant documentation will be kept in the individual's personal file.

Stage 3: Dismissal:

If conduct remains unsatisfactory and the employee still fails to meet the prescribed standards or in the case of gross misconduct, dismissal will normally result. Movement to this stage of disciplinary procedure will not necessarily be in relation to the same offence. The cumulative effect of the process will be determined by the nature and seriousness of the offenses / non-compliance.

The institution reserves the right to take other actions as an alternative or in addition to a disciplinary warning as is considered justified in the circumstances of the case.

Disciplinary Committee

MACFAST has a formal disciplinary committee and management has the right to form a special committee as per the severity of the case.

CODE OF CONDUCT:

- MACFAST creates and sustains a conducive environment for students and staff to develop themselves as personally responsible, culturally sensitive and socially committed professionals. Aiming high at such a sublime goal, the college provides the following guidelines to all its students. As the proverbial saying goes on, it is the spirit of the law that matters, and not its letter. All students are expected to follow these guidelines.
- Casual wear on campus should be strictly decent, socially acceptable and collectively respectful.

- English is the self-imposed campus language of communication. It is enforced with a particular intention of improving the self-confidence level and verbal fluency of students in social interactions
- MACFAST zealously promotes an eco-friendly, green and clean environment. All Employees are solicited to actively cooperate with this policy of the college.
- MACFAST promotes mature and healthy relationships on campus with a specific objective of developing mutual trust and respect among students and employees. Disagreements need to be handled in a mature manner; respect for the person holding opposing views and agreement to disagree should be strived for.
- Utmost caution and care need to be taken in cross-sexual interactions on campus, keeping the culturally safe distance and good manners. Any activity in this regard, which may cause damage to the reputation of the College, will invite very severe punishment. No prior warning may be issued in such cases.

RETIREMENT:

On attaining the Age of 60, an employee is supposed to retire from the Institution, but can continue on contract basis, if permitted.

The management has got every right to amend/ modify any process of this policy as and when required.



Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Tiruvalla- 689101, Kerala