

HUMAN RESOURCE POLICY



Since 1947

PSG College of Arts & Science

Autonomous & Affiliated to Bharathiar University
Accredited with 'A' Grade Level by NAAC (3rd Cycle)

College with Potential for Excellence
(Status Awarded by the UGC)

Star College status awarded by the DBT-MST

An ISO 9001:2015 Certified Institution

Civil Aerodrome Post

Coimbatore - 641 014

HUMAN RESOURCE POLICY

Preamble

The Human Resource Policy of PSG College of Arts & Science delineates the fundamentals for managing the Institution's human resources, committed to the endeavour of knowledge creation and dissemination, contributing to individual, societal and national development.

Policy objectives

- a. To acquire the most pertinent human resources for consistent performance of the Institution
- b. To manage human resources in an ethical and socially responsible manner
- c. To engage and empower employees for personal and professional development
- d. To abide by the laws, guidelines, rules and regulations of the regulatory authorities/bodies, as amended, from time to time

Scope of the Policy

The policy encompasses acquisition, training and development, compensation, motivation and retention of the employees of PSG College of Arts & Science

1. General Policy Statement

PSG College of Arts & Science, being one of the premier institutions of higher learning in Tamil Nadu, reiterates its policy of equal employment opportunities for all, regardless of religion, caste, gender and disability. Accordingly, the recruitment policy is to appoint the most suitable candidates for the positions, based on merit. A cordial and responsible disposition is nurtured among the faculty members, students, administrators and other staff of PSG College of Arts & Science, so as to sustain the harmonious environment prevailing in the College. In order to provide a conducive environment for the dignified co-existence of all stakeholders, the College has adopted zero-tolerance policy towards any form of harassment.

The Management of PSGCAS constantly equip the employees, through employee engagement and empowerment, to enable their best performance. The College consistently instils a strong and positive work culture and stimulates Organisational Citizenship Behaviour among its employees.

Bz



The College follows the prevailing norms of UGC, Tamil Nadu Private Colleges (Regulations) Act, 1976 and Bharathiar University for recruitment and promotion. The College makes all efforts to comply with the existing and future regulatory framework.

2. Adherence to UGC Regulation

- a. UGC Regulations on Minimum qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 (Regulation No.F.3-1/2009 dated 30th June, 2010), together with all amendments.
- b. UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 (Regulation No. F.1-2/2017(EC/PS) dated 18th July, 2018).

3. Type of Appointments

- i) Aided Category-Assistant Professors and Non-teaching Staff/Administrative Staff
- ii) Self-financed Category – Assistant/Associate Professors and Non-teaching Staff/Administrative Staff
- iii) Research Associates, JRF, SRF or other Research Fellows based on Project/Research Funding from time to time

4. Recruitment Policy and Process

I Recruitment

i) Aided Category

The recruitment and selection process is strictly in accordance with the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 and as amended from time to time and Tamil Nadu Government norms.

P2



ii) Self-financed Category

- a. Minimum Qualifications for recruitment (as per UGC regulations and Tamil Nadu Government norms).
- b. Based on the requirement, applications are to be either solicited or sourced from the application bank / newspaper advertisement, online portals or other modes.
- c. The scrutiny of applications is to be done by a committee, as prescribed by the governing authorities and/or the management.
- d. Short-listing of applicants to be done based on job specification and job description.
- e. The Interview call letters to be sent to all short-listed candidates by e-mail and to be informed over phone, 15 days in advance.

For teaching positions:

- a. Prior approval is obtained from the Managing Trustee for the constitution of Selection Panel and the date(s) of interview
- b. Subject experts are to be from reputed higher learning institutions. If more than 15 candidates are expected to attend the interview, an additional subject expert is to be invited
- c. If more than 15 candidates are expected for an interview for any discipline, screening of the candidates is to be done through written test.
- d. For a teaching position, the candidate is required to make a Power Point Presentation either online or in personal interview, on a specific topic for about five to ten minutes
- e. Designations, department allocation and the recommended salary / pay scale have to be decided during the time of interview and the details have to be presented to the Managing Trustee for approval
- f. Recruitment process has to be completed within the stipulated timeframe

For the non-teaching positions:

- a. After the application scrutiny, the short-listed candidates will be asked to appear for personal interview
- b. Constitution of Selection Panel and the date(s) of interview, as prescribed by the Management

Ba



II Salary Fixation

i) Aided Category

As per the norms of University Grants Commission and State Government of Tamil Nadu

ii) Self-financed Category

- a. Teacher/support staff is recruited initially, under consolidated pay, commensurate with qualification and experience
- b. Scale of pay is fixed based on an appraisal, after the completion of one year of service of probation period

III Joining Formalities

- a. The selected candidates receive offer letter after which they have to report to the Secretary/Principal within the stipulated date
- b. On the day of joining the candidates should submit a joining report along with the original academic certificates, copy of PAN card and Aadhaar card

IV Leave Rules

i) Aided Category

As per the norms of State Government of Tamil Nadu

ii) Self-financed Category

Teaching and Support Staff

- a. Casual Leave: Twelve days per Calendar Year
- b. Earned Leave: Three days per calendar year (can be availed or accumulated).
- c. Medical Leave: Six days per calendar year can be availed on production of Medical Certificate (or accumulated)
- d. Maternity Leave: Two months with full pay, twice in the entire career, if not covered under ESIC Scheme or leave as per ESIC norms (182 days from the date of delivery, with full pay)
- e. One-week special leave for marriage of self, on submission of wedding invitation / declaration

Pz



- f. Special Leave: One week for the marriage or death of dependents
- g. On-duty leave: 8 days/calendar year, to attend professional development programmes including seminars/conferences/workshops or participation in Academic activities
- h. For teaching staff -vacation will be as per Tamil Nadu Government norms
- i. For support staff-Vacation will be for 21 days per year

V Performance Appraisal for salary increments and promotion

- a. Staff members with Ph.D. qualification along with 10 years of service will be eligible for promotion and revision of pay scale after appraisal
- b. The performance of the staff members will be analysed by an Appraisal Committee
- c. Promotion and salary increment decisions will be made based on the recommendations of the Appraisal Committee

VI Faculty Induction Programme (FIP)

- a. All newly appointed faculty members will have to undergo FIP, in a phased manner at PSG Centre for Academic Research and Excellence (PSGCARE)
- b. The FIP modules include Curriculum and Pedagogy in higher education, Research and Professional development, Personal and Emotional development, Life skills, Counselling, Motivation and Leadership
- c. The teachers will be encouraged and supported to practice a learner-centric course design, innovative pedagogy and effective assessments, so as to shift the focus of the teaching learning process from delivery of knowledge to facilitation of knowledge acquisition

VII Professional Development

- a. IQAC initiatives for Teaching and non-teaching staff by organizing workshops/programmes
- b. Periodical training of the Faculty members through PSG Centre for Academic Research and Excellence (PSGCARE)
- c. Incentivization for publication in Scopus/SCI/SCIE
- d. Special on-duty leave for attending curricular and co-curricular activities, NSS/NCC/Sports etc.

- e. Faculty Development Programmes, Workshops and Lectures are sponsored by the Management
- f. Seed money for research
- g. Computers, laboratories and library facilities to facilitate research activities of the staff members
- h. Financial support from Management for the staff members to attend conferences /seminars/workshops at National / International levels
- i. Opportunities for the teachers to visit foreign institutions for research and training
- j. Facilities for the development of e-content

VIII Welfare Measures

i) Financial

- Compulsory coverage under ESIC for the employees with salary lesser than Rs.21,000/- per month
- EPF coverage for all
- Road Safety insurance package up to one lakh rupees
- Financial support for staff members to attend conference/seminars/workshops/trainings
- Interest-free festive loan
- Financial Support to the children of needy non-teaching staff
- Canteen subsidy
- Annual Increment of 4% of the basic salary and special increment
- Concession for undergoing treatment at PSG Hospitals
- Festival bonus for first-line personnel

ii) Other benefits

- Preference to children of teaching and non-teaching staff for admission to PSG School and various programmes across PSG Institutions
- Employment on compassionate grounds for the family members of the non-teaching staff
- Founder Principal of PSGCAS, Dr. G. R. Damaodaran's birthday is celebrated as staff day on 20th of February every year. During the function, staff members who have completed 25 years of service at PSGCAS are honoured for their exemplary service to the Institution; the meritorious school children of the staff members are also rewarded during

Bz



the function; the family members of the staff attend the function and enjoy the cultural events

- Grievance Cell
- Flexible working hours for expectant and lactating mothers
- Distribution of gifts to all teaching and non-teaching staff on Teachers' Day
- Awards by the Management on Teachers' Day, Women's Day and Awards Day
- Special lectures for all the staff members on Women's Day, Teacher's Day and Founder's Day
- Honouring of the retiring staff through special function
- Meetings at Out-bound training Centre at Anaikatti, Coimbatore
- Support by Management for the Staff Members performing *PadhaYaathraas* a part of Pilgrimage to *PalaniHills* during the annual *Thai Poosam* Festival

IX Grievances

i) General grievance

Redressal of grievances through the Grievance Redressal Committee

ii) Measures for ensuring safety for Women in the campus

Internal Complaints Committee been set up as per the UGC guidelines

Ladies Lounge; Women Security Personnel; Surveillance cameras; Health and wellness centre

X Relieving/Resigning from the Service

- a. One month notice or one month salary, if during probation
- b. Three months' notice or three months' salary, if after confirmation
- c. Retirement as per Tamil Nadu Government norms