

St. Ann's College for Women

(Autonomous), Affiliated to Osmania University
Accredited by NAAC with A⁺ Grade (3rd cycle), CPE by UGC
Mehdipatnam, Hyderabad



Human Resource Development Policy



Human Resource Development Policy

1. Preamble

St. Ann's College for Women, Autonomous, Hyderabad is committed to formulate structured and systematic HR Policies to meet the needs of staff and equip them with knowledge, skills and abilities to work efficiently. The institution shall strive to attract, develop and retain best of professionals to contribute to the accomplishment of institutional objectives, mission and vision as a whole.

2 Human Resource strategy

2.1 This policy serves as the guidelines for human resource acquisition and development of teaching and non teaching staff of St. Ann's College.

2.2 All the departments/committees and administrative offices are to abide by these guidelines to implement the HR policies for their staff.

2.3 Human Resources practices followed shall adhere to the vision, mission, core values and objectives of the institution and streamlined with the institutional perspective plan and the annual strategic plan.

2.4 Human Resource programs are to be planned, organised and executed meticulously and systematically.

2.5 HC policies at institution serves as a reference point when human resources management practices are being developed or when decisions are being made about staff.

3. Recruitment and Selection

3.1 The recruitment and selection of faculty is need based. The HOD projects the man power requirement based on the workload and introduction of new programs.



3.2 The rules prescribed for selection of staff by UGC/AICTE/Osmania University/Government of Telangana shall be followed.

3.3 A post shall be filled by paper advertisement or employee referral or by internal transfers of qualified and eligible staff as directed by the management.

3.4 Candidates for non teaching posts are selected based on one to one technical interview conducted by department head followed by personal interview with Principal.

3.5 All the appointees shall initially be in probationary period for the first year of their service and on completion of probationary period will be deemed to be regular unless expressly notified otherwise.

4.0 Faculty Induction Program

4.1 Faculty induction program shall be organised for new joiners regarding the history, background, vision, mission, core values, objectives, code of conduct, institution culture, work culture and ethics, HR Policies, theme of the year.

4.2 Induction program shall have an interaction with the deans, HoDs followed by the campus tour.

4.3 A special orientation session on NAAC Criteria and Autonomy shall be organised for new entrants to equip them with the understanding of quality aspects

5.0 Human Resource Development

5.1 A faculty development committee within the IQAC shall be established with senior faculty member as representatives and Principal acting as a convener.

1.5.2 The committee shall conduct training need analysis to identify the stakeholders expectations and needs of faculty at the beginning of the academic year.



1.5.3 The committee shall organise faculty development programs on Higher Education, NEP, Research Methodology, Research Paper Writing, IPR, Revised NAAC framework, Mentoring, Code of conduct, Professional ethics, teacher soft-skills, teaching tools and LMS, outcome-based education, revised curriculum, autonomy, Indian Knowledge system, Academic Bank of credit and question banks.

5.4 The committee shall organise programs in technical skills, team work, soft skills planning and organisation skills for non teaching staff.

6.0 Performance Appraisal

6.1 Twice a year, the students shall evaluate the faculty handling their respective subjects covering various aspects of student teacher interaction through a google form. After the evaluation process, if any faculty is found to be deficient they shall be counselled, trained and mentored. Teachers with excellent performance shall be appreciated.

6.2 At the end of each academic year, the faculty shall evaluate themselves using prescribed faculty Self-Appraisal form and submit to the Dean administration, which may be taken into consideration at the time of increments or promotion and corrective measures if any by the management.

7.0 Promotion

7.1 Promotions of staff shall be based on University/ AICTE guidelines, seniority and performance.

8.0 Exit Policy

8.1 This policy shall provide guidelines to be followed by staff when leaving the institution either by resignation or termination.

8.2 Exit interview shall be conducted by the Principal along with the HoDs.

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9.0 Work Timings

9.1 The college functions six days a week from Monday to Saturday. The working hours are from 8:25 AM to 2:45 PM for teaching staff and from 8:15 AM to 3:30 PM for non teaching staff.

9.2 The working hours may vary marginally depending on the job demands, the staff shall adhere to extra working hours to fulfill the duties and responsibilities assigned.

10.0 Leave Policy

10.1 The excretion of granting leaves shall be with the Principal

10. 2 All the regular faculty shall be entitled to 12 days casual leave. Unused casual leaves cannot be carried forward to next year.

10.3 A regular female staff is entitled to maternity paid leave upto 4 weeks with pay.

PRINCIPAL
ST. ANN'S COLLEGE FOR WOMEN
MEHDIPATNAM, HYDERABAD-26.