



HUMAN RESOURCE POLICY HANDBOOK

OVERVIEW

We take pride to introduce our selves as RDB College of Arts and Science, Papanasam, a premier educational organization established in 1999. There has been rapid growth since establishment of RDB College of Arts and Science Starting with a meager strength of 91 students in 1999, making rapid strides and expanding by leaps and bounds, the Society has grown into a large group of RDB Institutions having strength of more than 5000 students. All courses offered by RDB College of Arts and Science for women are approved and Affiliated to Bharathidasan University, Trichy

RDB College of Arts and Science have tie-ups with many institutions. Our college have MoU's with 25 and more than 1579 students for past 5 years are given Skill Development Courses, Industrial Visit, internships in Companies connected

The institution reserves the right to amend or eliminate any of these policies from time to time and the institution may apply withdraw or modify the policies when circumstances warrants individualized consideration

In order to smooth working at RDB College of Arts and Science please follow the rules and regulations of RDB College of Arts and Science Looking forward to welcome you, to become a valuable member of our team and to contribute your best to the Institution.

Talent Management Policy:

RDB College of Arts and Science vision is to ----

Talent Management includes Recruitment and Selection, Induction, Goal-Setting, Performance Appraisal and Faculty Development Programs. These procedures aim to retain employees and foster their continuous development to skills and competencies to achieve institutional long term goals and institutional objectives.

- i. **Recruitment and Selection:** The Recruitment and Selection is the paramount importance in order to recruit staff with proper skills and attributes to enable the institution to fulfill its objectives. Being apart, the institution adheres to the UGC Guidelines attracting the right talent through the panel of Staff Selection Committee.
- ii. **Induction:** The incumbent who got shortlisted will then join the RDB College of Arts and Science Group with proper on-boarding and induction formalities.
- iii. **Goal Setting:** Each faculty member prepares his/her profile in coordination with HOD/Principal which details his/her attributes, research activities, books published, etc and sets goals for the next year. The strategy of being SMART (S-Specific, M-Measurable, A-Achievable, R-Realistic and T-Time bound) is followed in setting individual goals in line with institutional goals. It is imperative to understand the importance of goal setting, is to grow and expand the department in terms of its departmental goals, student success and own career.



iv. **Performance Appraisal:** Faculties are being judged and evaluated by Students, HODs, Principal all the time through Self Appraisal. The various parameters include the Results Analysis, Student's Feedback, Conferences/Workshops attended, Research Areas, etc so as to distinguish between Evaluation, Assessment and Review.

v. **Faculty/Admin Staff Development Programs:** An individual's Faculty Development Plan is fundamental to a faculty member's professional growth and successful performance in teaching, scholarly activity and service. On the same lines, Admin Staff Development Program will ensure the effective functioning of all the stakeholders, maintaining the healthy environment and campus decorum in line with the betterment of institution.

In consideration to the priorities of faculty's professional growth and development, all faculties shall prepare and submit the Employee Evaluation Agreement Form to HoDs which portray their annual development plans along with personal plans for promotion, tenure participation in faculty development programs. HoDs will submit these plans to the Principal.

ATTRACTION AND RETENTION POLICY:

RDB College of Arts and Science is committed to Talent Retention to manage the employee turnover and attract the quality manpower in the institution. Apart from the Competitive pay and statutory benefits; the employees are treated with proper workload, job security, clarity in role, rewards. RDB College of Arts and Science gives sufficient resources & funding and above all, the best practices in employee management.

To name a few, the strategies that RDB College of Arts and Science imparts for attracting and retaining best talent is the two-way communication, right selection, provide opportunities for development and growth, performance based appraisal, equitable and fair treatment for every employee, including juniors in decision making and transparency in accountability.

FACULTY PAY SCALES:

RDB College of Arts and Science believes that it is in the best interest of both the institution and its employees to fairly compensate its workforce for the value of work provided. The Pay Scales of all the faculties is determined as per the institution's norms. The Pay Scales for designated faculties are as shown hereunder:



PayScaleofFaculty	
Designation	PayScale
Professor	35000-43000+AGP8000
	35000-43000+AGP8000
AssociateProfessor	22000-27500+AGP7500
	22000-27500+AGP7500
AssistantProfessor	
	15600-39100+AGP7000
	15600-39100+AGP6000

EMPLOYEE ON-BOARD:

Policy for new appointment of faculty:

1) Approval:

- a) Get the approval of appropriate authority.
- b) Before getting the approval of the appropriate authority, the documents i.e. original certificates, percentage of marks and other required parameters are to be verified by the concerned HoD/Principal.

2) Submission of Documents:

Individual should submit their academic credentials with the HR Department like SSC, Inter, UG, PG, PhD and any other certificates as per requirements on or before the date of joining.

In addition to the above following documents are also to be submitted:

- a) Copies of appointment order, relieving and salary certificate of previous employer.
- b) Copies of all experience certificates.
- c) 6 passport size photographs.
- d) Copies of Form 16, Previous SCMD Document/Ratification Copy as per applicability.
- e) PAN Card, Aadhar Card, Voter ID Card and Passport (field).



3) Joining Report:

- a) Individual should complete joining formalities by submitting joining report and faculty information form to the HR Department after getting signatures of Section Head, Associate Director/Director/Principal of concerned campus.
- b) Individual should also fill up faculty information form and Bharathidasan University information form along with joining report.

Opening of Bank Account

After joining the college the individual is need to open a salary account with South Indian Bank (those who are not having an account with the above banks) and will submit the account number to Accounts Department and HR Department.

LEAVE RULES

KINDS OF LEAVES

1. Casual Leave
2. Earned Leave
3. Compensatory Casual Leave
4. Study/Sabbatical Leave
5. Medical/Sick Leave
6. Duty Leave (OD)
7. Maternity/Paternity Leave
8. Summer Vacation

Leave cannot be claimed as a matter of right. When the exigencies of the services so require, discretion to refuse or cancel leave of any description is reserved with the authority empowered to grant it.

The nature of leave due and applied for by an employee cannot be altered at the option of the sanctioning authority.

1. CASUAL LEAVE:

- i. Casual leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not interrupted. The maximum numbers of casual leaves in a calendar year are 12.
- ii. Sundays and other holidays may be prefixed, Inter-fixed and suffixed with the casual leaves.
- iii. Casual leave cannot be combined with any other kind of leave.



- iv. Casual leaves can be availed on quarterly basis. 3 leaves can be availed anytime upto 31st March, 06 leaves upto 30th June, 9 leaves upto 30th September and 12 leaves upto 31st December.
- v. Balance casual leaves will be converted into earned leaves as 2:1 ratio.
- vi. 6 days special casual leave can be granted by the Director/ Principal to an employee for self marriage (only once). However, this can be clubbed with the balance CLs/ELs, if the employee completed his/hers service for one year.
- vii. 4 days special casual leave may be granted by the Director/ Principal in case of death of his/her own dependents (own parents, own children or legally wedded spouse) and these leaves can be clubbed with the balance CLs/ELs.

2. EARNED LEAVE:

- i. The teaching staff of the college will be eligible for annual leave/earned leave as per following details:

Period of service	Teaching	Non-Teaching
Upto 1 year	Nil	Nil
After completion of 1 year & upto 3 years	4	4
After completion of 3 years onwards	5	5

- ii. The EL can be availed during the academic period as applicable without causing any academic disturbance and should be recommended by HoD.
- iii. EL cannot be inter-fixed with Sundays or any other holidays.
- iv. EL can be encashed after accumulation of 30 days ELs. Balance of 5 ELs has to be maintained at any instant when going for encashment purpose.
- v. In case the staff member leaves the service causing any financial loss to College/ pending repayment of any advance /loan, he will have to forgo any encashment of leave at the time of exit. If he is properly resigned and relieved his/her EL's are to be paid with his/her last salary.

3. COMPENSATORY CASUAL LEAVE:

- i. Compensatory Casual Leave may be granted to the employees in lieu of working on closed day(s) and can be availed within 30 days of working.

4. STUDY/SABBATICAL LEAVE:

- i. The teaching staff of RDB College of Arts and Science may be granted leave for advancement of their education in India or abroad under specified terms and conditions.
- ii. The faculty who is going on leave must have completed a minimum of three year service as aforesaid and will have lien on employment, and is eligible for 50% (full-time) or 100% (part-time) pay during such leave of absence.



- iii. The faculty will sign an agreement with RDB College of Arts and Science specifying the terms and conditions of leave as aforesaid, as determined by the Principal duly approved by the management on a case to case basis.
- iv. The Management, at its discretion will extend assistance towards higher education fees as in the form of a loan or 100% assistance.
- v. Staff members availing facilities for full time study need to sign agreements with the management to serve the institution for a minimum period of five years (Ph.D.) or three years along with sureties. In case of breach of agreement, staff member has to repay the fees and the salary availed along with existing bank interest rate.
- vi. Staff members undergoing part time programs need to sign agreements with the management to serve the institution for two years on half pay and four years bond on full pay, after obtaining the qualification of Doctorate along with sureties. In case of breach of agreement, staff member has to repay the amount equivalent towards along with existing bank interest rate.
- vii. Higher educational programs need to be completed in stipulated time of two or three years.
- viii. A faculty can be sponsored for six months for Ph.D. program with pay but he/she has to execute a bond for two years to serve the institution after completion of the program.
- ix. Sabbatical Leave is provided to the faculties who proceed on their research work.

5. MEDICAL/SICK LEAVE:

- i. Five days special leave can be granted/availed in case of accident, hospitalization or getting operated due to serious illness of employee.
- ii. This leave can be availed only on medical grounds i.e. hospitalization or serious illness for more than three days.
- iii. Proper documentary evidences required to avail this leave.
- iv. Sickness of general short-time duration is expected to be covered under CL/EL.
- v. This leave can be combined with CL/EL for hospitalization or serious illness.

6. DUTY LEAVE (ON DUTY):

- i. The Institute can permit on duty to any staff member to take special assignments with other institutions or industrial units for any official purpose.
- ii. On duty may also be granted to visit faculty programs, observer duty etc. on the behalf of the management of the institution.
- iii. Where the staff is proceeding on a training program duly sponsored by the institution, the entire period will be treated as on duty and he/she will be eligible for the pay and perquisites though he is not working in the college during such period.
- iv. On duty may also be granted to the staff members who are pursuing

their higher studies at the maximum limit of 6 days in a calendar year for their examinations. They should submit a proof of examination for applying OD along with their application.



7. MATERNITY LEAVE/PATERNITY LEAVE:

- i. Women employees of RDB College of Arts and Science except those on casual basis may be granted maternity leave for a period of 3 months. Leave application is to be supported by a certificate of a qualified doctor (M.B.B.S./M.D.).
- ii. Maternity leave will not be debited to any other kind of leave.
- iii. Maternity leave may be combined with other kinds of leave except casual leave, but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate from a qualified doctor (MBBS./M.D.).
- iv. The payment of maternity leave will only be released when the women employee re-joins on duty after availing the maternity leave.
- v. Maternity leave is to be granted to an employee provided she gives a certificate that she has less than two surviving children.
- vi. Maternity leave must be applied at least 3 months in advance.
- vii. Male staff members are eligible for 6 days paid paternity leave.

8. SUMMER VACATION:

- i. A circular on Summer Vacation and its terms and condition shall be released every year for the Faculties/Staff of RDB College of Arts and Science. The vacation for such staff member may be applied well in advance to their respective authorities with the consent of Principal.
- ii. In case of extension of leave, Summer Vacation may be clubbed only with EL which shall be intimated to the concerned authority well in advance.
- iii. Employees who are eligible for additional vacation who travels to the distance above 300 kms, the travel ticket of the same is to be submitted accordingly.

EMPLOYEE BENEFITS:

RDB College of Arts and Science is committed to being a pre eminent and global Institution. To achieve this goal, RDB College of Arts and Science promotes various benefits to the employees to create and improve sound and healthy employee relations, to boost up employee morale, to motivate the employees by identifying and satisfying their unsatisfied needs, to provide security to the employees against social risks like medical and maternity benefits, to protect the health of the employees and to provide safety to the employees against accidents and above all, to create a sense of belongingness among employees and to retain them.

This includes statutory benefits like EPF, ESI, Maternity Leaves, Medical Leaves, etc. Being a part, RDB College of Arts and Science encourages the fringe benefits to all its faculties/staff like Laptop and Mobile facility to eligible staff, Group Mediclaim Policy, Group Personal Accidental Policy, Periodical Health Checkup, Reimbursement for attending International/National Conferences and Workshops, Reimbursement for meeting Medical Emergencies, Paternity Leaves, Marriage Leaves, Special Leaves meeting emergency requirements, etc.



FACULTY INCENTIVE SCHEME (FIS):

RDB College of Arts and Science encourages its faculties to score in the Academic Performance Indicator (API) mechanism of UGC.

The objective of initiating FIS is to ensure that the faculty would enhance their academic credentials in line with the UGC expectations by participating more actively in academic, research and administrative duties. This scheme is also expected to result in a more rational incentivisation of the key areas of the Institutional Development.

FIS is based on three major categories:

i. Teaching and Learning related activities:

Maximum points: 150 points

Minimum score to be eligible for incentive in this category is 100 points. The incentive pattern in this category is as follows:

Points Scored	Incentive
<100	NIL
101-125	Rs. 1500/-
126-150	Rs. 3000/-

ii. Co-curricular, Extra Curricular and Professional Development Activities:

Maximum points: 75 points

Minimum score to be eligible for incentive in this category is 25 points. The incentive pattern in this category is as follows:

Points Scored	Incentive
<25	NIL
26-50	Rs. 1000/-
51-75	Rs. 1500/-

iii. Research and Related Academic Activities:

Maximum points: 150 points

Minimum score to be eligible for incentive in this category is 75 points. The incentive pattern in this category is as follows:

Points Scored	Incentive
<75	NIL
76-110	Rs. 3000/-
111-150	Rs. 5000/-



RESEARCH AND DEVELOPMENT:

One of the maxims that RDB College of Arts and Science guarantees for its faculties/scholars is “Learning is a Celebration”. To institutionalize this principle of learning, RDB College of Arts and Science has devoted itself to extend extensive opportunities for its faculties to pursue research and development activities.

RDB College of Arts and Science commitment to advanced research in the area of arts and science, has nurtured incubation centers of innovation and excellence. Every department is encouraged to have at least one such center.

DRESS CODE/UNIFORM:

In the current competitive scenario in the Education Sector, the faculties/staff play a very critical role in this aspect. Besides being trained and competent, it is important for them to be properly groomed and presentable at all times at work. In this connection, an effective uniform policy is incorporated at all categories leading to proper campus decorum.

CUG SIM CARD POLICY:

RDB College of Arts and Science provides mobile usage allowances to those employees who are required to be in regular contact with the parents of students/staff/external agencies connected to the institutional requirements all the time. All employees are required to be professional and conscientious at all times when using institution phones.

The SIM Card (CUG) is provided to the employees as per the cadre.

Category	Ceiling Limit
HOD and Above	Rs.500/- & Above/Actuals as per their roles
Cashier to Accountant	Rs.300/- to Rs.500/- as per their roles
OAs and AOs	Rs.250/- to Rs.300/- as per their roles

The respective employees should understand that the SIM Cards are issued for institution usage only. Employees are expected to make every effort to not exceed the contracted allowed minutes.



HEALTHCHECKUPPOLICY:

RDB College of Arts and Science aimstohelpemployees to undergo a comprehensive health check up every quarter and to fosterpreventive measures wherever required and to ensure physical and mental fitness incarryingouttheirroleseffectively.

This policy applies to all the staff members who are experiencing any health issuesduring their employment. This periodical health check up will help them to managetheir health. Sometimes, occupational health hazards are also diagnosed and treatedthroughthis.

The institution has MOU with OMNI Hospitals which is one of the prestigious andsuperspecialtyhospitalsinPapanasam.

RELIEVING/RESIGNATION/TERMINATION:

Resignation will not be accepted during the academic session. It may be submitted onthelastworking dayoftheacademicyeari.e.31stMarchexceptexceptionalcases.

Staff member recruited will be on probation for a period of one year. During thisperiod if a staff member wants to resign or the authorities like to terminate his/herservices, onemonthnoticeshouldbegivenfromeitherside.

Probation period is deemed to be over after the period of one year, unless otherwiseextended or reduced by the management. After the probation period, if any facultywants to resign three months notice should be given from either side or equivalentssalaryshouldbe paidinlieuofnoticeperiod.

TheManagementreservestherightto waive-off/reducethenoticeperiod.

TRANSPORTFACILITY

The institute buses are running on“No Profit No Loss” basis. For the smooth running ofbuses,pleasefollowtheinstructions:-

- i. ContactTransportManagerforavailingTransportfacility.
- ii. Thebuscharge,asapplicable,willbedeductedfromthesalaryoftheindividual.
- iii. Allfacultyandstaffshould reachthedesignated boarding pointbefore
5 minutes of the scheduled time to board the bus to
avoidinconveniencetoselfandothers.
- iv. Allfacultyandstaffshouldboard/dropthebusatdesignatedboarding/droppingpoints only.
- v. Everyonetravellinginthebustocarrybuspasses,issuedbyTransportDept.
- vi. Everyonetotravelintheallottedbussesonly,other wiseitmayinvitepenalty.



Dos & DON'Ts FOR FACULTY

Some of the DO's and DON'Ts for faculty members are enumerated below. These are to be strictly followed for achieving academic excellence.

DO'S

- Beat College before 09:15 AM. Sign attendance register by 09:20 AM.
- Strictly obey the instructions and circulars issued by the institution's from time to time.
- Be in time for all classes and leave classes exactly in time after completion of session.
- Take attendance at start of class.
- Insist on timely submission and accuracy of lab records.
- Timely submission of all tasks allotted and proper feedback.
- Be ethical, thorough professional and a good team member.
- Academic excellence through continued self-education.
- Contribute in academic and administrative activities.

DONT's

- Don't avail leave without prior sanction (In emergency only, inform HoD timely).
- Don't be absent from labor classes on any pretext.
- Don't avoid feedback.
- Don't get into altercation with seniors and students.
- Don't give lame excuses for not doing a job in time.
- Avoid Grape Wine Communication, discuss technology instead.
- Don't spread rumors or accept them.
- Don't be disgruntled.
- Avoid unethical exit.



M. Mahamed Haniffa

Principal
Rajagiri Dawood Batchia
College of Arts & Science
Papanasam-614 205.
Thanjavur District.