

Amala College of Nursing

Amala Nagar, Thrissur - 680555



Human Resource Policy

PREFACE

This policy manual is published and maintained as a guide for managers in order that human resources matters can be handled more consistently and equitably. . The contents of this Human Resource Policy (HR Policy) are part of the regulations of the institution and hence shall be applicable and binding to all members of the staff of the institution in the manner stated therein.

The Human Resources policy Manual is designed to be the primary reference document for communicating and interpreting human resources policies, programs, and procedures to employees of Amala College of Nursing. The manual will be updated periodically to reflect changes in policy

The Administrative council of Amala College of Nursing reserves the right to interpret, change, modify, add, delete or not apply all or part of the provisions of this manual at any time.

FOREWORD

Amala College of Nursing, Thrissur is committed to its mission of contributing to the societal need of providing quality nursing education to aspirants of nursing education within standards of academic excellence. The mission of the institution is worked out with the dedicated efforts of the staff members who have contributed to creating a work culture that is founded on the values of integrity and commitment. The Human Resource Management Department has codified a set of rules and regulations for the staff that will be operational till the next review. This is in the form of a HR Policy Document and contains all the details pertaining to the conduct of one's duty in logical sequence. The Administrative Council of Amala college of Nursing is privileged and proud to promulgate the HR Policy document which we hope will serve as a compendium of information and guidance and will be useful for all our staff members in the execution of their duties.

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INTRODUCTION

PROFILE

Amala College of Nursing (ACON) was established in the year 2005, under the parent institution Amala Institute of Medical Sciences, based on the strong societal need of providing quality education with high benchmarks set on quality standards at an affordable rate, to the aspiring students in the state of Kerala. The college is affiliated to Kerala University of Health Sciences and has UG, PG and Ph.D. programs in Nursing.

Amala Institute of Medical Sciences is a premier institution in health care sector located in the state of Kerala and a Centre of excellence in holistic health care and a pioneer in medical and nursing education. The institute is managed by Amala Cancer Hospital Society and comes under the Devamatha province of Carmelites of Mary Immaculate (CMI), an indigenous religious congregation in India. This congregation is an embodiment of the dream and vision of St. Kuriakose Elias Chavara, a nineteenth century visionary educationist and social reformer in India. The congregation envisages to serve humankind across the globe through education, healthcare, journalism, social service, spiritual care, art and culture.

Vision and Mission of the College

“To establish a Centre of Excellence providing value-added education that combines effective teaching, focused academic exposure, and productive research with the aim of training healthcare personnel with professionalism, and spirit of love and service as their hallmarks.”

Mission

1. Appointing faculty known for their academic excellence and who are committed to carrying out the institutional mission.
2. Forming effective health care personnel marked by up-to-date knowledge, professional skills, and with an inclusive, global outlook, in eco-friendly ambience.
3. Promoting the capacity for critical thinking, communication, collaboration and creativity.
4. Instilling compassionate love towards all especially the poor and the marginalized.
5. Encouraging innovative research that will benefit humanity.
6. Inspiring the students to become life-long learners.
7. Creating an atmosphere conducive to the students imbibing spiritual and ethical values.
8. Providing top-up skills to enhance the employability quotient.
9. Providing state-of-the-art infrastructure

Motto

Sukartham sarva bhoothanam

Everything Exists for Wellbeing

CORE VALUES

- Academic Excellence
- Professionalism and the Spirit of Love
- Leadership & Innovation Productive Research
- Commitment towards nation building
- Lifelong learning

Code of Conduct

Employee Grievance Redressal Mechanism

- For redressal of grievances and complaints, the college shall adhere to the following:
- Grievances if any, may be presented before the Grievance redressal committee through the confidential mail id accessible to all employees.
- All matters requiring the intervention of higher authorities should be presented in person and in writing.
- The grievance committee shall be formed as and when required.
- The composition of the grievance committee will be decided by the Administrative Council according to the nature of the grievances being considered.
- The committee objectively and with due respect to the institutional and academic goals, looks into the grievances and takes appropriate action to remedy the situation.

Anti-Sexual Harassment Procedure

Process of making a complaint of sexual harassment

- An aggrieved person required to submit written complaint to the Internal Complaints Committee within three months from the date of the incident and in case of a series of incidents within a period of the months from the date of the last incident.
- Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing.
- Friends, relatives, Colleagues, Co-student, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint account of physical or mental incapacity or death.

Process of Conducting enquiry

- The ICC shall upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
- Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
- The inquiry has to be completed within a period of ninety days from the receipt of the complaint.

- The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Administrative Council. Copy of the findings or recommendations shall also be served on both parties to the complaint.
- The Administrative Council of the College shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
- An appeal against the findings or recommendations of the ICC may be filed by either party before the Administrative Council of College within a period of thirty days from the date of the recommendations.
- If the Administrative Council of the College decides not to act as per the recommendations of the College, then it shall record written reasons for the same to be conveyed to the ICC and both the parties to the proceedings if on the other hand it is decided to act as per the recommendations of the ICC then a show cause notice answerable within ten days shall be served on the party against whom action is decided to be taken.
- The Administrative Council of the College shall proceed only after considering the reply or hearing the aggrieved person.
- The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation.
- The College shall facilitate conciliation process through ICC as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party whenever possible is preferred to purely punitive intervention.
- The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

Punishment and compensation

1. Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the College, if the offender is an employee.
2. Where the respondent is a student, depending upon the severity of the offence, the College may - a. withhold privileges of the student such as access to the library, auditoriums, halls of residence, transportation, scholarships, allowances, and identity card; b. suspend or restrict entry into the campus for a specific period; c. expel and strike of name from the rolls of the institution, including denial of read mission, if the offence so warrants; d. award reformatory punishments like mandatory counselling and, or performance of community services.
3. The aggrieved person is entitled to the payment of compensation. The College shall issue direction for payment of the compensation recommended by the ICC and accepted by the , which shall be recovered from the offender. The compensation payable shall be determined on the basis of - a. Mental trauma, pain, suffering and distress caused to the aggrieved person b. The loss of career opportunity due to the incident of sexual harassment c. the medical expenses incurred by the victim for physical psychiatric treatment: d. The income and status of the alleged perpetrator and victim: and e. the feasibility of such payment in lump sum or in instalments

Action against frivolous` complaints

To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints is made and publicised.

If the ICC concludes that the allegations made were, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub regulation.

Manpower Planning

Recruitment and Selection

General rules

Every year, before the beginning of the academic session, the Principal assess the requirements of the college concerning the staff and determine the positions to be filled.

There shall be a regular notification on the institutional website inviting applications for staff positions, and applications received against this notification shall also be considered based on need. The last date for submission of applications against advertisements shall be as decided by the Management.

- The screening and short listing of candidates for interview shall be done by selection committee as constituted by the management.
- The Interview Board (for staff selection) shall consist of the Academic Coordinator, Priest in Charge, Principal, HR manager
- Selection of candidates shall be on merit and suitability and evidence of academic excellence as decided by the Interview Board and a rank list of suitable candidates shall be prepared based on merit.
- The rank list of selected candidates shall normally be maintained for 6months or more depending on need. If the number of candidates on the rank list exceeds the number of vacancies, the remaining candidates on the rank list shall be maintained for future consideration until the next advertisement for the same position.
- The Interview Board/Selection Committee shall recommend the designation and pay scale/ pay range of the elected candidate.
- Offer letters signed by the Director shall be dispatched to selected candidates for acceptance.
- If any meritorious candidate applies for any post, even without a notification by the College, the management will be free to consider his candidature for suitable post.
- The administrative staff qualifications will be in accordance with the post called for.

The selection procedure is based on

- Final selection will be based on Qualification, Presentation, and personal interview.
- All selected employees are inducted initially on a one-year probation, following which they may be appointed as a full time regular staff, provided that they meet the specified standards of merit.
- Appointment of retired persons will be on contract and an institute approved consolidated salary is provided
- The non-Teaching Staff has four grades. S-Office Staff, A-Attenders, E-Executive, Managerial.

Career progression policy

An employee can be considered for career progression on the completion of minimum stipulated number of years in one grade: The employee can move to the next level though

- Upgradation, based on the number of years in each level
- Promotion, when a vacancy is available in the department
- The career progression is possible only if the employee has performance appraisal rating or at least meets expectation.

Performance Appraisal

Evaluation is conducted at two levels at the end of an academic year.

- At level 1, an employee rates his or her own performance at the end of the year. Then at level 2, the supervisor rates the employee's performance.
- The purpose of self-evaluation is to encourage dialogue around performance outcomes and related issues. This provides the basis for discussion between the employee and reporting officer about accomplishments and issues that affected performance.
- Following the discussion, the supervisor determines the "Final Rating" for each performance dimension, considering the employee's self-evaluation, the relative priority of the dimension and other relevant factors.
- The appraiser shall sign the format after the appraiser complete the feedback discussion and record the final score on Appraisal format.
- The appraisal forms are consolidated by the supervisors and a report is submitted to the Principal.
- The principal discusses the results with the non-teaching staff whose score has to be improved
- The performance valuation score is also a major consideration for the yearly incentive calculation.

Policy for Leaves/ Holidays & Working Hours

General Rules

- Unless otherwise specified, all staff shall follow a six day work/ week and adhere to the college timings prevailing from time to time, presently 8.00 am to 4.00 pm for teaching staff and 8.30 am to 4.30 pm for support staff.
- All staff are required to punch in their attendance and sign the attendance register on a current basis at the start of the morning session and before leaving the afternoon session.
- When on leave or compensatory off or official duty outside, staff should not sign the register or mark entry. Suitable entries for such days will be made in the register by the college office based on leave applications/ duty leave.
- In respect of the staff joining the college during a calendar year, leave availability for that calendar year will be calculated on a proportionate basis from the date of joining.
- For all leaves, except casual leave and block leave have to be applied for. A print out of the submitted application has to be submitted to the concerned officer after getting sanction from the Principal through the office superintendent.
- Leave shall be availed only with the prior approval of the Principal except during unavoidable circumstances like sickness and unforeseen emergencies.
- Where prior clearance could not be availed due to unforeseen circumstances, leave application shall be submitted at the earliest after resuming duty.
- Before proceeding on leave, staff members are required to arrange their work schedule for the period of leave in consultation with the Principal.
- All leave application form duly recommended by the concerned authority shall be forwarded to the Principal for necessary approval and also for the purpose of proper leave administration and maintenance of records.
- Absence on days of hartal or special holidays declared by government from time to time, shall be treated as leave and a leave application shall be submitted by concerned staff.
- The Approving Authority for all leave shall be the principal.
- Any unavailed eligible leave during a calendar year cannot be carried over to the subsequent year.
- Processing and administration of leave shall be as per procedure laid down by the Management.
- Salary for the days of absence without written approval and/or days of approved leave in excess of permitted and available leave will be deducted from the salary.
- Salary deduction will be calculated by dividing the total monthly salary by 30, and multiplying by the number of days of loss of pay leave taken during the month. For this purpose, total salary shall include all allowances, if any, paid on a monthly basis as part of the salary.
- Any absence not supported by an approved leave application form and/or note from the authority will be treated as unauthorized leave and salary deduction will be effected for such days.
- Casual leave as far as possible must be pre-informed and needs prior approval. In case of exigencies post-facto approval may be obtained immediately on reporting, on the same day or latest by the next working day.

- Casual leave cannot be combined with any other kind of leave.
- All remaining casual leave in the calendar year will lapse at the end of the year and will not be carried forward to the next year.

Maternity Benefit

- All regular female staff are eligible for maternity benefits subject to the following conditions:
- She should have satisfactorily completed one-year probationary period and also completed one year's regular service as confirmed employee, before commencement of leave for maternity.
- Long periods of leave, if any, taken during this period will be excluded while calculating and arriving the completed years of probationary service and regular service.
- Maternity benefit is applicable to female employees only for their first and second delivery.
- Maternity benefit shall be limited to a maximum of 90 (ninety) days salary with full pay for each delivery (confinement).
- Leave for Maternity shall not commence earlier than 15 days prior to delivery/childbirth)/miscarriage.
- Maternity benefit (equal to 90 days salary) shall be paid one month after the employee re-joins duty after her delivery / miscarriage.
- Maternity benefit shall not be applicable for abortion.
- Application for maternity benefit shall be submitted sufficiently in advance and intimation of delivery shall be given as soon thereafter.
- Leave taken for Maternity purpose cannot be combined with study leave/duty leave/block leave etc.
- Leave granted for maternity purpose beyond three months shall be of loss of pay (Lop)

LOP

- Request for Loss of pay leave shall be considered based on the genuine and unavoidable needs of faculty and may be sanctioned at the discretion of the Principal after considering all aspects of the institution's requirements in respect of its academic activities,
- Lop without written approval will be considered as unauthorized leave and disciplinary action will be taken accordingly.
- Loss of pay leave beyond six months at a time, will not be counted towards service of the concerned faculty for yearly annual increments.

Other Leave/ Holidays

All holidays notified by the college and Sundays and second Saturday shall be holidays for all teaching staff.

In special circumstances, the Management reserves the right to convert a holiday into a working day.

Compensatory off or duty performed on eligible holidays or Second Saturday of the month shall be taken within two months

College holidays:**Exit Policy****General Rules**

- The age of superannuation for the technical and non-teaching staff shall be 58 years.
- Re employment beyond the age of superannuation shall, however, be done selectively for a period of 3 years in the first instances and another further period of 2 years as per the discretion of management.
- The college Management has the right to terminate the service of a staff member by giving notice of one months/ one month's pay in lieu of notice if his/ her performance/ conduct is not satisfactory.

Resignation

- Staff members are expected to give advance notice of one month/ one month's pay in lieu of notice in case of resignation, so that alternatives can be arranged without disruption to academic activities.
- Staff members should desist from leaving the job while the academic year is in progress.
- The Management reserves the right not to accept the resignation while the academic year is in progress, if it would affect the academic activity of students