



SACRED HEART COLLEGE (AUTONOMOUS)

THEVARA, COCHIN

HUMAN RESOURCE POLICY



Sacred Heart College

(Autonomous)

Thevara, Kochi, Ernakulam,

Kerala 682 013

HUMAN RESOURCE POLICY

Preface

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. Any later edition to this policy has to be made on the originals kept in the institution office signed by the Principal and Manager of Sacred Heart College (Autonomous), Thevara, Kochi. Any further edition of this should have the year in which the changes are made. This policy document is the property of Sacred Heart College (Autonomous), Thevara, Kochi and hence should be returned along with other documents/ materials in the event of resignation or termination of one's employment.

Foreword

Sacred Heart College (Autonomous), Kochi is committed to its mission of creating socially conscious professionals with a high level of technical expertise. The success of the institution depends to a great extent on the staff members who have contributed to creating a work culture that is founded on the values of integrity and commitment. In order to set the college well on the path of growth in line with the same objectives, 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. We are glad 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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1. Introduction

1.1. Profile

Sacred Heart College (Autonomous), Thevara, Kochi was established in 1944 by the CMI fathers – reputed pioneers in education – who manage over 500 educational institutions across India and abroad. The college is situated on the enchanting shores of Vembanadu backwaters on Thevara Island in Kochi. Ever since its origin, the college - fondly called 'Thevara College'- has followed its core philosophy: holistic vision, i.e., harmony of the intellectual, physical and spiritual endeavours enshrined in its motto, *cor rectum inquirat scientiam* (a righteous heart seeks after wisdom). The college, caringly nurtured and ably steered by visionary leadership, having evolved into a premier centre of higher education through its 75 year-old fruitful academic journey, is now poised at a momentous threshold of its growth.

A multi-faculty, autonomous, co-ed College affiliated to MG University, Kottayam, Kerala, it offers a variety of conventional and vocational programmes for diverse mix of students from urban, semi urban and rural milieux. Accolades, awards and honours have bolstered its morale in its triumphant march from the modest origin with 246 students in 1944 to the present strength of above 2400 (63% girls), spread across 16 UG and 16 PG departments and 6 research centres. The College was chosen as **College with Potential for Excellence** in 2004 by the UGC; the status was extended in 2010 and is still continuing now. The college was granted Autonomous Status by the UGC and the state government in 2014.

In the NAAC accreditation in 2000, the college was awarded the highest rating of **FIVE STAR** and in the 2007 re-accreditation, the feat was replicated with **A+ (91.7)**. In 2013, the college was awarded **A Grade** (CGPA 3.30). Academically the college's record has been consistent and commendable, with SH students securing the top grades in the University results. The college is affiliated to Mahatma Gandhi University, Kottayam and is included under sections 2(f) and 12B of the University Grants Commission (UGC).

On the sporting arena, the college's credentials have been unrivalled maintaining one of the top positions in the MG University in sports & games for the past many years, with many of our sportspersons representing the University, the State and the Country. In the cultural scene, our records have been quite impressive, consistently maintaining its position within the first five places in the MG University Youth Festivals. The college secured first position in the last three years.

In the national surveys, for the **Best Fifty Colleges**, undertaken by prestigious media agencies such as *The Week*, and *India Today*, SH was ranked one among the best 30 colleges for science, 35 for arts and 30 for Commerce in the country, while maintaining the first rank consistently since 2006, among colleges in Kerala.

The number of permanent aided teachers with Ph.D now stands at 41 out of 75. 51 teachers serve in the self-aided stream offering 16 programmes both at the PG and UG levels. The faculty has produced more than 150 international, national and regional publications during the last 3 years. The publication of 2 research journals – Humanities and Sciences - with ISSN, and contributions in anthologies also provide ample evidence for the creative vigour of the faculty. Some of the faculty, especially in Science are researchers of renown, presenting papers in seminars in world fora held in Switzerland, USA, Germany, Spain, Taiwan, Korea, Auckland and Poland.

The college has a well-equipped library with 90000 books, 25 periodicals and 75 journals. It is modernized with computerization, Network, DELNET, EBSCO and INFLIBNET facility. The digitalization of the campus with wi-fi, video conferencing facility, interactive boards, digital library and film studio gives a modern academic environment to the college. Apart from the academic infrastructure, the college has a ladies and men's hostel, two buses, a yachting club and a gym. The students themselves have made confident forays into the virtual world with web logs – *Hearthbytes*- launching new horizons of creativity and learning. The students' union, democratically elected, leads and ensures student participation and mobilizes the community in worthwhile enterprises.

The availability of expertise and infrastructure has enabled the college to play a pivotal role vis-à-vis linkage with Government of India and global Universities. A laudable initiative of the College in domain of knowledge extension is the hosting of the **INSPIRE**, a programme of

the DST since 2010, to draw Plus 1 students from across the nation to the study of basic sciences.

The college has academic collaborations with Auckland University of Technology, New Zealand, Nihon Fukushi University, Japan, Concordia University, USA, Frazer Valley University, Canada and Juniata College, USA.

SH is a green campus. Proactive measures for environmental protection are organized and executed passionately by the college. An abiding concern for environment in tune with the global concern, underscores the college's present ethos and culture. A part of its energy needs are met by nonconventional sources such as solar and wind power. Visible in every SH act, this concern further reinforces its holistic approach.

A strong thrust on community engagement and outreach through an overarching platform HEAL (Heartian Extended Arm for Life) and mandatory one credit service learning course show forth a fundamental social orientation and commitment of the institution.

1.2. Vision and Mission of the College

Our Vision

"Fashioning of an Enlightened Society founded on a Relentless Pursuit of Excellence, a Secular Outlook on Life, a Thirst for Moral Values as well as an Unflinching Faith in God."

Mission

"To provide an environment

- that facilitates the holistic development of the individual
- that enables the students to play a vital role in the nation building process and contribute to the progress of humanity.
- that disseminates knowledge even beyond the academia.
- that instils in the students, a feel for frontier disciplines and cultivates a concern for the environment.

by setting lofty standards in the ever evolving teacher-learner interface."

1.3. Administrative Staff

- a. Office Staff
- b. Information
- c. Accounts
- d. Examination
- e. Labs
- f. Library
- g. Support Staff

2. Code of Conduct

2.1. Non-Teaching Staff and their responsibilities

The following code of conduct is expected from all cadres of non-teaching staff of the institution.

A) Relationship with students

Just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.

Make regular contribution to the personal development of students, while looking after their interest and welfare.

Not disclose confidential information about students, which the member knows, to anyone other than authorized persons/agency or in the interest of law.

Have respect and an affectionate and friendly attitude towards all students and helping them to improve their behaviour.

Abstain from indulging in any corrupt practices with the students by showing favours of any kind.

Deal with parents/guardian of wards, politely and compassionately when they approach the administrative state in connection with his/her ward's educational matters, thereby ensuring proper public relations.

Try to incorporate the values of integrity, honesty and fairness in all the dealings by the staff.

B) Relationship with faculty members

As the technical and administrative staff are expected to work closely with the faculty in day-to-day activities, the staff should

1. Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
2. Develop friendly and cooperative relationship with the faculty members.
3. Understand the role of supporting staff vis-a-vis the role of a faculty member that would enable developing proper relationship.
4. Not transgress his/her defined role in the discharge of assigned duties and responsibilities.
5. Provide full co-operation and support to the faculty members for the development of laboratory/ workshop and in the maintenance/ calibration of equipment.

C) Relationship with colleagues

A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular, he/she should,

1. Behave with his/her colleagues in a manner that he/she expects them to behave with him/her.
2. Extend co-operation to his/her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
3. Desist from spreading rumours or wrong news about his/her colleagues.
4. Refrain from passing information about colleagues to any individual or agency without his/her permission.

D) Relationship with the Management

A member is expected to develop proper rapport with the employer viz the Management of the college. Mutual respect and fraternal feelings are needed to ensure proper relationships.

Measures suggested to achieve the above objective include,

1. Perform all professional activities through proper channels.

2. Refrain from discussion with unauthorized individuals about professional and other information pertaining to the college.
3. Resist from undertaking any responsibility/work involving financial benefit in contravention of etiquette and the general interest of the college.
4. Co-operate whole-heartedly with the authorities of the college in the fulfilment of mission and goals of the college by performing his/her role in a professional manner.
5. Avoid condemnation of authorities behaviour through anonymous communication to outsiders/newspapers and conversational conflicts which harm the interest of the college.
6. Conduct college's transaction with utmost honesty, integrity and fairness.
7. Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
8. Follow all norms and job details assigned by the college to the member from time to time with dedication.

E) Relationship with Society

The activities of a member of technical and administration are not only related to the College but also have a serious impact on common social interests. Therefore the following aspects merit consideration in this regard.

1. Adherence to desirable standards expected of the College by the society.
2. Participation in diverse activities of the community as a good citizen.
3. Soliciting public co-operation in the educational programmes of the College.
4. Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

F) Use of the College Resources

The resources of the college include, but not limited to, the use of telephone systems, data communication and networking services, university domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others. These resources must be used only for the purposes of the College. They should not be used for personal gains and personal

purposes, except in a manner that is incidental and striving for Holistic Excellence reasonable in the list of employee's duties.

2.2. Staff Welfare Association

Sacred Heart College over the years has undertaken a plethora of welfare, development and training initiatives. Apart from its initiatives for the welfare of the staff, the college has a credit society, which has a history of 38 years. The society have now evolved into SH College Cooperative Society and SH College Staff Cooperative Credit Society, which are formally registered. All the staff of the college becomes the member of the welfare association. The Welfare Activities are highlighted below:

- Educational assistance
- Scholarship
- Medical insurance
- Annual medical camp
- Staff Loan Financial assistance for house building, renovation.
- Financial assistance for the purchase of home appliances.
- Festivals Kits Financial Incentives
- Bonus
- Annual staff picnic organized
- Benefit Fund – Gratuity Scheme
- Birthday celebrations of staff organized once in a month

2.3. Grievance Redressal Mechanism

For redressal of grievances and complaints, the college shall adhere to the following:

1. Grievances if any, may be presented before the officials – Manager – Sacred Heart Education Institutions/ Principal
2. There should be a sincere effort from the part of the members of staff to find solutions for the problems.
3. All matters requiring the intervention of higher authorities should be presented in person and in writing.

4. The grievance committee shall be formed as and when required. The composition of the grievance committee will be decided by the Manager/Principal 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.

2.4. Anti-Sexual Harassment Procedure

a) Process of making 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 capacity or death.

b) Process of conducting Inquiry

1. 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.
2. 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.
3. The inquiry has to be completed within a period of ninety days from the receipt of the complaint.
4. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the executive Authority of the college. Copy of the findings or recommendations shall also be served on both parties to the complaint.
5. The Executive Authority 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.

6. An appeal against the findings or recommendations of the ICC may be filed by either party before the Executive Authority of the College within a period of thirty days from the date of the recommendations.
7. If the Executive Authority 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 Executive Authority of the College shall proceed only after considering the reply or hearing the aggrieved person.
8. 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.
9. 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.

c) 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 readmission, 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 Executive Authority, 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

d) Action against frivolous complaint

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 (1) of regulations, if the complainant happens to be an employee and as per sub-regulation (2) of the regulation.

3. Manpower Planning

3.1. Recruitment and Selection

3.1.1. General Rules

- Every year, before the beginning of the academic session, the Principal, Sacred Heart College assess the requirements of the Institute 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 aided staff vacancies are notified in the newspaper as per the UGC/State regulations.

- Administrative Staff members already serving in the College and meeting the notified requirements can apply for direct recruitment to higher posts only if specifically called for in the advertisement.
- 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 Administrative Staff Selection) shall consist of the Manager, Principal, one staff member of the nonteaching cadre depending of the post as directed by the Management.
- Selection of candidates shall be on merit and suitability 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 6 months 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 Executive Director shall be dispatched to selected candidates for acceptance.
- If the candidate accepts the offer, the appointment order signed by the Principal shall be issued.
- 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.

3.1.2. Selection and Appointment

There shall be a selection committee for making recommendation to the Manager of the College for appointment to the post of Professors, Associate Professors and Asst. Professors in the College and such other post as may be prescribed by the Bye-Laws. Every Selection Committee for appointment of all teaching staff (Self Financing) shall consist of following members.

1. Manager, Sacred Heart College – Chairman
2. Principal, Sacred Heart College – Vice Chairman
3. Nominee of the Provincial Council – Member
4. One area expert nominated by the Director from outside the institute-Member

1. The selection procedure is based on
 - The first phase is the Technical interview by a selection committee comprising of the principal, the respective HOD of the department and subject expert in the domain area.
 - Final selection will be based on Qualification, Presentation, and Personal interview.
Experience, Communication skill and Value System.
2. 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.

3.1.3. Pay Scale

The non-Teaching Staff has five grades. S- Office Staff, A- Attenders, E- Executive, Managerial and L- Leadership. The entry level S will be of the basic pay of Rs. 7200/-. The highest level L has the best pay band of 40000/- to 45000/- A trainee level with a stipend of Rs. 7000 is also envisaged, where no other privileges or claim is attached. This will be ad hoc in nature. And it will be for a duration of 11 months.

Overlapping in pay scales is found and is to be addressed by fixing an employee's pay in a scale that would take care of the overlapping consolidated pay. As a norm, when somebody is promoted to the next scale, the pay should be fixed in such a way that the new pay is not less than the earlier pay, irrespective of the scale.

3.2. 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

- Up gradation, based on the number of years in each level
- Promotion, when a vacancy is available in the department
- An employee who has completed the required number of years of service at the highest level of a specific grade and if he/she meets the required performance criteria may be considered for stagnation allowance.
- The career progression is possible only if the employee has performance appraisal rating or at least meets expectation.

3.3. 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 appraisee 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.

4. Policy for Leaves/ Holidays & Working Hours

4.1. General Rules

- Unless otherwise specified, all administrative non-teaching staff shall follow a six day work/ week and adhere to the college timings prevailing from time to time, presently 9.00 am to 5.00 pm for administrative staff and 8.30 am to 5.30 pm for public relations and support staff.
- All staff are required to 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 for 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.

4.2. Leave/ Holiday Policy

- 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 (or a person authorized by 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.

4.2.1. Casual Leave

- All non-teaching staff except the support staff are entitled to a 30 days casual leave in a calendar year. To take casual leave, the staff member has to arrange his/her days work in consultation with the respective person in charge/ Administrative officer/ Principal.
- 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.
- The loss of pay leave, if any, taken during the calendar year by an administrative staff will be adjusted against any of their unutilized casual leave available at the end of the calendar year and LOP refunded.
- 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.
- The unavailed casual leaves will be converted to equivalent amount and will be paid latest by April in the case of support staff in the non-teaching category only.

4.2.2. 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.

4.2.3. Loss of Pay Leave (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.

4.2.4. Other Leave/ Holidays

- All holidays notified by the college and Sundays and second Saturdays shall be holidays for all non-teaching staff.
- Holidays declared by the Government (with the clause for all educational institutions including professional colleges') will be holidays for both the students and the faculty. However, Skelton services would be provided by the non-teaching staff in the college office.
- The compensatory working day in lieu of hartal or strike will be at the discretion of the Management.
- In special circumstances, the Management reserves the right to convert a holiday into a working day.
- Compensatory off for duty performed on eligible holidays or second Saturday of the month shall be only on Saturdays.

4.2.4.1. College Holidays:

- Besides ten prescribed holidays, a maximum of 5 calendar holidays may be availed as holidays with pay, ensuring that the college is working on such days. The days are:

1.	Mannam Day	
2.	Republic Day	
3.	Sivaratri	Prescribed
4.	Maundy Thursday	Prescribed
5.	Good Friday	Prescribed
6.	Vishu	Prescribed
7.	May Day	Prescribed
8.	Dukarana – July 3	Prescribed
9.	Onam Days	

10.	Thiru Onam	Prescribed
11.	Third Onam	
12.	Sree Narayana Guru Jayanti	
13.	Sree Narayana Guru Samadhi	
14.	Ayyankali Day	
15.	Independence Day	
16.	Ambedkar Jayanti	
17.	Gandhi Jayanti	
18.	Vijayadashami	Prescribed
19.	Deepavali	Prescribed
20.	Christmas	Prescribed
21.	Ramzan	Prescribed
22.	Bakrid	
23.	Nabi Day – Milaad E Sherif	

6. Exit Policy

5.1. General Rules

The age of superannuation for the technical and non-teaching staff belonging to self-financing scheme shall be 60 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.

5.2. 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 semester is in progress.

The Management reserves the right not to accept the resignation while the semester is in progress, if it would affect the academic activity of students.

Annexure
Sacred Heart College (Autonomous)

Thevara, Kochi – 682013

APPRAISAL FORM –NTS 2020-21

Name :	Department :
Designation :	Date of Joining :
Reporting To :	Review Period From : To:

Performance appraisal system is a platform for the employee and the organisation to understand the efforts that went in during the review period. Ongoing communication regarding performance is expected, both in informal and formal settings throughout the year. Either the reporting officer or employee should feel free to initiate discussion of performance progress, expectations, priorities or obstacles.

Guidelines for filling the Appraisal Form:

At the end of the year, the employee rates his or her own performance, and the supervisor rates the employee's performance, using the rating scales below. The purpose of the 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. Appraiser shall sign the former after the appraiser completes the feedback discussion and

record the final score in Appraisal format.

The Performance Appraisal Format contains four parts:

Part1: To understand and assess the key activities performed by an employee during the review period. (This shall ideally be limited to a maximum of five items)

Part 2: To rate an employee on the behavioural components which are essential at their level.

Part 3: To give a self-description on the performance during the review period.

Part 4: To capture employee's career progression plan.

Ratings Scales		
1-2 = Below Standards or Below expected results Performance is below standards. Employee does not fully achieve assigned goals. Work assignments are not consistent in meeting quality standards or deadlines. Employee requires close supervision and does not consistently demonstrate the ability to perform job functions at expected level of proficiency.	3-4 = Meets Expectations Satisfactorily performs assigned and achieves expected outcomes. Work assignments typically are completed on time and meet all quality standards. Employee works under general or minimum supervision, with demonstrated understanding of all job functions and expected standards.	5-6 = Exceeds Expectations Quality and quantity of work is routinely higher than expected. Performance reflects high degree of initiative, commitment to excellence and ability to anticipate and respond to the need of the college. Employee demonstrate mastery of all job functions and frequently "raises the bar" in contributing to new systems and procedures.

Part I: Key Activities Performed (Kap)

Appraisee & Appraiser to fill the following details of activities performed during the review

period. The same shall be supported by all the related documents/output/formats etc., if necessary about the appraisee.

Give your rating based on the description given above:

Sl No	Key Activities Performed	Appraisee (Self) Rating	(A) Appraiser Rating	Comments of the Appraiser
1				
2				
3				
4				
5				

Total Score

(total count of appraiser's rating divided by number of KAPs rated, rounded off to the nearest whole number)

Part II: Behavioural Rating

Please tick the relevant box based on the description and appraisee's abilities projected during the review period.

Sl No	Performance Dimension	Appraisee (Self) Rating	Appraiser Rating	Comments of the Appraiser
1	Leadership Abilities: <i>Plans and delegates the assignment based on time deadlines. Provides continuous support for</i>			

	<p><i>learning. Helps in troubleshooting.</i></p> <p><i>Understand the appreciation Techniques.</i></p> <p><i>Provides clarification for effective performance of Team members. Acts as Role model for the team</i></p>			
2	<p>Institutional Objectives:</p> <p><i>Understands the Institutional objectives and work towards the accomplishment of Department/Institutional Goals</i></p>			
3	<p>Planning and Organisation of Work:</p> <p><i>Establishes priorities.</i></p> <p><i>Anticipates and prepares for changing workload or working conditions</i></p> <p><i>Coordinates the available resources to get work done to assure important deadlines.</i></p>			
4	<p>Decision Making:</p> <p><i>Consistently makes clear transparent, timely decisions.</i></p>			

	<p><i>Decisions consistently align with institutional and departmental goals.</i></p> <p><i>Proactively anticipates, analyses and solves problems and motivates others to do the same.</i></p>			
5	<p>Reliability:</p> <p><i>Can be depended upon to be available for work, to complete work properly, and complete work on time.</i></p> <p><i>Is reliable, trustworthy and persistent.</i></p>			

6	<p>Quality:</p> <p><i>Maintains standards consistently, consistent in achieving accuracy, neatness, thoroughness, overall effectiveness and attentiveness to detail.</i></p> <p><i>Interacts courteously and effectively with all stakeholders</i></p>
7	<p>Communication:</p> <p><i>Communicates effectively as</i></p>

	<p><i>required by the position.</i></p> <p><i>Clarity in thoughts and expression. Listens attentively. Presentation has maximum impact.</i></p> <p><i>Demonstrates respect for business and organization's expectations and communications.</i></p>
8	<p>Initiative And Creativity</p> <p><i>Able to plan work and to proceed with a task without being told every detail and is able to make constructive suggestions. Demonstrates willingness to assume additional responsibility</i></p>
9	<p>Team Work and Collaboration</p> <p><i>Actively supports and contribute to the efforts of other team members. Is flexible and can work with a wide variety of different people on different tasks. Creates a team spirit by speaking positively of others. Encourages other team members to</i></p>

	<i>participate and facilitates when appropriate</i>
Total Score	

(Total count of appraiser's rating divided by nine, rounded off to the nearest whole number)

Part III - Self Description on Performance

1. Describe your two Major achievements during the review period on assigned tasks
2. Describe your short term and long term career objective and your desired growth plan.
3. Describe any other achievements not listed above which you have accomplished with your own initiative.
4. Any Suggestions for improvement of self/department.

Part IV - Career Progression Plan

Based on the Mutual Review Interaction the Appraiser to fill the data related to the Appraisee during the discussion. Strengths Perceived

- 1.
- 2.
- 3.

Training Needs

- 1.
- 2.
- 3.

Areas for Improvement

- 1.
- 2.
- 3.

Suggested future plans/actions

- 1.
- 2.

Appraiser Comments

For Official Use

Name of the employee:

Name of the Appraiser:

Overall Performance of the Employee:

Part I

Part II

Final Score

Recommendation: Regular Increment! Up-gradation / Promotion / Confirmation / Extension
of Probation

Comments, if any:

Appraiser Date:

Reviewer Date:

ED Principal Date:



A handwritten signature in green ink, appearing to read "Dr. Johnson X Palackappillil".

Dr. Johnson X Palackappillil
Principal
Sacred Heart College (Autonomous)
Thevara, Kochi-682 013