



ALPHONSA COLLEGE, PALA

Reaccredited to A Grade by NAAC in the
4th Cycle of Accreditation (CGPA 3.24)

Affiliated to Mahatma Gandhi University, Kottayam



POLICY DOCUMENT

HUMAN RESOURCE POLICY

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In pursuit of our college's vision, Human Resource Policy of Alphonsa College aims to ensure the selection of the most qualified candidates through a fair and transparent process. These rules, approved by the Governing Body, is in accordance with the UGC Regulations and is applicable to all current and future employees and may be subject to amendments as deemed necessary.

Our primary objective is to prioritize faculty as the essence of our institution, embodying our vision, competence, and values. We seek vibrant individuals committed to continuous learning, research, and the holistic development of students.

Recognizing that job satisfaction is essential for employee engagement, retention, and overall organizational success, this policy seeks to create a supportive and conducive work environment for all staff members.

- Vacancies are advertised on our institutional website and in accordance with UGC/State regulations.

- All recruitment processes will be conducted in a transparent and fair manner, ensuring equal opportunities for all applicants.
- Faculty members are encouraged to regularly update their individual profiles with detailed information about their academic pursuits, co-curricular and extra-curricular activities, and other duties undertaken in the college.
- Promotion processes adhere to IQAC screening and university guidelines.
- Workplace safety measures are implemented to ensure employees' overall wellness and performance.
- Equal opportunities are provided to all individuals without discrimination based on any legally protected factor.
- Vacancies are filled in compliance with UGC and Mahatma Gandhi University guidelines, with proper communication and adherence to selection criteria.
- Training programs are conducted for both teaching and non-teaching staff to support their professional development.
- Faculty members are expected to demonstrate commitment to their profession, institution, colleagues, students, and community.
- Non-teaching staff are expected to fulfil their responsibilities with dedication, supporting the needs of students and faculty.

- Recruitment decisions will be based on merit, qualifications, and relevant experience, with a focus on identifying candidates who align with the college's values and mission.
- Efforts will be made to promote diversity and inclusion in the recruitment process, reflecting the college's commitment to equity and representation.
- Newly appointed faculties will undergo a comprehensive onboarding process to familiarize them with the college's culture, policies, procedures, and expectations.
- Newly hired staff members will be assigned a mentor or buddy to provide guidance, support, and assistance during the initial transition period.
- Regular feedback will be solicited from faculties to assess their job satisfaction and identify areas for improvement.
- The college will provide ongoing training and development opportunities to enhance the skills, knowledge, and competencies of both teaching and non-teaching staff.
- Staff members will have access to resources such as workshops, seminars, conferences, and online courses to support their professional growth and advancement.
- Individual development plans will be created for each staff member to identify their learning goals, strengths, areas for improvement, and career aspirations.

- Where feasible, the college will offer flexible work arrangements such as flexible hours and compressed workweeks to accommodate the needs of staff members.
- The college will provide generous leave policies, including vacation leave, casual leave, maternity leave and commuted leave, to support staff members in achieving a healthy work-life balance.
- Wellness programs and initiatives will be implemented to promote physical, mental, and emotional well-being among staff members.
- Peer-to-peer recognition programs will be encouraged to foster a culture of appreciation and camaraderie among staff members.
- The college will maintain an open-door policy, allowing staff members to freely communicate their concerns, feedback, and suggestions to their higher authorities, department heads or Governing body.
- Formal feedback sessions will be conducted periodically to solicit feedback from staff members on their job satisfaction, work environment, and overall experience at the college.
- Feedback received will be carefully reviewed, and appropriate action will be taken to address concerns, implement improvements and enhance job satisfaction.
- A transparent and impartial grievance redressal mechanism will be established to address staff members' grievances, complaints, or disputes

promptly and effectively. Confidentiality will be maintained throughout the grievance redressal process to protect the privacy and dignity of staff members involved. Appropriate mediation and conflict resolution techniques will be employed to resolve disputes amicably and restore harmonious working relationships.

- Meetings will be conducted with staff members to gather feedback, insights, and suggestions for improving the college's HR policies, practices and overall work environment.
- The college will maintain positive relationships with alumni staff members, providing opportunities for continued engagement, networking, and collaboration with the college community.