HR POLICY MANUAL

[AHALIA SCHOOL OF ENGINEERING AND TECHNOLOGY]

Prepared by:
Human Resources Department

AHALIA SCHOOL OF ENGINEERING & TECHNOLOGY

ISO 9001: 2015 Certified Institution | Approved by AICTE & Affiliated to A. P. J. Abdul Kalam Technological University
Ahalia Campus, Palakkad I Ph: 04923 226666

NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL

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INTRODUCTION TO HR POLICIES

Human Resource (HR) policies are the formal rules and guidelines that organizations put in place to manage their employees. At Ahalia School of Engineering and Technology, the HR policies are designed to ensure fair, transparent, and consistent treatment of all staff members while aligning with the vision and mission of the institution.

This manual serves as a comprehensive guide to the HR practices followed in the college, covering aspects such as recruitment, service conditions, conduct, benefits, grievance redressal, and career development. These policies aim to:

- Establish a structured framework for decision-making in all HR-related matters.
- Promote a positive and inclusive work environment.
- Ensure compliance with applicable laws, regulations, and educational standards.
- Support the professional growth and well-being of faculty and staff.

These policies are applicable to all teaching and non-teaching staff of the college unless otherwise specified. The HR department is responsible for implementing and updating these policies from time to time, based on regulatory changes, institutional needs, or feedback from stakeholders.

Employees are expected to familiarize themselves with the policies outlined in this manual and adhere to them during their tenure with the institution. This manual should be read in conjunction with service rules, institutional circulars, and any updates provided by the management.

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VISION

Grow as a center of learning and research, transforming students into professionals with knowledge, skill, competence, commitment, and confidence through decisive learning, and contribute to the sustainable development of society.

MISSION

The Mission of Ahalia School of Engineering and Technology is,

1. To instill technical expertise to address current and emerging challenges in the quest for creating sustainable and high-quality livelihoods.
2. To foster a culture of research, innovation, and entrepreneurship through determined learning.
3. To promote an environment that supports the welfare of society through ethical and professional conduct.

RECRUITMENT AND SELECTION POLICY

In line with the academic and administrative requirements of Ahalia School of Engineering and Technology, and in accordance with AICTE norms and guidelines, the Management hereby grants approval to initiate the recruitment process for faculty and non-teaching staff.

The recruitment shall be conducted for the following positions:

- Professors, Associate Professors, and Assistant Professors in various Engineering, Science, and Humanities departments
- Technical and Laboratory Staff
- Administrative and Supporting Staff

Guidelines for Recruitment:

Eligibility Criteria: As per AICTE/UGC norms and university affiliation requirements.

Mode of Recruitment: Open advertisement on the institution's website, social media, and employment portals.

Selection Committee: A duly constituted selection committee comprising the Principal, subject expert, and Management representative shall oversee the selection process.

Approval &Appointment: Recommendations of the selection committee will be submitted to the Management for final approval and issue of appointment orders.

The Principal is authorized to initiate and oversee the entire recruitment process and ensure compliance with statutory and affiliating body norms.

APPOINTMENT AND JOINING FORMALITIES

1. Pre-Joining Formalities

Offer Letter & Acceptance: Issued and acknowledged by the candidate.

Verification of Documents:

- Educational qualifications (UG, PG, Ph.D.)
- Previous employment experience
- PAN, Aadhaar, and address proof
- Publications and patents (if any)

2. On Joining – HR Induction Process

Joining Report Submission: Signed by the staff and acknowledged by the HOD/Principal.

Personal File Creation (NBA-relevant):

Updated CV in prescribed format (NBA SAR requires faculty details)

Copies of all educational & experience certificates

- Appointment letter copy
- PAN, Aadhaar, bank details
- Passport-size photographs
- ID Card Issuance
- Biometric Attendance Registration

- Official Email ID Creation
- Entry in Faculty Database

CODE OF CONDUCT

- Submission of original certificates along with copies for verification.

- Originals will be returned to the employee. However, they must be produced on demand by the college office at all times for inspection purposes.

- A relieving letter from the previous employer to be produced on the day of joining. If not, joining will be considered provisional.

- College working hours for Faculty members are from 9:00 am to 4:30 pm & 9:00 to 5:30 pm for Non-Teaching Staff.
    - men shall wear formal shirts and pants.
    - Lady Staff shall wear Sarees/Churidars.

    Casual Clothing is not acceptable in a Professional Environment.

During working time, staff to involve only in academic and other activities as per their role assigned. No one should read or watch entertainment /religious videos/text .

LEAVE POLICY

This policy applies to all Teaching and non–teaching employees of ASET. Various kinds of leave are provided to the employees. Availing of leave should be with proper notice so that the work of the Institution is not adversely affected. **Leave shall not be claimed as a matter of right.**

Definitions:

> **Institutional Holiday:** Institutional Holiday is a day declared by the Institution as a non-working day for all teaching faculty and staff associated with the Institution.

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> **Public Holiday:** A Public Holiday is a day declared by the Government as a non-working day for all employees except those who are specifically asked to attend to work of the Institution.

> **Vacation Employee:** A Vacation Employee is an employee who is entitled to summer and winter vacations. This is applicable for teaching faculty only, including HoDs.

> **Non-Vacation Employee:** Non-vacation employees include Principal, non-teaching staff such as Laboratory Assistants, Teaching Assistants, Technical Staff, Librarians, and Administrative staff.

The following types of leaves are available:

As far as possible, all requests for leave should be made in writing for approval of the Head of the Institution/ Principal at least one day in advance through the concerned Reporting Officer.

1. Casual Leave (CL)

Casual leave is granted @ *14* days per annum for all Staff on a pro-rata basis.

- Casual leave is granted based on the calendar year that is from 1st January to 31st December of every year (1 CL per month will be credited on the first day of every month and 2 days each in June & December).

- It may be ay noted that ordinarily, the eligibility is one CL per month. However, in case of genuine circumstances such as medical condition, etc., up to 2 CLs may be availed in advance, subject to approval.

- Balance CL, if any, at the end of the calendar year will lapse if unutilized.

- Casual leave can be availed, prefixing, sandwiching, or suffixing Sundays and other sanctioned/declared holidays.

- Casual Leave can also be combined with Sick Leave & Compensatory off.

- Casual leave may be availed at a minimum of up to half a day; However, it cannot be combined with any other type of leave, such as EL. While availing casual leave, the absence from duty should not exceed 5 days.

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- Casual leave is to be ordinarily applied at least 2 days in advance and after ensuring that duties, if any, are adjusted with other staff and responsibilities, and the charge handed over is clearly indicated in the leave application. However, if casual leave is taken on any emergency, the same has to be informed to the Principal or HoD on the day of resuming duty, and the leave application has to be submitted the same day.

- Every employee, except temporary and probationary, can avail of 3 days of casual leave consecutively in case of sickness, with prior permission.

- Casual Leave is not permitted to be availed on the closing day or reopening day of the Institution/before or after vacation.

- If Faculty or any Staff comes late by 15 minutes 3 times in a month, half a CL will be deducted from his/her CL balance.

2. Earned Leave (EL)

EL can be availed of only by non-vacation staff after completing *three years of service*.

- Upon completion of three years of service, a total of 15 days of EL will be credited to the employee.

- Beyond that, EL @ 1 day for every completed month of service is credited to the individual EL balance.

- EL can be availed of only after prior sanction. Sundays and other holidays can be prefixed and or suffixed to the earned leave; however, intervening Sundays and holidays will be counted against EL entitlement.

3. Maternity Leave

- All women employees are entitled to maternity leave as per prevailing norms.

- In case of miscarriage/other related medical conditions, all employees eligible for Maternity leave shall be entitled to leave for 45 calendar days immediately following the day of their miscarriage. The request for such leave must be supported by a Medical Certificate from a qualified medical practitioner.

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- Application for Maternity leave should be supported by a certificate from the Registered Attending Gynecologist, starting from the date of confinement/the birth certificate of the baby.

4. Compensatory Leave (C-Off)

- All employees are eligible for Compensatory Leave for work performed in the field or at the place of duty, on official holidays, to complete assigned work within the time frame.

- If any authority wants to assign work to staff members, prior approval is to be obtained in writing from the Principal/Administrator for work on holidays, and the same is to be noted in the prescribed register.

- Compensatory leave may be availed within 3 months of work on holidays or overtime and cannot be accumulated.

- One-day compensatory leave can be split into a half a day.

- Compensatory leave cannot be claimed for work on holidays or outside office hours to complete work left undone due to the negligence of staff, and as such, notified by the Principal or reporting officers to complete work in the prescribed time.

5. Leave for Part-time Employees

Part-time employees shall be eligible for leave as per the terms of their employment, which is normally decided on a case-by-case basis, at the time of appointment.

6. Leave on Loss of Pay (LoP)

- Leave without pay applies to all employees, and it is only a privilege and not a right.

- If an employee has no leave available to his / her credit, he/ she may request leave on Loss of Pay under exceptional circumstances.

- Leave without pay shall be availed only after prior sanction, as with any other leave.

- It must be clearly understood that during Leave without Pay, each calendar day shall be recorded as a day without pay.

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- If the LoP exceeds 15 days in an appraised year, the increment will be postponed for one month, and the earned leave will be reduced for the corresponding days.

7. Vacation Leave (VL)

- All Faculty members, including HoDs who have put in one year of service, may be eligible for a maximum of 35 days' vacation per AY, with the provision that sanction of vacation leave will depend entirely on the academic schedule of the University for the AY.

- Depending on policy for the specific year, the vacation can be availed in 2 stretches during the mid-summer vacation and winter vacation without affecting the functioning of the Institution/Department, and also without affecting the invigilation, centralized valuation, etc.

- If, however, the exigencies of service do not allow an employee to avail of these vacations, the short fall in period of vacation not availed of by the employee will be converted into earned leave (EL) @ 1EL for 2 days of vacation leave subject to a maximum of 7 days of EL in a year and rules of earned leave will apply. The vacation leave shall be sanctioned in advance in writing, as with any other leave.

- The vacation period amongst the faculty members shall generally be staggered to ensure that the Institution's functioning is not hampered.

- Like earned leave, vacation leave shall first be earned. An employee who has not worked for the preceding semester shall not be entitled to vacation leave. He/she shall, however, be entitled to a reduced period of vacation on a pro rata basis. Each six months will be counted from the first day of an academic session.

Sl. No.	Period of Service (As on date)	Eligible Vacation
1	Completion of one year or above	35 days
2	Completion of 6 months and below one year	14 days
3	Completion of 3 months and below six months	7 days

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4	Less than 3 months	Nil

The Institution has the right to refuse permission to any staff member to avail a portion or whole of the vacation if his / her services are considered essential during that period.

8. Onam and Christmas Holidays

Apart from public holidays, all faculty members are eligible for Onam and Christmas holidays as declared by the Institution. However, they are required to be present on the last working day and the reopening day. Those who are absent from duty on the aforesaid days will have their entire holidays considered as LoP, except for medical reasons supported by a certificate from a registered medical practitioner. In the event the faculty member is required to attend a University evaluation or official duty on closing or reopening day, it will be considered as on duty (OD).

9. General Provisions on leave and vacation

- ✓ Employees shall apply for all types of leave and vacation in the prescribed form and get it sanctioned.
- ✓ Head of the Institution reserves the right to cancel leave or vacations sanctioned and call back the employee for duty. Noncompliance with the instructions of the head of the Institution shall render the employee liable to disciplinary action for misconduct.
- ✓ An employee who is unable to report back for duty after the leave in time due to circumstances beyond his/her control shall inform the Head of the Institution in time and do the needful to extend the leave on return to the Institution before assuming duty.
- ✓ An employee who is on leave shall not take up any work, engage in service, either honorary or otherwise.
- ✓ In the event of an employee submitting his/her resignation from service, he/she will only be eligible to avail CLs/Coff's to their credit purely on medical grounds.
- ✓ All the holidays during the period of leave or vacation shall be counted for the leave period, except in the case of casual leave.

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✓ Temporary employees (Trainees) or guest lecturers are not eligible for any kind of leave.

WORKING HOURS

College working hours for Faculty members are from 9:00 am to 4:30 pm & 9:00 to 5:30 pm for Non-Teaching Staff.

TRAINING AND DEVELOPMENT

The continuous professional development of faculty and staff is essential to maintaining academic excellence and operational effectiveness at Ahalia School of Engineering and Technology. The institution is committed to providing structured opportunities for learning, upskilling, and personal growth through various training and development initiatives.

Objectives:

- To enhance the knowledge, skills, and competencies of all employees.
- To foster a culture of lifelong learning and innovation.
- To align individual development goals with institutional objectives.
- To support staff in meeting regulatory, pedagogical, and technological advancements in engineering education.
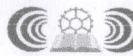
Scope:

This policy applies to all categories of employees—teaching and non-teaching staff—working on a full-time, part-time, or contractual basis.

Types of Training:

1. **Orientation / Induction Training:**
   Conducted for new employees to familiarize them with institutional policies, values, and work culture.

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2. **Faculty Development Programmes (FDPs):**

Programs focused on enhancing teaching effectiveness, curriculum development, research methodologies, and outcome-based education (OBE).

3. **Technical Skill Training:**

Training sessions to update knowledge on the latest tools, equipment, software, and emerging technologies in various engineering disciplines.

4. **Administrative and Soft Skills Training:**

Sessions on leadership, communication, teamwork, conflict resolution, time management, etc., are aimed at overall professional development.

5. **Mandatory Compliance Training:**

Includes awareness programs on POSH, data protection, safety standards, and institutional code of conduct.

Implementation:

- The HR department, in collaboration with academic heads, will assess training needs annually.
- Internal resource persons or external experts may be engaged to deliver training programs.
- Faculty members are encouraged to attend seminars, conferences, workshops, and pursue higher qualifications with institutional support where applicable.

Support & Incentives:

- Duty leave or financial support may be provided for participation in approved external training programs.
- Participation in training programs may be linked to career progression, performance appraisals, and promotions.

Monitoring & Evaluation:

- Feedback is collected from participants for quality improvement.
- Training records are maintained by the HR department.

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- The impact of training on performance is periodically assessed.

Internal Compliance Committee (ICC):

An Internal Committee (IC) is constituted as per statutory guidelines and consists of:

- A senior female faculty member as the Presiding Officer.
- Two faculty or staff members committed to women's causes.
- One external member from an NGO or legal background.
- At least one-half of the members are women.

Complaint and Redressal Procedure:

- Any aggrieved individual may file a written complaint to the ICC within **3 months** of the incident.
- The ICC shall conduct a fair, timely, and confidential inquiry.
- Both parties will be allowed to be heard.
- Appropriate disciplinary action will be taken if the complaint is proven, which may include warnings, suspension, or termination.

Confidentiality:

All proceedings and identities of the complainant, respondent, and witnesses shall be kept strictly confidential.

Awareness & Sensitization:

- Periodic workshops and awareness programs will be conducted for staff and students.
- Information about the POSH policy and IC members will be displayed prominently on campus and official websites.

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False Complaints:

If the ICC concludes that the complaint was malicious or knowingly false, disciplinary action may be taken against the complainant.

PROMOTION POLICY OF STAFF

In order to foster academic excellence, retain qualified faculty, and ensure compliance with AICTE and university norms, the Management of Ahalia School of Engineering and Technology hereby implements the following Promotion and Placement Policy applicable to all full-time teaching staff of the institution with immediate effect.

1. Objective

To establish a transparent, merit-based, and structured framework for the career advancement and placement of faculty members in accordance with the AICTE Regulations and UGC Career Advancement Scheme (CAS) guidelines.

2. Scope

This policy applies to all regular faculty members working in various departments of the institution
under the designations of:

- Assistant Professor
- Associate Professor
- Professor

3. Eligibility for Promotion/Placement

Faculty members shall be eligible for promotion/placement based on:

- Minimum qualifications and experience as per AICTE/UGC norms
- Academic Performance Indicators (API) and Performance Based Appraisal System (PBAS)
- Feedback from students and peers

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- Participation in research, FDPs, publications, patents, and consultancy
- Contributions to institution development and administrative roles

4. Procedure

- Notification: The institution will call for applications for promotion/placement once a year.
- Scrutiny: Applications will be reviewed by the Internal Screening Committee.
- Assessment: Eligible candidates will be evaluated by a Duly Constituted Selection Committee
  Committee as per university/AICTE guidelines.
- Implementation: Approved candidates will be issued promotion/placement orders with effect from the date mentioned in the selection proceedings.

5. Records and Communication

All promotion and placement records shall be maintained in the personnel file of each faculty member. The Principal's Office shall ensure timely communication of results and updating of institutional records. The Management expects all faculty members to strive towards continuous improvement and excellence in teaching, research, and institutional development.

GRIEVANCE REDRESSAL MECHANISM

The function of the cell is to look into the complaints lodged by staff and judge their merit. The Grievance cell is also empowered to address genuine problems and complaints of staff, whatever be the nature of the problem, and anyone with a genuine grievance may approach the Department Head in person, or consult with the HoD or to Principal. The Grievance Cell will ensure that the grievance is properly solved within a stipulated time limit provided by the cell.

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DATA PROTECTION AND CONFIDENTIALITY

1. Objective

To ensure that all personal, academic, financial, and institutional data is handled responsibly, securely, and in compliance with legal, ethical, and institutional standards.

Types of Protected Data

Data Category Examples

- **Personal Data:** Employee and student addresses, phone numbers, Aadhar/passport numbers, health records
- **Academic Data:** Grades, assessments, question papers, project reports
- **Administrative Data:** Payroll, attendance, leave records, recruitment details
- **Financial Data:** Salary details, scholarship disbursals, purchase orders, fee receipts
- **Institutional Data:** Accreditation reports, internal audit documents, minutes of meetings, research data

4. Responsibilities

All employees must:

Maintain the confidentiality of any sensitive data they access.

Use institutional data only for official purposes.

Ensure data is not shared or disclosed without proper authorization.

Report any data breach or misuse to the HR or IT Department immediately.

5. Access Control Data access is restricted based on roles and responsibilities.

Systems are password-protected and may use multi-factor authentication.

File storage (physical or digital) must be secured and monitored.

Personal devices used for institutional work must have adequate protection.

6. Data Retention and Disposal

Data will be retained as per institutional and regulatory requirements.

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Outdated data will be securely archived or destroyed (e.g., paper shredding, digital deletion).

Backup and disaster recovery procedures must be in place and regularly tested.

7. Prohibited Activities

Employees must not:

Use institutional data for personal gain or external sharing.

Copy or transfer confidential data to unauthorized devices.

Share login credentials with others.

Discuss sensitive data in public or informal settings.

8. Legal Compliance

Compliant with relevant national laws such as:

Information Technology Act (2000)

UGC/AICTE data protection guidelines

RTI Act (with confidentiality clauses)

Any data request under RTI will be routed through the designated Public Information Officer (PIO).

9. Breach of Policy

Violation may lead to disciplinary action, including:

- Warning
- Suspension
- Termination
- Legal action, if required

10. Awareness and Training

Periodic training sessions will be held on:

Cybersecurity awareness

Data handling protocols

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Privacy rights and responsibilities

AMENDMENTS AND POLICY REVIEW

ADDENDUM TO LEAVE POLICY

Casual Leave

May note that ordinarily the eligibility is one CL per month, except when there are unveiled CLs available for previous months. However, in case of genuine circumstances such as medical condition, etc., up to **3** CLs may be availed in advance, further leaves may also be availed for extreme genuine cases at the discretion of the approving authority.

HR Academics   **Executive Director**

Dr. Krishna Kumar Kishor,
Executive Director,
Ahalia Group,
Palakkad-678557, Kerala, India.

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