



HUMAN RESOURCE (HR) POLICY MANUAL

1. Preamble

This Human Resource (HR) Policy Manual is framed in accordance with:

- Regulations and Guidelines of the University Grants Commission
- Policies of the Government of Andhra Pradesh
- Statutes of the Affiliating University
- Applicable Labour Laws of India
- Resolutions of the Governing Body

As an Autonomous Institution, the College has academic independence while adhering to statutory norms governing service conditions, recruitment, promotion, and disciplinary procedures.

2. Scope of Policy

This HR Policy applies to:

- Teaching Staff (Permanent/Contract/Ad-hoc)
- Non-Teaching Staff
- Administrative Personnel
- Technical Staff
- Support Staff
- Visiting/Guest Faculty (where applicable)

3. HR Objectives

The Institution aims to:

- Recruit and retain qualified professionals
- Ensure transparency in recruitment and promotion
- Foster academic excellence and professional growth
- Promote equality and non-discrimination
- Ensure statutory compliance
- Maintain ethical and professional standards

4. Recruitment & Appointment

4.1 Teaching Staff

Recruitment shall be in accordance with:

- UGC Minimum Qualifications Regulations
- State Government norms
- Institutional service rules

Selection Process:

1. Advertisement in leading newspapers/website
2. Scrutiny by Screening Committee
3. Interview by Selection Committee constituted as per UGC norms
4. Approval by Governing Body

4.2 Non-Teaching Staff

Recruitment shall be based on:

- Merit
- Qualification
- Experience
- Transparent selection procedures

5. Probation & Confirmation

- Newly appointed employees shall be on probation (normally 1–2 years).
- Performance shall be reviewed periodically.
- Confirmation shall be subject to satisfactory performance.

6. Service Conditions

6.1 Working Hours

- As prescribed by UGC/State Government norms.
- Teaching workload shall comply with UGC workload regulations.

6.2 Leave Rules

Employees shall be eligible for:

- Casual Leave
- Earned Leave
- Medical Leave
- Maternity/Paternity Leave (as per law)
- On-Duty Leave
- Study Leave (subject to approval)

Leave records shall be maintained by HR/Administration.

7. Pay & Allowances

- Salary structure shall be as per UGC Pay Scales / State Government norms (as applicable).
- Allowances (DA, HRA, etc.) shall be governed by institutional policy.
- Salary shall be disbursed through bank transfer.

8. Performance Appraisal

8.1 Teaching Staff

- Annual Self-Appraisal Report (API/PBAS format as applicable)
- Student Feedback
- Research & Publications
- Institutional Contribution

8.2 Non-Teaching Staff

- Annual Confidential Report (ACR)
- Performance evaluation by reporting authority

Promotion shall be merit-based and subject to vacancy and statutory norms.

9. Professional Development

The Institution encourages:

- Faculty Development Programs (FDPs)
- Conferences and Workshops
- Research Projects
- Skill enhancement programs

Financial assistance may be provided as per policy.

10. Code of Conduct & Ethics

Employees shall comply with:

- Institutional Code of Conduct
- UGC Code of Professional Ethics
- Anti-Ragging Regulations
- Prevention of Sexual Harassment laws

Professional integrity and dignity shall be maintained at all times.

11. Prevention of Sexual Harassment (POSH)

In compliance with:

- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 enacted by the Parliament of India

The Institution shall:

- Constitute an Internal Complaints Committee (ICC)
- Conduct awareness programs
- Ensure confidentiality and protection against retaliation

12. Equal Opportunity Policy

The Institution prohibits discrimination based on:

- Gender
- Caste
- Religion
- Disability
- Region
- Language

Equal opportunity shall be provided in recruitment and career advancement.

13. Grievance Redressal

Employees may submit grievances to:

- Grievance Redressal Committee
- Principal
- Governing Body (where appropriate)

Complaints shall be addressed in a fair and time-bound manner.

14. Disciplinary Procedures

Grounds for disciplinary action include:

- Misconduct
- Negligence of duty
- Financial irregularity
- Breach of confidentiality
- Violation of institutional policies

Disciplinary actions may include:

- Warning
- Suspension
- Withholding of increments
- Termination
- Legal proceedings (where applicable)

Due process shall be followed before imposing penalties.

15. Resignation & Termination

- Employees must give notice as per appointment terms.
- Institution may terminate services for valid reasons following due process.
- Full and final settlement shall be processed as per policy.

16. Retirement Benefits

Retirement age and benefits shall be as per:

- UGC norms
- State Government rules
- Institutional service regulations

17. Record Maintenance & Confidentiality

- Personal files shall be maintained securely.
- Confidential information shall not be disclosed without authorization.

18. Amendments

The Governing Body reserves the right to amend this HR Policy in accordance with changes in:

- UGC regulations
- Government policies
- Institutional requirements



Principal

Principal

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