



# SAFI INSTITUTE OF ADVANCED STUDY

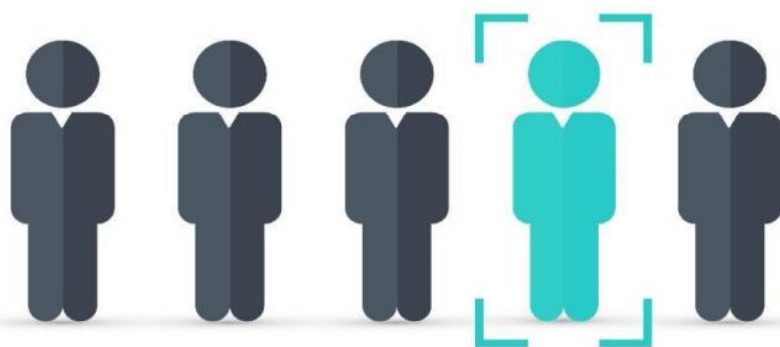
Affiliated to the University of Calicut, Recognised by UGC 2(f)  
Accredited by NAAC with A++ (3.54)

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## HUMAN RESOURCE POLICY

### INTERNAL QUALITY ASSURANCE CELL (IQAC)



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## I. OVERVIEW

### **SAFI INSTITUTE OF ADVANCED STUDY (AUTONOMOUS)**

**SAFI Institute of Advanced Study (Autonomous)**, one of the premier Higher Education Institutions in the state of Kerala was established in 2005 by the Social Advancement Foundation of India (SAFI), a leading Charitable Trust. It offers 15 UG and 8 PG programmes in Arts, Science, Commerce, Management, Social Work and Media Studies. It is affiliated to the University of Calicut and recognized by the Government of Kerala and the University Grants Commission (UGC) under 2(f), approved by AICTE and is also an ISO certified institution. The institution is accredited by NAAC (National Assessment and Accreditation Council of India) with A++ grade (3.54) in the first cycle in 2023. The institution has been granted autonomy by the UGC in 2024. The National Commission for Minority Educational Institutions, Government of India has granted Minority status to the Institution. The college is particularly committed to serve the economically weak, socially underprivileged and needy students. It has a vast campus spread around 100 plus acres in a serene and picturesque environment with a built-up area of 2.5 lakh plus square feet located in the socially and educationally backward region of Malappuram District, 22 Kilometres away from Calicut City towards Calicut Airport. It is partly residential and provides amenities for boys and girls of the campus in a healthy cosmopolitan atmosphere. The college envisages total personality development and generation of talents capable of providing leadership and direction at the cutting edge in all spheres of life.

### **VISION**

To be a premier academic institute globally acclaimed for empowering citizens in general and the backward classes in particular with competencies and character for



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constructive nation-building through quality higher education and research in multi-disciplinary subjects.

## MISSION

- To offer academic courses of contemporary and futuristic importance nationally and globally.
- To create centers of excellence in frontier areas of technology, science, social science and humanities.
- To provide a conducive classroom and institutional environment that promotes effective learning, curiosity, creativity and innovation.
- To provide holistic education including life skills, emotional, moral and spiritual competencies as well as values of social responsibility, plurality and entrepreneurship.
- To undertake collaborative partnerships for facilitating exposure and adoption of best practices.

## CORE VALUES

**S - Social Responsibility:** Empowering weaker and underprivileged sections and reaching the last, the least, the lowest and the under privileged to contribute to national development.

**A - Academic Excellence:** Providing quality, value-based, integrated, interdisciplinary, entrepreneurial and experiential education to create world-class talents and scholars as of relevance to contemporary needs.

**F - Focused holistic education:** Concerned with the development of every student's intellectual, emotional, social, physical, artistic, leadership, creative and spiritual potentials.



**I - Integrity and Accountability:** Shared decision making with productive interactions among all stakeholders, inculcating the ethos of being impartial, selfless and sacrificial along with moral values in the pursuit of institutional goals.

## ACADEMIC & ADMINISTRATIVE WINGS

### The College Council

The College Council consists of all Heads of the Departments and Assistant Professors in charge of departments. The Principal will be the Chairman of the Council. It is a body to advise the Principal in all internal affairs of the Institute. The council will meet as often as necessary, at least once in a month.

### Internal Quality Assurance Cell

The Institute has an Internal Quality Assurance Cell (IQAC) for monitoring the quality and standard of its functioning. The IQAC is functioning as a watchdog of the activities. It assesses the performance of each unit and suggests corrective steps, wherever necessary. The Principal is the Chairman of the IQAC and is composed of 2-3 external experts (academicians, local administrators and/or others) and 7 members from the teaching and administrative staff nominated by him are the members.

## II. APPOINTMENTS, PROBATION AND SERVICE RULES

### Duties and Powers of Principal

The Principal shall be the Chief Academic Officer and shall be in charge of the internal administration of the institute under the overall guidance of the Managing Committee. He will be responsible for the organization of research and teaching in the institute. He will give suitable instructions to the teaching and administrative staff see they are carried out for the proper and successful functioning of the institute.

He will be responsible for the healthy and disciplined functioning of the institute. He will set goals for achievement in each sector - academic, curricular and extra-curricular



activities and do all that is possible with the willing cooperation of colleagues and students and management.

He will take the initiative for keeping the institute on the steady path of growth and development as a center of excellence in both teaching and research and outreach activities. All the teaching and non-teaching staff shall be under his disciplinary control. In case there are any grievances or difficulties that could not be dealt with by the Principal, representation could be made through proper channels to the Manager for the consideration of the Managing Committee.

All the money made available by the Managing Committee by way of fees and money allotted for contingency expenditure shall be deposited in an account /in a scheduled Bank. The rules for store purchase should be followed.

All fees and deposits collected from the students shall be deposited daily to the account of the college and shall be utilized for salary expenditure and other operational expenses of the college.

## Conditions of Service of Teachers

**Appointing Authority:** The Management Committee shall be the appointing authority. Appointments shall be made by the Manager based on the needs of academic requirements in consultation /ratification with the Management Committee. All appointments of Teachers are either on a regular / contract / hourly rate basis.

**Selection:** Appointments to all positions are on merit cum experience basis. The selection procedure includes advertisement (media and college website), initial screening of application and interview by a selection committee. The selection committee shall be constituted by the Management Committee and may include such experts as may be decided by the Committee. The selection committee consists of the Subject Expert, the Principal, the General Secretary/Manager of the Management Committee and the Head of the Department. The candidates are ranked according to





performance. Once selected, the candidate is informed of his/her appointment.

**Probation:** Every appointment will be by a written order and will state whether the appointment is on a temporary basis or on a regular basis with a fixed salary. Those appointed on a regular basis shall in the first instance be on probation for a period of one year. (It shall be competent for the Management Committee to extend the period of probation for a period not exceeding one year). The Appointing Authority may, at its discretion, dispense with, reduce or extend the probation period. The period of probation shall continue unless the Appointing Authority confirms his service in writing. On satisfactory completion of probation, the teacher shall be confirmed by a written order. If the Management Committee decides that the teacher is not suitable, he/she shall be discharged based on the performance evaluation at the end of every academic year. Staff members joining the regular positions shall submit one set of self-attested copies of their qualification and experience certificates to the office which can be verified with the original certificates at the office at the time of joining. Original certificates need not be kept in the office.

Every Teacher has to perform the duties assigned to him/her on joining the duty, the Teacher has to report to the Principal and respective Head of Department. All the staff members joining duty have to follow the rules and regulations related to the institution's discipline, code of conduct as well as general duties and schedules

### Duties of teachers

The following shall constitute the duties of Teachers: - (a) Perform his/her academic duties such as coming to class with preparation for conducting lecture classes, demonstrations, assessments, guidance etc. (b) Impartial in the assessment of students such as not over marking/under marking or attempting at victimization on any ground.



(c) Carry out the decisions of appropriate administrative, academic bodies or functionaries.

**Vacation:** The Institute will function as a teaching Institute. Every teacher shall be entitled for a two-month vacation from 1st April to 30th May. The Principal may require any teacher to do such work as he may specify in writing other than the normal work during vacation without any claim for compensatory leave

**Presence during working days:** Teachers shall be present at their station of duty throughout the working hours on all working days. Teachers of the Institution shall not leave their station of duty without giving a prior intimation to the Principal. They shall also furnish their leave or vacation address. The Management Committee may appoint part time teachers, Guest Lecturers, Visiting Professors/Lecturers for short periods and pay them such salaries as may be fixed in each case by the Management Committee.

**Workload:** The workload of the teachers will be as prescribed by the UGC and the University. A teacher should be present on a working day for at least five hours in the Institute.

**Maintenance of records of Academic Work:** Records should be maintained by the teacher regarding the number of working hours engaged by him/her. Such records shall be made available for inspection by the Principal.

**Performance appraisal:** The performance appraisal should include details such as teaching, research and extracurricular activities engaged by the teacher. A Self Appraisal form will be supplied to the teacher and it shall be completed and furnished to the Principal at the end of each year. A teacher is evaluated at the end of each





academic year based on the feedback from the students, evaluation of the head of the department and evaluation of the Principal.

### **Service conditions of Non-Teaching Staff**

The Officers and employees shall consist of such categories, as determined by the Management Committee from time to time.

**Appointing authority:** The appointing authority of all officers and employees shall be the Management Committee. The General Secretary/Manager will exercise that authority on behalf of the Management Committee.

**Method of appointment:** Appointments to all Non-Teaching Staff positions are on merit cum experience basis. The selection procedure includes advertisement (media and college website), initial screening of application and interview by a selection committee consisting of Principal, the Manager and Subject expert.

**Qualification:** The qualifications for each post shall be as prescribed by the Management Committee from time to time.

**Probation:** Every person appointed to any of the categories shall from date on which he/she joins duty be on probation for a period of one year on duty. At the end of the prescribed period of probation or the extended period of probation as the case may be the Management Committee shall consider the probationer's suitability for the post for which he was selected. If the Committee decides the probationer is suitable for the post, it shall decide to issue an order declaring the probationer to have satisfactorily completed his probation and confirm the probation in the said post provided however that it shall be open to the Committee to discharge or revert a probationer during the period of probation if the Management Committee is of the opinion that the probationer



is not fit to hold the post to which he has been selected. Every employee of the Board shall at all times maintain absolute integrity and devotion to duty. The Principal may suspend any employee in case of misconduct or dereliction of duty or other charges pending enquiry.

### III. PAY AND OTHER BENEFITS

**Fixation of Pay:** The Board shall specify the emoluments to be paid to the faculty from time to time. At present the Teachers are paid a consolidated salary based on their qualification:

Qualified Ph.D. - Rs.30000/-

Qualified NET Exam - Rs. 20000/-

Qualified M.Phil. - Rs.18000/-

Qualified PG - Rs.16000/-

Teaching Experience is also taken into consideration while fixing salary

**Remuneration of Non-Teaching Staff:** The salary and allowances of staff shall be as prescribed by the Management Committee from time to time. Previous work experience elsewhere, before joining the college, can be considered for fixation of pay

**Salary Increment:** Annual salary increment is generally disbursed to all staff with effect from 1st of June of every year on completion of at least one year of continuous service. For faculty members, annual increment is calculated based on the faculty appraisal policy of the College. Increment is generally paid 10 % – 15 % of the total salary. All the staff members whose total salary is less than INR 15,000/- per month are eligible for the Employees Provident Fund. Staff members, who are drawing gross pay less than Rs 21000/- per month are eligible for medical benefits under ESIC scheme.



**Superannuation:** The age of superannuation of Principals/faculty members/NonTeaching Staff of institution shall be 65 years. An extension may be given to those staff who are physically fit for a maximum of five years.

**Termination:** Management has the right to terminate the service of any faculty member or staff by giving a notice of 1 month / 1 month's pay in lieu of notice if his/her performance is not satisfactory. The Management has the right to terminate the service of any faculty member or staff by giving a notice of 1 months / 1 month's pay in lieu of notice, if the her/his post becomes redundant due to reduction in intake or cancellation of program due to any reason by the approving / affiliating bodies. Management has the right to dismiss any faculty member or staff with immediate effect in case of gross misconduct which is against any individual, institution, society or nation.

**Residential Accommodation:** Accommodation is provided to faculty and Staff in the gents and ladies hostels.

**Maternity Leave:** Maternity leave with full pay will be admissible to a confirmed female staff member for a maximum period of 90 days in case they are not covered under ESI benefits, with provision for availing leave without pay for another 3 months. Maternity leave period is considered as part of service for the purpose of annual increment.

**Festival Allowance:** Festival Allowance is granted to all non-teaching staff who are under the payroll once in every year. A minimum of Rs.5000/- and a maximum of Rs.20000/- is granted as festival allowance

**Vacation Salary:** Vacation salary of 2 months (April and May) is paid to all Teaching staff who have completed 1 year of service.



**Gratuity:** The staff members shall be entitled to gratuity admissible as per the rules of the College. Those who are terminated from the service based on disciplinary issues are not eligible for gratuity. Also retired staff, appointed by the institution are not eligible for any gratuity. Gratuity shall be payable to a teaching / non-teaching member on the termination of his / her employment after he/she has rendered continuous service for not less than five years on his / her superannuation or his/her retirement or resignation, or his/her death or disablement due to accident or disease. The employer shall pay gratuity to the employees @ 15 days salary based on the last drawn salary of the staff concerned X number of years of service completed. 15 days salary is calculated by dividing the last drawn monthly salary by 30 days and multiplying it by 15 days.

**Salary Payment:** Salary is paid to every staff member on a monthly basis. All regular staff members receive their salary through their bank account by the 5th day of the succeeding calendar month. Bank Account Number and copy of the PAN and Aadhaar card shall be submitted to the Accounts Section of the College by every staff member on the date of joining. Salary slip is also issued on request. Discrepancies, if any, noticed in the salary calculation shall be brought to the notice of the Administration Manager for rectification if any. Deductions like Provident Fund, ESI, Professional Tax - as applicable twice in a financial year, TDS – Income tax to be paid by the employee is deducted in installments. Hostel fees, transportation fee, loan if applicable is also to be deducted.

**Loans:** The College provides temporary loans to employees on demand not exceeding Rs.20000/- which is to be repaid in monthly installments.

## IV. LEAVE

The authority competent to grant casual leave to all staff is the Principal. Casual leave for the Principal will be granted by the Manager of the Managing Committee. Leave



other than casual leave will be granted by the Management Committee. No leave shall be sanctioned without ascertaining the eligibility of the applicant. Attendance is marked by all the staff regularly in the auto attendance machine before and after work. All the staff should also sign in the attendance register in the morning and evening kept at the entrance of the Institute next to the auto attendance machine. Those who do not mark their attendance on entry and exit from the Institute by registering are marked as Absent. Every staff member has to be punctual and report at the Institute before the commencement of their duty time. Casual Leave is accounted for on the basis of Calendar Year (from 1<sup>st</sup> January to 31<sup>st</sup> December). Teaching staff can avail 15 days Casual Leave and Non-Teaching staff 20 days, in one calendar year.

All applications for Leave are submitted to the Principal in the prescribed form, which is available in the office. Applications for leave are to be submitted three days in advance and sanction obtained before going on leave, except in the case of emergencies or illness. In such cases the application should be submitted on the day of resumption of duty after the leave. In case of Leave on Official Duty (LOD), prior permission has to be sought from the Principal along with the leave application. Duty certificate has to be submitted immediately after returning, along with a copy of the report describing the content of the Seminar / Symposium/workshop/other duties and how it benefited him or her and how it will benefit the Institute at large, to avail the duty leave. The copy of the report is also to be submitted to the NAAC office.

When an employee goes on leave with loss of pay, the holidays that fall within the days of leave will also be considered as loss of pay. An employee has to be present on the closing day or reopening day of vacation to avail vacation salary. An employee will not be eligible for vacation salary if he/she does not attend to the duties assigned to him by the Institute during the vacation. Casual Leave cannot be merged with any other kind of leave. The Principal is the sanctioning authority and he can use his discretion to sanction leave.





**Medical Leave:** A permanent employee may avail of Medical Leave on full pay for a total period of three months during his service by converting half pay leave to his credit. Such leave will be granted only for not more than a month at a time.

**Earned Leave:** The earned leave admissible to a permanent employee in a non-vacation Department who is not given any vacation is one eleventh of the period spent on duty, provided that he will cease to earn such leave when it exceeds 180 days.

**Termination:** Management has the right to terminate the service of any faculty member or staff by giving a notice of 1 month / 1 month's pay in lieu of notice if his/her performance is not satisfactory.

**Conduct and discipline of the employees:** Every staff of the College shall at all times maintain absolute integrity and devotion to duty, shall conform to and abide by these rules and shall observe, comply with and obey all orders and directions which may, from time to time, be given to him in the course of his official duties by any person or persons under whose jurisdiction, superintendence or control he may, for the time being, be placed.

### **Grievance Redressal**

The College has a Grievance Redressal Committee as per the Internal Quality Assurance Cell (IQAC), which is headed by the Principal. At Department level, the respective HoD's are the conveners for Grievance Redressal.