



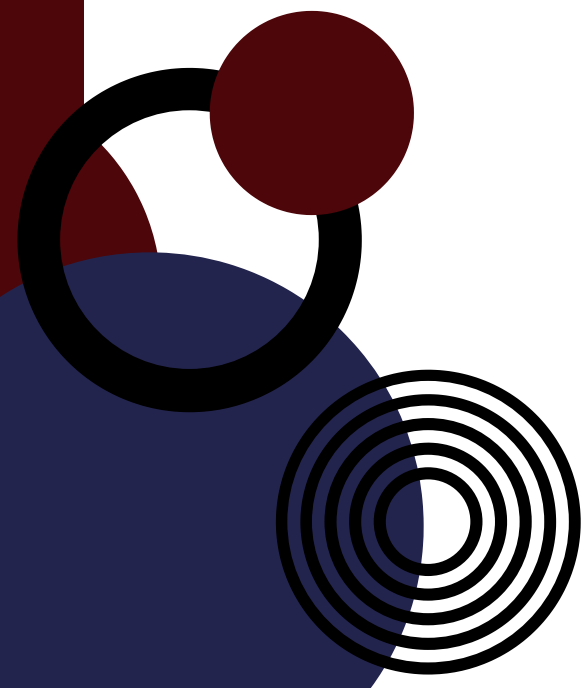
**MARKAZ ARTS AND SCIENCE COLLEGE**

(Affiliated to the University of Calicut)  
Markaz Tharbiyyathul Islamiyyah, Athavanadu, Near Valanchery  
P.O. KARTHALA, ATHAVANADU, PIN:679571, MALAPPURAM DT., KERALA  
Ph: 9633 310 635, 8590 658 550 | Markazcollege@gmail.com | www.markazcollege.ac.in

# POLICY DOCUMENT

## HUMAN RESOURCE POLICY

# HUMAN RESOURCE POLICY



# **HUMAN RESOURCE POLICY**

---

## **POLICY DOCUMENT**

### **Purpose**

To establish a comprehensive framework for the management of human resources in the college, ensuring that all employees are treated fairly, with dignity and respect.

### **Objectives**

- To attract, retain, and develop a diverse and skilled workforce
- To promote a positive and inclusive work environment.
- To ensure fair and equitable treatment of all employees.
- To provide opportunities for employee growth and development.

### **Selection and Appointment**

- The college will recruit and select employers based on merit, qualifications and experience.
- The Management committee holds exclusive authority for teacher appointments.
- The management committee has the authority to appoint part-time teachers, guest lectures and visiting professors for short periods
- Teachers in regular positions should submit self-attested copies of qualification and experience certificates, verified with the originals at the time of joining.

### **Employee development and Training**

- The college will provide opportunities for employee development and training
- The college will provide all new employees with orientation program. The programme will include information about the

college's policies, procedures and expectations.

- Employees will be encouraged to participate in professional development activities to enhance their skills and knowledge.

### **Vacation period**

- As a teaching institute, the institute grants teachers a two month vacation from 1st April to 30th May.
- The Principal may assign additional tasks during vacation, beyond normal duties

### **Salary payment**

- Salary is paid monthly to all staff members by the 5th day of the succeeding calendar month.
- Bank Account number, PAN, and Aadhar card details must be submitted to the accounts section on the date of joining.
- Deductions, including PF, ESI, professional tax, hostel fees, are made as per regulations.

### **Salary Increment**

Annual salary increment is generally disbursed to all members with effect from June of every year on completion of least one year of continuous service.

### **Vacation Salary**

Teaching staff completing 8 months of service receive a vacation salary for two months (April and May).

### **Attendance Management**

- All staff members must sign in the attendance register located at the office of the institute.
- Failure to mark attendance will result in being marked absent
- Punctuality is mandatory and staff members must report before the commencement of their duty time

## **Casual Leave and Leave application process**

- Teaching staff can avail 15 days of casual Leave and non-teaching staff can avail 20 days in one calendar year.
- All leave applications must be submitted to the principal using the prescribed form available in the office.
- Applications should be submitted 3 days in advance, except in case of emergencies or illness.
- In the case of leave on official duty, prior permission must be obtained from the principal.

