

G.T.N. Arts College (Autonomous), Dindigul 05

Affiliated to Madurai Kamaraj University

Accredited with “B” Grade by NAAC



HUMAN RESOURCE POLICY

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Human Resource Policy

Introduction

Based on **Human Resource needs**, qualified teaching staff, Non-teaching supporting staff, Administrative staff and Technical support staff are being appointed by adopting specified recruitment policy of the Governments (Union and State) and the instructions prescribed by the Madurai Kamaraj University. After recruitment the orientation programmes organized by the college in the initial stage. There after orientation programmes, Faculty Development Programmes are being organized and conducted by the Human Resource Development Centres of different State and Central universities. Salaries for staff are fixed based on qualification, yearly increment, Dearness Allowance, Incentives and Rewards for research publications are also given and sanctioned.

- **Job responsibilities** for academic staff, faculty involved in R&D, Administration and extension and outreach activities are specified as per the direction of State and Union governments (i.e.) UGC and MoE. GoI.
- **Leave** includes casual leave, compensatory leave, spell leave, Maternity leave, Medical leave, On duty assessments, Permissions and Vacation leave are granted as per rules and regulations which are in current practice.
- **Promotion policy** is based on performance appraisal report submitted by the stakeholders. Feedback evaluation is obtained from the students, wherever and whenever necessary.
- **Discipline and Grievance procedures** are in practice, based on code of conduct and ethical standard.
- **In-house R&D / Seminars / Workshops / Conferences / Symposium / Guest Lectures** are encouraged by providing fund by management. Funds are also mobilized by the faculty by sending proposals to various funding agencies like ICSSR, UGC, DBT, DST, etc.
- **Incentives to the students** who are excel in different programmes, games and sport events and top in extracurricular activities.
- **Incentives to Faculty**, who publish articles in the reputed journals, recognized by the UGC (Care List Journal) with high Scopus index and citation.
- **Facilities and Amenities** are provided to the faculty and students, in terms of issuing ID card, encouraging to organize professional and departmental associations, providing transportation, medical care facilities and provision of food and snacks through food court including canteen.