DR.K.V. SUBBA REDDY INSTITUTE OF TECHNOLOGY

(Sponsered by Vaibhav Educational Society)

Affiliated to JNTU Ananthapur

Human Resources Policy

2022

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Introduction:

The Institute has an amazing advisory board of specialists from numerous sectors, including engineers, physicians, attorneys, financial experts, and well-experienced administrators, who are dedicated to leading the Institute in the aim of providing high-quality technical education.

Institute Vision

To be a Global Leader in imparting Quality Technical Education to produce Competent, Technically Innovative Engineers imbibed with Research Aptitude, Entrepreneurship and Social Responsibility.

Institute Mission

1. To nurture the Students with Fundamental Engineering Knowledge enriched with Technical Skills.
2. To create Conducive Environment to nurture Innovation and Interdisciplinary Research.
3. To develop Professionals through Innovative Pedagogy focusing on Individual Growth, Discipline, Integrity, Ethics and Social Responsibility.
4. To foster Industry-Institution Partnerships Leading to Skill Development and Entrepreneurship.

Human Resource Policy

a) Evaluating manpower needs, types of employment, job profiles, selection procedures, evaluating appraisals and merits, and developing rules for recruiting, probation, regularisation, promotions, internal transfers, superannuation, terminations, and re-employment.

b) Assessment of manpower requirements for teaching and non-teaching in departments and administrative staff separately at the start of the academic year for new posts created, vacancies arise due to employee turnover, expansion of the institution and to maintain adequate manpower cadre strength, staff and student ratio, and so on.

c) Employee selection for different roles using various approaches such as invitation for higher-level jobs and open and walk-in interviews for middle and lower-level positions.

d) Evaluating systematic procedures and techniques for recognising talent, skill, performance, abilities, flexibility to changes in working methods, and the capacity to offer qualitative service for the institution's growth.

e) Educating workers on the most recent advances in technology and how to use existing resources efficiently to accomplish outcomes and objectives.

f) To the greatest degree possible, developing clear rules for upstream and downward communications, as well as a well-organized management information system.

g) Encouraging workers to offer fresh ideas, finest talent, and abilities to the personal and general growth of the institution by clearing the path for possibilities to be used.

h) Enrolling personnel in different professional organisations such as, ISTE, CSI, and others, and involving them in worldwide development initiatives.

Objectives

The following essential goals are depicted within the framework of the above-mentioned policy.

1. Recruiting and retaining the greatest personnel available, as well as fostering their growth

2. To create a fair assessment system and advice on how to provide job satisfaction via fair treatment and opportunity for productive work.

3. To provide advice and assistance on the provision of facilities and safe working conditions for workers.

4. To ensure fair remuneration for personnel consistent with their performance and the Institution's resources.

5. Establishing productive and goal-oriented employee relationships with the company.

6. To establish a working environment in which personal qualities may be subdued and skills can be used freely.

Planning for Human Resources

Assessing workforce requirements and identifying areas for recruiting.

a) Defining the position in terms of the nature of the tasks, responsibilities, delegation of authority, independence, disparaging powers, and reporting to higher authorities, among other things.

b) Job classification into teaching and non-teaching, technical and non-technical, professional and clerical, emergency and routine occupations, and other categories.

b) Recruiting and selecting needed personnel using Recruitment and Selection rules and processes.

d) Hiring contract labour for security, housekeeping, gardening, transportation, and canteen services, among other things, via reputable outsourcing firms.

Selection and Recruitment

To specify the kind of appointment, such as temporary, regular, contract, or ad hoc.

a) To fill openings for different Teaching and Nonteaching jobs by open advertising, invitation, referral method, and promotion policy selection.

b) Issuance of Application containing all information required of the candidate in terms of personal data, academic and technical qualifications, experience, etc.,

c) Selection made by duly constituted Selection Committee consisting of University Experts in the subject, office bearers of the society as required by Statute. The methods used for selection are often a written exam, a class demonstration, a screening test, and oral interviews conducted by the selection committee.

d) Providing higher-level employment to experts from the industrial and public sectors, as well as research and development laboratories, so that they may use their important expertise to the institution's growth.

Development & Training

Every college employee will be provided every chance possible to advance his or her qualification, skills, career, capacity to bear responsibility, accountability, and other elements.

a) Informing the personnel about the resources available on and off campus, as well as the processes for using the resources via the correct channels.

b) Motivating and instilling confidence in employees to learn and use new technological ways in their workplaces to achieve successful outcomes.

c) Inspiring employees to innovate for the enhancement of current processes and to discover answers to issues that develop during implementation by delivering internal and external program-based trainings, as well as on-the-job and off-the-job trainings.

Development Program Resources

Plan a regular programme for improving and advancing individual performance as well as group assessment via training and experience.

a) Implementing a continual evaluation process using test-based programmes and offering improvements in conjunction with experts and peers.

b) An appreciation and suggestion process from senior management/peers

c) Appropriate development exposures (a) External – Orientation / refresher courses at universities and other institutions of higher learning (b) Seminars at educational institutions and professional / technical organisations Internal - via delegating, promoting, transferring, and rotating jobs.

Employee turnover

It includes:

a) Resignation,

b) An employee's death,

c) Transfer to any other institution supported by the Society, and

d) Termination by suspension or dismissal.

Performance Appraisals

a) Self-Appraisal System – Includes academic performance, extra obligations, research participation, and so on.

b) API Scores

c) Confidential Documents

Appraisal Objectives

a) Appraisal to improve an employee's performance

b) Appraisal to inspire an employee to increase his/her performance so that it matches the work requirements

c) Periodic performance reviews with a focus on results.

d) To encourage high-performing personnel to advance in their careers.

e) While evaluating the employee's strengths, identify and communicate the employee's weaknesses, and provide solutions to address them.

Salary Administration

a) Implementation of University-recommended pay scales for regularised personnel, as well as mandated compensation in the case of contract and ad hoc employees, in accordance with college regulations.

b) Adoption of pay rates suggested by the University Grants Commission for teaching employees and wages paid by the Institution for non-teaching staff.

c) Temporary/Employees on Probation will be given a consolidated wage with a predetermined augmentation per year depending on the employee's performance.

d) Salary implies base salary plus DA, HRA, and AGP, as well as any additional emoluments, as determined by the government's pay scales and the institution's rules and regulations.

e) DA will alter from time to time in accordance with state government G.Os and the government's modification of pay scales.

f) It is at the discretion of Management to revise the pay structure as needed and re-fix the salary of any employee based on his/her individual performance, conduct, and job requirements.

Social Security and employee benefits

a) According to the college service rules and regulations, all regular workers of the institution are entitled to casual leave, special casual leave, earned leave, medical leave, and maternity leave, among other benefits.

b) Employee enrolment in the Employees' State Insurance Corporation, which is regulated by ESIC.

c) The use of earned leave.

d) Allowing fee reductions for the wards of workers enrolled at the institution.

e) Non-teaching workers get Festival Advance once a year.

f) Accidental Insurance coverage for all institution personnel.

I Encourage staff to participate in activities held both within and outside of the institution to showcase their ability and talents.

Grievance Mechanism

The organisation is equally and impartially concerned with protecting and safeguarding the interests of all employees. The institution has a fine-tuned procedure in place to gratify each and every employee while adhering to staff rules and regulations in permissible areas. However, if an employee believes that he has been improperly accommodated or paid in his employment, he may file a grievance and seek restitution.

He or she will file a complaint with his or her immediate senior officer. If he/she does not get a response within 3 days of filing the complaint, he/she will contact the Head of the Department and present a copy of the complaint, which the superior acknowledges. The HOD will take up the case, investigate the issues, and identify a solution within 7 days, which will be reported to the employee. If the HOD cannot resolve the problem within 7 working days, or if the solution reached is not agreeable to the employee, the employee will contact the Principal, who is the chairman of the college's complaints redressal committee. The issue will be discussed in the committee, and a solution will be reached. Within time constraints, the Principal will execute the committee's decision, which is definitive in the college's domain.

Grievance Redressal Mechanism
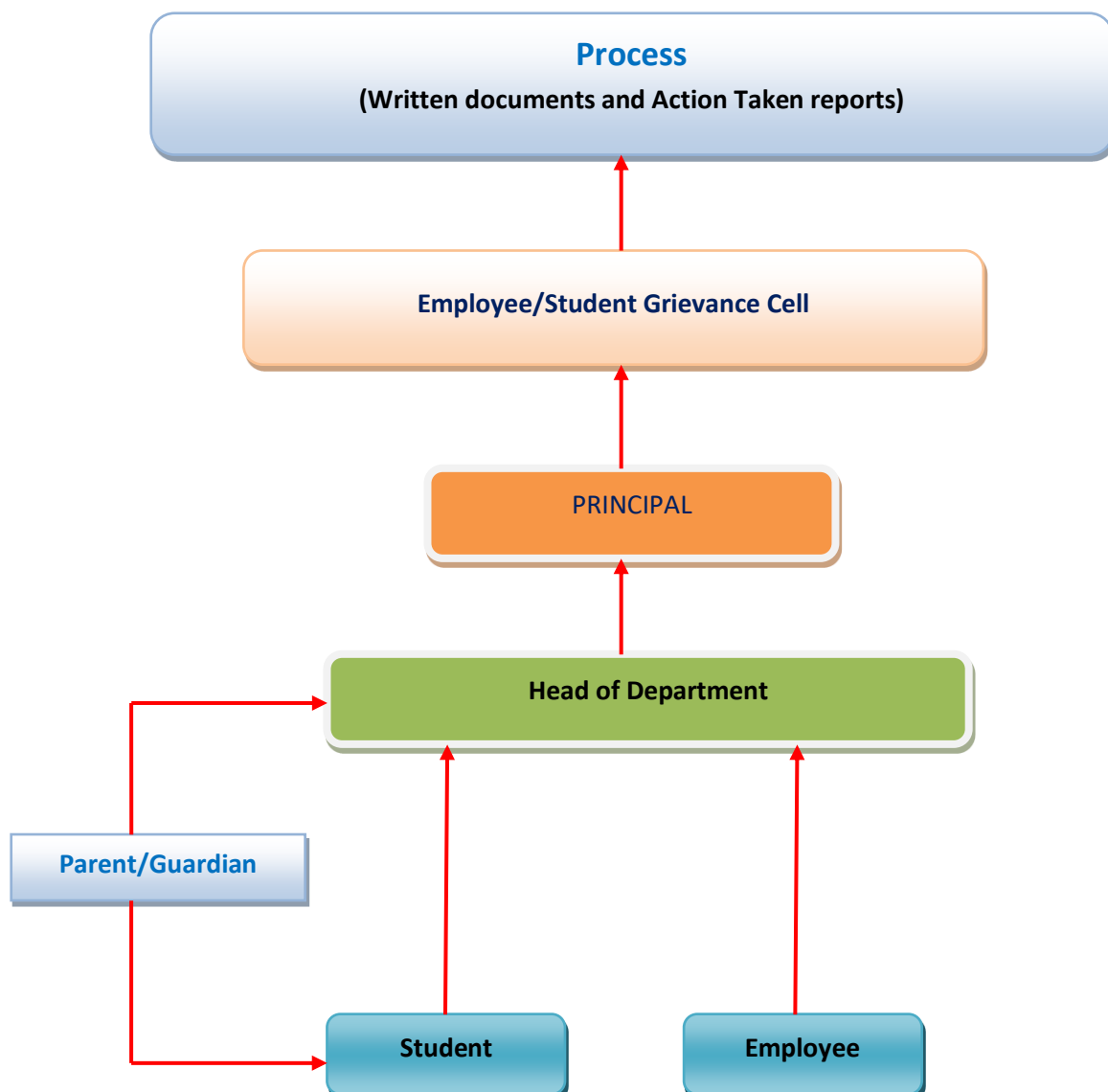
Service Rules:

As Dr. K.V.Subba Reddy Institute of Technology is supported by Vaibhav Education Society, Dr. K.V.Subba Reddy Institute of Technology will adhere to the service rules and regulations established by Vaibhav Education Society. The Service Rules and Regulations are now accessible on the College Website, as well as through the Heads of Departments, Office, and Library.

Service rules, service agreements, conduct regulations, obligations and responsibilities of the Head of the Institution, Head of the Department, professors, employees, and leave rules are all included in the Book of Service Rules.

In detail, the Service Rules Book discusses recruitments, probation, confirmation, and termination, pay and allowances, leave rules, lien, penalties and punishments, retirement, removal, transfers, promotions, appraisals, code of conduct, employees' benefits, behaviour toward superiors, responsibility, accountability, confidentiality, qualities, and other features related to employment in the institution that can be amended at any time. Any subsequent revisions to the Service Rules will be authorised by the Society's Executive Council and made accessible.