



**MTM COLLEGE**  
**ARTS, SCIENCE & COMMERCE**  
Affiliated to University of Calicut

# MTM COLLEGE OF ARTS, SCIENCE & COMMERCE

## HUMAN RESOURCES POLICY MANUAL



SI NO	CONTENTS	PAGE
1	<b>Vision</b>	3
2	<b>Mission</b>	4
3	<b>Academic and administrative</b>	5
4	<b>Remuneration and additional perks</b>	5
5	<b>Leave policy</b>	6
6	<b>Grievance redressal policy</b>	6
7	<b>Ethical guidelines</b>	6
8	<b>Examination policy</b>	6
9	<b>E-governance policy</b>	7
10	<b>Asset management and usage guidelines</b>	7
11	<b>Corrective action policy</b>	7
12	<b>Reservation policy</b>	7
13	<b>Scholarship policy</b>	8
14	<b>Anti-ragging policy</b>	8
15	<b>Gender policy</b>	8
16	<b>Women empowerment</b>	8
17	<b>Anti-sexual harassment policy</b>	9
18	<b>Placement &amp; career guidance policy</b>	9
19	<b>Research policy</b>	9
20	<b>Inclusion and accessibility policy</b>	9
21	<b>Green environment policy</b>	10
22	<b>Energy conservation policy</b>	10
23	<b>Water conservation policy</b>	10
24	<b>Waste management policy</b>	10
25	<b>Resource and mobilization policy</b>	11



## **VISION**

**To educate and develop aspirants of the society to be productive, responsible, and compassionate citizens of the Country.**



## MISSION

- To provide **quality education** to all students of the neighbouring society in an inclusive environment.
- To nurture desire for **social, emotional, intellectual, and moral aspects** for the development of students and faculty.
- To instill **leadership** qualities amongst the students and staff by practicing core values, honesty, loyalty, perseverance, and civic responsibility
- To involve the people of the neighbourhood in all possible **educational, cultural and sports activities** of the campus.



## **1. Academic and Administrative**

### **1.1 Appointment, Promotion, and Service Rules:**

#### Appointment Procedures:

New appointments at this institution will adhere to a transparent and merit-based process. The college is committed to upholding equal opportunity principles, ensuring that all candidates are given fair consideration. The selection committees will be diverse and inclusive, and the entire process will be open to scrutiny. Emphasis will be placed on assessing the candidate's qualifications, experience, and alignment with the college's values.

#### Service Rules:

Clear guidelines will govern attendance, working hours, and professional conduct to create a positive and productive work environment. Expectations regarding punctuality, regular attendance, and ethical behaviour will be communicated effectively. The college recognizes the importance of work-life balance and will encourage flexibility when feasible. Performance evaluations will be conducted regularly, providing constructive feedback and opportunities for professional development.

## **2. Remuneration and Additional Perks :**

### **2.1 Salary Structure and Payroll Procedures:**

#### Salary Structure:

This institution will maintain a competitive salary structure, regularly reviewed to align with industry standards. Salary revisions will be performance-driven, considering an employee's contributions, responsibilities, and market trends. Transparency will be upheld, and employees will be informed about the factors influencing salary adjustments.

#### Benefits Package:

Employees will enjoy a comprehensive benefits package, encompassing healthcare, retirement plans, and additional perks. Periodic reviews will be conducted to assess the relevance and competitiveness of the benefits offered. The college is committed to promoting employee well-being, recognizing that a robust benefits package contributes to job satisfaction and a positive work environment.



### **3. Leave Policy :**

#### **Vacation and Paid Time Off:**

The leave policy at this institution will ensure a fair and structured approach, allowing employees adequate time for rest and recreation. In addition to standard vacation leave, special provisions will be in place for emergencies and significant life events. The process for requesting and approving leave will be transparent, and the college will support a healthy work-life balance, acknowledging the importance of employee well-being.

### **4. Grievance Redressal Policy:**

#### **Grievance Reporting Mechanism:**

To address employee concerns promptly and effectively, this institution will establish an accessible and confidential grievance reporting system. Employees will have the means to report grievances without fear of retaliation. Timely investigations and resolutions will be undertaken, and a clear escalation process will be in place for cases requiring further review. The college is committed to fostering a work environment where employees feel heard and supported.

### **5. Ethical Guidelines :**

#### **Professional Ethics:**

This institution expects all employees to adhere to high standards of professional conduct. A formal code of ethics will outline the expectations for behaviour, emphasizing respect for diversity, teamwork, and maintaining a positive and inclusive workplace. Regular training programs will be conducted to reinforce ethical principles, fostering a culture of integrity and accountability.

### **6. Examination Policy:**

#### **Exam Scheduling and Conduct:**

Clear guidelines will govern exam scheduling, conduct, and evaluation processes at this institution. The college is dedicated to ensuring fairness and integrity in all examinations. Stringent proctoring protocols, both for physical and online exams, will be implemented. An appeals process will be in place for students dissatisfied with their exam results, ensuring a transparent and accountable assessment system.



## **7. E-Governance Policy:**

### Use of Technology in Governance:

This institution will leverage technology for efficient governance, emphasizing data security, privacy, and accessibility. Ongoing training programs will be provided to enhance e-governance proficiency among staff. The college will employ user-friendly systems and regularly update security measures to safeguard sensitive information.

## **8. Asset Management and Usage Guidelines :**

### Facility Maintenance Standards:

The college is committed to upholding maintenance standards to ensure a safe and functional environment for all. Preventive maintenance schedules will be implemented, minimizing disruptions and extending the longevity of facilities. Efficient utilization of resources will be prioritized, and regular audits will be conducted to assess and optimize space and resource usage.

## **9. Corrective Action Policy :**

### Academic Support Services:

This institution recognizes the diverse learning needs of students and will provide specialized support services and remedial classes. The effectiveness of these measures will be regularly assessed, and adjustments will be made to ensure all students receive the support necessary for academic success. Faculty will undergo continuous training to employ innovative teaching methods tailored to individual needs.

## **10. Reservation Policy:**

### Adherence to Government-Mandated Guidelines:

This institution is committed to adhering to all government-mandated reservation guidelines. The college will implement monitoring and reporting mechanisms to track compliance, ensuring a fair and inclusive admission process. Awareness programs will be conducted to educate the college community about the importance of adherence to reservation policies.



## **11. Scholarship Policy:**

Criteria for Awarding Scholarships:

Scholarships at this institution will be awarded based on transparent and merit-based criteria. An efficient application and selection process will be established, ensuring equal opportunities for all eligible candidates. Periodic reviews will be conducted to assess the impact of the scholarship program and make necessary adjustments.

## **12. Anti-Ragging Policy:**

Definition and Prohibition:

This institution maintains a strict policy against ragging on campus. Awareness programs will be conducted at the beginning of each academic year to educate students about the consequences and zero-tolerance approach. Stringent actions, including legal consequences, will be taken against any instances of ragging, ensuring a safe and welcoming campus environment.

## **13. Gender Policy:**

Gender Equality and Inclusivity:

The college is dedicated to promoting gender equality and creating an inclusive environment. Policies will be in place to prevent gender-based discrimination, and regular gender sensitivity training will be provided to all members of the college community. This institution will actively work towards ensuring equal opportunities for professional growth, irrespective of gender.

## **14. Women Empowerment:**

Professional Development Opportunities:

Specialized programs and opportunities will be provided to empower women professionally at this institution. This includes leadership development programs, networking events, and initiatives that support work-life balance. The college aims to foster an environment where women can thrive in their careers and contribute meaningfully to the academic community.





## **15. Anti-Sexual Harassment Policy:**

### Definition and Prohibition:

Sexual harassment is strictly prohibited at this institution. The college will establish robust reporting mechanisms, conduct thorough investigations, and provide support systems for victims. Regular awareness programs will be conducted to educate the college community about preventing and addressing sexual harassment, creating a safe and respectful environment for all.

## **16. Placement & Career Guidance Policy:**

### Career Counselling and Guidance:

Comprehensive career counselling and guidance services will be a hallmark of this institution. These services will include internship programs, resume building workshops, and personalized career advice. The college will actively engage with industry partners to enhance placement opportunities for students, ensuring they are well-prepared for successful careers.

## **17. Research Policy:**

### Support for Research Initiatives:

This institution will actively support research initiatives through funding, grant applications, and policies protecting intellectual property rights. Faculty will be encouraged to pursue research projects, and the college will facilitate collaborations with external research institutions. The dissemination of research findings will be actively promoted.

## **18. Inclusion and Accessibility Policy:**

### Accessibility Standards:

This institution is committed to providing an accessible environment for differently abled individuals. Regular accessibility audits will be conducted to identify and address barriers. Accommodation policies will be clearly outlined, ensuring equal access to all facilities and services. The college will actively engage in advocacy programs to promote inclusivity and support.



## **19. Green Environment Policy :**

### **Sustainable Practices:**

This institution will adopt and promote sustainable practices to minimize its environmental footprint. Initiatives such as waste reduction, recycling programs, and environmental education will be actively implemented. The college will work towards obtaining green campus certifications, showcasing its commitment to sustainability.

## **20. Energy Conservation Policy:**

### **Energy-Efficient Practices:**

Efforts to implement energy-efficient practices at this institution will include upgrading facilities with energy-efficient systems and appliances. Employees will be actively engaged in energy-saving initiatives through awareness campaigns and incentive programs. The college will continuously monitor energy consumption and provide regular updates to the college community.

## **21. Water Conservation Policy:**

### **Water-Efficient Infrastructure:**

This institution will implement water-efficient infrastructure and conservation programs. Investments in water-conserving technologies for landscaping and building systems will be made. Annual water audits will be conducted to assess usage and identify areas for improvement. Students will be actively involved in initiatives promoting responsible water usage.

## **22. Waste Management Policy:**

### **Waste Segregation and Disposal:**

Clear policies on waste segregation, disposal procedures, and recycling initiatives will be implemented at the institution. Training programs for staff and students will ensure proper waste management practices. The college will actively collaborate with local recycling facilities and implement policies to reduce the use of single-use items on campus.



## **23. Resource and Mobilization Policy:**

### **Resource Allocation:**

Efficient resource allocation and utilization strategies will be a cornerstone of this institution. Strategic planning processes will guide comprehensive resource allocation, involving key stakeholders to ensure alignment with the college's mission and goals. The college will maintain transparency in budgeting processes and engage in regular communication with the community. Fundraising initiatives, grant applications, and stakeholder engagement will be actively pursued to augment resources.

This comprehensive HR policy manual for the institution covers a wide range of areas, ensuring that the college maintains a positive, inclusive, and sustainable work environment while fostering the holistic development of its community. It is essential to periodically review and update these policies to adapt to changing circumstances and to comply with evolving legal and ethical standards

