



**Dr. Umayal Ramanathan College for Women**

Accredited with B+ Grade by NAAC

Recognized u/s 2(f) & 12(B) of the UGC Act 1956

Affiliated to Alagappa University


(Estd. by Dr. Alagappa Chettiar Educational Trust)

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## HR POLICIES AND PROCEDURES

  
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### About URCW

Established in 2006, Dr. Umayal Ramanathan College for Women, affiliated with Alagappa University, holds a B+ grade accreditation from NAAC, with 2.73 points out of 4 in its first cycle. In March 2019, it gained recognition under sections 2(f) and 12(B) of the UGC Act 1956. Situated in a tranquil 10-acre campus at the heart of Karaikudi, the college is easily accessible. The founding of Dr. Umayal Ramanathan College for Women fulfills Dr. Mrs. Umayal Ramanathan's fervent aspiration to address the evolving needs of women in the community and equip them for the challenges of contemporary society. Offering 13 undergraduate, 6 postgraduate, 2 M.Phil, and a PG Diploma course tailored for female students, the college is dedicated to providing holistic education and instilling a disciplined approach to academic pursuits. It offers a diverse array of academic disciplines, internships, corporate collaborations, and cutting-edge infrastructure to foster academic excellence.

Key elements for future success include maintaining global educational standards, bolstering infrastructure, nurturing qualified faculty, enhancing the information technology center, and promoting extracurricular activities for holistic development. Since its inception, the college has secured 423 university ranks and continuously implements innovative practices for individual and societal growth. In addition to the academic curriculum, the college designs and executes programs to enhance students' employability and entrepreneurial skills, ensuring their readiness for the professional world.

  
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### **Vision**

To nurture students in the pursuit of knowledge and create institutions of excellence that produce proactive and responsible citizens.

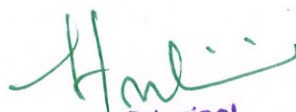
### **Mission**

The core mission of the institution is

- To promote a value-based education enriched with qualities of love, humility, knowledge and wisdom effectively to aspire students' achievements.
- To provide a caring and inspiring academic ambience where each student is enabled to surface their innate talents and realize their full potential.

### **Definition of terms used in the manual**

- Dr. URCW means Dr. Umayal Ramanathan College for Women
- "Employee" means any person who is employed for salary manual or otherwise in connection with the work of Dr. Umayal Ramanathan College for Women.
- "Academic year" means the normal period stipulated in the academic calendar for activities of odd and even semesters. In the present system, it is fixed from June to May.
- "Basic pay" means the component of pay scale, which forms part of all emoluments that are earned by an employee while on duty or on leave or on holidays with wages.
- "Date of appointment" means the first day of joining the duty by the employee as mentioned in the appointment order.

  
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### Classification of Human Resource

Dr. Umayal Ramanathan College for women recognize the following classification of its staff

- **Administrative Staff:** Principal, Heads of the Departments, Office staff and Library staff
- **Teaching Staff:** Associate Professors and Assistant Professors.
- **Technical Support Staff:** System Administrator, Junior Assistant, Lab Assistant, Office Assistant
- **Non-Technical Support Staff:** Attenders, Drivers, Supervisor, Housekeeping, Security and Gardeners.

### Job Responsibility

Roles and responsibilities of various faculty positions are structured based on the norms of UGC, New Delhi and the regulations of Alagappa University, Karaikudi UGC and Alagappa University regulations, in line with the vision and the mission of Dr. Umayal Ramanathan College for Women.

### Recruitment and Selection (Teaching)

The recruitment of faculty member is need based. Head of the departments submit the staff requirement to the Principal. Based on workload staff selection committee shall be constituted. The candidates applied for assistant professor and associate professor are required to give a demo class and take an interview by a selection committee followed by one-on-one interview by the Principal. The identified

  
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candidates shall be recommended by the chairman of the institute for appointment. An appointment letter duly signed by the chairman shall be issued to the candidate. The appointment letter should contain:

- The designation/title of the job and responsibilities specific to the job.
- On joining, the candidate should submit the joining report duly filled and signed by her to the Principal
- The candidates appointed for the faculty position will be asked to submit the following original certificates for verification.
  1. PAN & Aadhar Details and Photo copy
  2. Educational certificates – Bachelors, Masters and Doctoral Degree
  3. Experience Certificate from previous Employers
  4. Relieving Letter from your previous Employer

### **Recruitment and Selection (Non-Teaching)**

The appointment of a non-teaching staff members (Lab Assistant) is concerned with the requirement of the Head of the Department. The applications received for the non-teaching staff positions shall be scrutinized by the scrutiny committee constituted by the Principal. The candidates called for interview and selected by the selection committee. The identified candidates shall be recommended by the Chairman for appointment.

### **Relieving from service**

The relieving procedure will be followed as per the conditions specified in the appointment order except exceptional cases.

  
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## Feedback Evaluation


Students provide feedback on faculty performance twice in a year through an online platform. This evaluation covers teaching methodologies, classroom management, syllabus coverage, and overall student satisfaction. Additionally, students assess college facilities and administrative responsiveness. To ensure anonymity, the evaluation process is completely confidential. Based on the feedback, faculty members receive guidance and support for improvement. Outstanding performance is recognized and appreciated.

## Identity Card

All Dr. URCW employees are requested to have photo ID cards which they should carry with them to their respective work place and in the course of travel. ID cards to new staff shall be provided within 10 days of their joining in the organization. At the time of cessation of service, employees are required to return their Identity Card to the organization.

## Salary Fixation

- **Faculty:** The Management shall respect the practice of Grades and varying Scales for regular staff on service. Dearness allowance and HRA are fixed periodically by the management as per the policy mentioned in the appointment order
- **Non-Teaching staff:** Scales of pay & grades are fixed based on their qualification and experience. Dearness allowance and HRA are fixed periodically by the management as per the policy mentioned in the appointment order

  
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### **Promotion / Increment Policy**

In an effort to recognize and reward the performance of employees, the organization has implemented a system of annual increments based on performance evaluations

Staff performance evaluation will be carried out every year according to the following criterion

1. Teaching Learning
2. Research Innovation
3. Professional Responsibility (Cocurricular, Extension and Institutional activities)


### **Provident Fund / ESI**

Dr. URCW is committed to comply with statutory provisions of Employees Provident Fund and ESI. Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organization.

### **Welfare Measures**

All faculty members at Dr. URCW benefit from a comprehensive welfare package that includes the following:

1. ESI/PF
2. Medical leave (Accidents) - for staff
3. Maternity Leave – 2 Months leave with salary

  
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4. On Duty Leave
  5. One permission per month


### **Leave Rules**

Seeking leave is not a matter of right. Leave has to be used judiciously by all the employees. It is mandatory to seek prior approval from the concerned Heads of the departments before proceeding on leave. Also, it is the responsibility of every employee of the institute to apply for leave prior with necessary alternative arrangements of her classes to ensure that the students will not be put into any inconvenience/ deprived of their class/ learning.

The leave approving authority is the Principal and she shall respond to employee leave requests and accord the necessary approval. The employee can proceed with OD and other leaves only after obtaining the due approval from the Principal. Any employee shall not proceed on leave if the Principal does not approve her leave. All the leaves are calculated as per the academic year.

### **Nature of Leave**

- Casual Leave
- Vacation Leave
- Medical Leave
- Maternity Leave
- Long leave
- On Duty

  
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## **Casual Leave**

Casual leave is not earned by duty, but it is provided to employees so as to enable them in special circumstances, to be absent from duty for a specified period without such absence being treated as any other leave. Any employee on casual leave is not treated as absent from duty. The following are the conditions for casual leave

All teaching and non-teaching staff can avail this leave.


- A total of 12 days shall be allowed per academic year
- All teaching and non-teaching staff are not permitted to avail leave prefixing and suffixing declared holidays.
- Casual leave cannot be combined with any other leave (including leave on loss of pay) except declared holidays.
- Casual leave, if available, should not exceed 3 days at a time.
- Probationers can avail one day casual leave per month. However exemption may be granted in special cases.

## **Vacation Leave- Teaching staff**

- Vacation cannot be combined with any other leave.
- All teaching staff must be present and sign the attendance register on the last working day of the semester and on the first working day of the next semester.

## **Medical Leave**

An employee is entitled to avail of medical leave on the production of a medical certificate. The following are the condition to avail medical leave

  
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- The staff member who has completed one year of the service in this institution are eligible to avail medical leave.
- A total of ten days shall be allowed per calendar year.
- Medical leave can be availed for three days and above. Less than three days shall be treated as Casual leave.
- Faculty members must submit a prescribed medical leave application to the Principal, accompanied by a medical certificate from a registered practitioner. Upon returning to work, a fitness certificate is required.

**Maternity Leave**

- Employees who have completed two years of service and confirmed in service, will be sanctioned maternity leave for a period of two months with salary.
- Maternity leave may be taken partly either prior to delivery or in total as following the date of delivery.

**Long leave**

Permanent staff members may avail long leave upon prior approval by the Principal and with valid reasons.

Salary cannot be considered when they are on long leave.

**Vacation Leave-Non teaching staff (Calendar Year)**

A total of 12 days can be availed in a calendar year during the vacation period. It should not be less than 5 days at one time. Vacation for shorter period will be treated as casual leave. This leave shall be availed only during vacation. No exemption is permissible.

  
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### **On-Duty Facilities**

In addition to the leave facility given to the staff members ON Duty facility is also provided to all the family members to facilitate the following:


- On Duty can be availed of up to a maximum of 25 days in a calendar year
- On Duty can be applied for only if sent by the college or called by other institution for academic purposes only
- Must apply to the Principal well in advance with a copy of the supporting document and the Attendance certificate is mandatory when returning to the duty
- Probationers and non-teaching staff are not eligible for On Duty
- Copy of the participation certificate must be handed over to the office and to the Department

### **Permissions**

- Staff are allowed one hour of permission per month, which can be taken either in the morning or afternoon session.
- Permission is allowed as stated above only when staff concerned has no class.

### **Disciplinary Action**

- Dr. URCW reserves the right to initiate appropriate disciplinary action on any of its employees within a standard framework that guarantees the reasonable rights of employees.

  
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### **Misconduct**


- A comprehensive code of conduct has been established for both faculty and non-teaching staff. Violations of institutional rules and regulations will be subject to disciplinary action.

### **Harassment**

- Dr. URCW is committed to fostering a respectful and inclusive workplace free from all forms of harassment and discrimination. Any behavior that compromises the dignity or well-being of employees is strictly prohibited.

### **Sexual Harassment**

- Dr. URCW has a strict anti-sexual harassment policy in place, aligned with the guidelines outlined by the statutory requirements / the orders passed by the Honorable Supreme Court of India. The policy comprehensively addresses definitions, complaint procedures, investigations, and disciplinary actions. Sexual harassment of any kind is strictly prohibited and will result in immediate termination.

  
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