



HR POLICY

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I. OVERVIEW

Islamic Mission Trust (IMT) is a non-profit, registered charitable trust that was established in September 2001. The trust is composed of educators, philanthropists, and social engineers who undertake academic and research programmes in the frontiers of science, technology, and the humanities to generate a highly skilled workforce. Al Jamia Arts and Science College is dedicated to developing professional personnel capable of giving leadership and direction in the fields of science and technology, commerce, management, information technology, and other arts and humanities disciplines. Al Jamia Arts and Science College intends to establish a Deemed-to-be University in due course.

Al Jamia Arts and Science College, is a research and higher education institution affiliated with the University of Calicut. It is an academic facility. It is partly residential and is located on an expansive campus 3.1 km from Perinthalmanna town. Along with the management, a vibrant team of professors makes a vital contribution to the success of the academic programmes.

Founded in 2010, the institute resides in a sprawling building with a lush green backdrop, a calm and scenic environment, laboratories, and an exceptional library. The Institute is especially dedicated to helping economically disadvantaged, socially impoverished, and needy pupils. It envisions entire personality development and the creation of a workforce capable of providing leadership and guidance at the of science and technology, as well as management, commerce, and other humanities disciplines.

Al Jamia Arts And Science College, currently offers 10 undergraduate and 2 postgraduate degrees based on the Choice-Based Credit Semester System, which was implemented by the University of Calicut in 2009-2010. An undergraduate programme will last six semesters over three academic years, whereas a postgraduate programme will last four semesters over two academic years. The odd semesters will be from June to October, while the even semesters will be from November to March. Each semester will include a minimum of 90 working days, including all examinations.

VISION

- Seek to promote and provide value-based quality education to the generation next to enlighten, empower and equip them to be the leaders of tomorrow.

MISSION

Al Jamia Arts and Science college aims to provide education of highest order in the area of contemporary arts and science with a unique value dimension and human outlook; to build an unparalleled power house of modern learning which will benchmark itself against the best in the country and around the globe.

"Empowering minds, enriching futures"

ACADEMIC AND ADMINISTRATIVE WINGS

The College Council

The College Council consists of all of the Heads of the Departments and Assistant Professors in charge of departments. The Principal will serve as the Council's Chairman. It is a body that advises the Principal on all internal issues at the institute. The council will convene as needed, at least once a month.

Internal Quality Assurance Cell

The Institute maintains an Internal Quality Assurance Cell (IQAC) to ensure the quality and consistency of its operations. The IQAC acts as a watchdog over the activities. It evaluates each unit's performance and, if appropriate, recommends corrective actions. The Principal serves as Chairman of the IQAC, which is made up of 2 or 3 external specialists (academicians, local administrators, and so on) and 7 members of his/her teaching and administrative personnel.

II. APPOINTMENT

- a) The Principal is appointed by the College Managing Committee.
- b) Other employees of the institutions are appointed by the managing committee on the recommendations of the Principal
- c) All new appointment will be on temporary probationary status.
- d) The new appointment will normally be for one year. A temporary employee or a trainee who completes training period successfully will be given probationary appointment for one year followed by permanent appointment. The basic salary of the post and dearness allowance will be paid during the probationary period.
- e) Appointment will be made on the basis of qualification, work experience and efficiency required for each post. Along with this, character excellence is also considered separately.
- f) Those with long experience and specialisations may be appointed on special pay and package with the approval of the Managing Committee.
- g) Appointment order should be in writing. The order should specify the post, pay/scale, nature of work and other details.
- h) The qualified candidates shall be appointed in the starting pay of the grade. Those with sufficient work experience and additional qualifications can be appointed on higher salary with suitable increment.
- i) Qualified and competent retired hands may also be appointed on mutual agreements.

III. POSTS AND GRADES

TEACHING STAFF

Grade	POST	QUALIFICATION
1	Principal	PG / PhD 15 years experience in teaching including five years experience in administration.
2	Associate Professor	PG, 10 year Experience in the Previous post
3	Asst. Professor	PG with NET and experience

NON TEACHING STAFF

Grade	POST	QUALIFICATION
1	Administrator	Degree with 12 years experience in Administration with IT skill.
2	Section Officer/Office supt	Degree with 10 year office experience and IT skill.
	Chief Accountant	M.com with 3 years experience / B.com with 8years experience and IT skill.
	Chief Librarian	Master of Library Science (M Lib) with 2 years experience / Bachelor of Library Science (B Lib)with8 years experience and IT skill.
	Public relation Officer	Degree with 5 years experience in public relationand IT skill
3	Senior Accountant / SeniorCahier	M.Com with 2 years experience/ B.Com with 5years experience and IT experience
4	Librarian	B Lib with 2 years experience and IT skill.
	Electronic Maintenance technician	Diploma in concerned subject
	Office Secretary	Degree + Experience in office work
	Accountant	Degree in Commerce with experience.
	DTP Operator	Plus two with 5 years experience in DTP Operation
	Clerk	Degree with experience in office work

5	Receptionist	Degree with pleasing personality
	Canteen Manager	SSLC with 5 years' experience in Canteen/Hotel Management
	Asst. Librarian	B Lib/PG with IT skill
	Jr DTP Operator	Plus Two with IT skill
6	Driver	SSLC with 2 years experience in driving
	Attendant	SSLC with 2 years experience
	Store Keeper	SSLC with 5 years experience
	Electrician and plumber	Diploma in electricals with experience.
7	Security	SSLC (Ex. Service men Preferable) with experience.
	Driver	SSLC with Driving License and experience
8	Gardner/Cleaner/Sweeper/Me ssHelper/Work Helper	SSLC / below SSLC with experience

IV. LEAVES

1. Employees are classified as Vacation Staff and Non-Vacation Staff based on the nature of work.

2. Regular employees shall be entitled to the following holidays.

a) Casual Leave

15 days casual leave with pay in a year may be granted for exigencies. Casual leave is not a right and may not be accrualable.

b) Earned Leave for Non-Vacation Staff

- An employee shall be entitled to 30 (thirty) days of earned leave with pay for every year of service. It can be compiled. But if the collective leave is more than 90 days, the excess will be automatically vacated.
- Equivalent wages (basic pay + dearness allowance) may be paid to the employee by surrendering 50% of the collective leave. An employee who retires after completing five years of service can surrender the entire entitlement to credit and pay the same salary.
- The Principal is the authority to grant, extend or postpone leave considering the best interest of the institution. If due to such postponement, the leave accrued becomes beyond 90 days, the leave lost may be treated as surrendered and paid equivalent wages or the said leave may be granted within six months.

c) Leave without pay

Leave without pay is specifically granted in cases where leave is necessary and if there is no eligible leave. This will be granted at the discretion of the Chief. Such leaves will be allowed only for three months during the entire period of service. Leave period is not counted as service period while calculating gratuity of employees. But the authority has the power to allow relaxations in this during emergencies like diseases.

d) Weekly leave (Weekly Off)

All employees have one day off per week. Weekend off will be either Saturday or Sunday depending on the nature of the work. The Chief shall have the authority to modify the weekend leave and working hours as required in special circumstances.

e) Maternity leave

Female employees with at least 1 year of service are allowed 3 months maternity leave with full pay.

3. Employees of casual or temporary nature shall be entitled to 15 days casual leave and vacation leave in a year. No other leave shall be entitled.

Conditions of Leave

- a) All types of leave shall be granted by written application to the Chief. Application should be made three days in advance. For casual leave and sick leave at least 1 day in advance.
- b) In emergencies applications for casual leave and sick leave are to be forwarded to the supervisor on the day of commencement of the leave and a written waiver should be given when returning to work.
- c) Leave without written consent shall be treated as leave without pay.
- d) A register recording the leaves taken by each employee should be maintained in the institution and the leaves taken and the remaining leave should be recorded each year.
- e) Leave of the Head of Institution shall be with the permission of the Manager.

Service system of teaching staff

1. Teaching staff shall have one day off per week. Teachers will be obliged to work on Saturday as per requirement.
2. The teachers must be present in the campus for the entire class time from 9am to 4pm. Leaving the campus after finishing the classes early is not allowed.
3. Teachers will be bound to carry out specific tasks as part of co-curricular activities in the afternoon till 4 pm.
4. Teaching staff shall have one day off per week. Teachers will be obliged to work on Saturday as per requirement.
5. The teachers must be present in the campus for the entire class time from 9am to 4pm. Leaving the campus after finishing the classes early is not allowed.
6. Teachers will be bound to carry out specific tasks as part of co-curricular activities in the afternoon till 4 pm.
7. No other work shall be accepted which may affect the college work.
8. Teachers are obliged to take extra periods apart from the prescribed periods if required by the principals in case of necessity.
9. Teachers have the responsibility to pay attention to the cognitive progress of students, provide guidance for their growth and nurture their creative abilities. For that purpose, every teacher is to be assigned responsibility of specific students. Their respective teachers will be responsible for their academic and disciplinary matters.
10. Teachers are responsible for acquiring technical skills especially IT.
11. Various departments should organize seminars on relevant topics. Presentation and organization will be the main responsibility of the teachers.

V. PROMOTION

1. Fresh recruitment will be made on vacancies occurring in department. The most senior most person in the next lower post in the organization can be promoted and appointed to the vacant higher post if he is qualified. This is at the discretion of the management.
2. Those who have satisfactorily completed 10 years of service in a post may be given promotion on merit or increase in pay by not less than two increments in the same post.
3. An employee on promotion to a higher post shall be paid in the scale of the higher grade protecting the existing pay and an additional increment in the new scale.

VI. EPF & ESI

EPF/ESI: All eligible employees who have completed probation are eligible for EPF and ESI schemes. The organization should take steps to get EPF benefits for retired and resigned employees.

VII. RETIREMENT

- a. Retirement age will be 60 years. But if the service is still required in the organization, the employee may be allowed to continue on contract for one year, considering the working capacity and health of the employee. The wages and other benefits during that period will be determined separately.
- b. An employee who has completed 15 years of service or 50 years of age may voluntarily retire by giving three months' notice. In case of termination without giving notice, 1 month's salary may be withheld.
- c. The services of a permanent employee cannot be terminated in the interim without sufficient cause. In case of dismissal due to unavoidable reasons, one month's notice or salary thereof shall be given.
- d. Heads of the Institution may be removed by the Manager in consultation with the Managing Committee.

VIII. GRATUITY

1. An employee who has completed 5 (five) years of service shall be entitled to statutory gratuity. Gratuity will be paid at the rate of half month's salary for every completed year. Maximum 30 years of service are considered for gratuity.
2. In the case of retirement, resignation or dismissal for any reason, the employee's gratuity, EPF etc. are to be settled without delay.
3. The organization shall have the right to withhold gratuity of the employees in case of irregularities or malpractices

IX. SERVICE AUTHORIZATION

An appropriate honor may be recognized for the service of an employee who, through his own talent and effort, has made a special and extraordinary contribution to the organization or has achieved any state or national achievement. This can be in the form of citation, cash award or special annual increment etc.

X. DISCIPLINARY ACTION

1. The authority can take disciplinary action against the employee for reasons such as indiscipline, misconduct, negligence, corruption, breach of trust, embezzlement, immorality, destruction of property and activities against the interest of the institution. Before sentencing, the employee is charged and given an opportunity to respond and respond from his side.
2. If found guilty, punishments such as warning, short-term suspension with pay, withholding of increment, demotion, compulsory retirement and dismissal may be imposed depending on the nature and seriousness of the offence. If necessary, the Enquiry Commission may be appointed and the employee may be suspended during the investigation. The Chief has the authority to approach the police or court for legal action if it seems necessary
3. The Principal shall promptly report any serious misconduct by the employee to the Managing Committee. The Managing Committee will have the power to take disciplinary action against the higher posts like Principal, Manager etc.
4. The employee shall have the right to appeal before the Managing Committee against the disciplinary action taken by the superiors. Appeal must be filed within 15 days. The decision of the Managing Committee shall be final.
5. The loss caused to the organization due to malpractice, breach of trust, embezzlement and destruction of property shall be recovered from the employee found responsible for the same.

XI. GENERAL PROVISIONS

a) Working hours

1. Normally the working hours of the office staff will be from 9 am to 5.00 pm. There is a break of one hour in the afternoon.
2. The Head shall have the power to make arrangements regarding the working hours and off hours of all employees according to the nature and circumstances of the work.
3. Teachers and other staff should be present in the institution throughout the working hours.
4. In the college section, a teacher should teach a minimum of 16 periods of one hour and a maximum of 20 per week.
5. The teachers and other staff will be responsible for taking care of extra- curricular duties and co-operate for the success of the programs organized by the institution for the betterment of the institution in addition to their daily duties assigned to them.

b) Holidays: Holidays as per Government Calendar

c) Other matters

1. Weekend leave falling on or between holidays is not admissible.
2. Compensatory leave will be granted to those on duty on holidays.
3. Employees shall be deemed to be on duty during the time they are required to travel for specific duties and official duties assigned by the organization and their travel, accommodation and food expenses are also borne by the institution.
4. If special uniform is made mandatory for categories like security guard, mess staff etc. then it's cost will be borne by the institution.
5. The Head shall maintain service book for each employee to record service, leave, pay, recognition of service, disciplinary action etc.
6. The Head shall have power to assign other duties as may be necessary to the employee appointed to a post and to transfer him from one section to another section if necessary.
7. Eligibility list attached to these Service Rules shall form part of these Service Rules.
8. The Managing Committee shall have sole authority to provide clarification on unclear matters, additions, omissions and make necessary amendments in these Service Rules and Appendices.



Al Jamia Arts and Science College, Perinthalmanna

