

## **HR POLICY OF BK COLLEGE**

Responsible Officers: The Management represented by the Manager, The Principal and the IQAC

Last Amended: March 2022

Last Reviewed: May 2022

### **Equity – Equal Opportunity Policy**

B K College is committed to providing equal opportunities to all without regard to race, colour, religion, caste, national origin or disability in recruitment, training, promotion, compensation, benefits, and employee movement within the organisation wherever relevant.

### **Justice**

The organisation is committed to justice and human rights and hence in its work place the organisation will remain committed to upholding human rights.

### **Appointments**

Objective: To have in place a competent staff selected on the principles and practices of equal opportunities with due representation to all sections of people represented by the organisation and with no discrimination on the basis of caste, creed, race, or disability. All recruitment will be based on predetermined specific positions and competency.

All appointments will be in strict adherence to the University rules and statutes and the Government of Kerala Education Rules.

### **Wage and Salary Administration**

The salary and compensation of the regular and permanent employees appointed as per Government and University regulations will be in strict adherence to the University rules and statutes and the Government of Kerala Education Rules.

All temporary staff members appointed by the Management will get their salary on the 01st of every month. In case of holiday on the above-mentioned date, the salary will be distributed the next day. The salary is in accordance with the rules for contract-staff payment policies issued by the authorities concerned.

Grievance Handling System: (Please also refer to the G R Policy).

### **Student Grievance Cell:**

Any student having a grievance may complain to the teacher in charge/mentor. If not satisfied she may complain to the GR Cell constituted for the purpose. If the redressal is not satisfactory the student may appeal to the higher authority, the Principal.

Grievance boxes are placed in strategic locations in the Institution.

### **Staff Grievances:**

Any teaching staff member having a grievance ought to promptly contact the immediate superior for redressal. It is the responsibility of the superior, in this case the Department Head, to listen to the complaint/ grievance and redress the same within 5 days from its receipt.

The complainant if not satisfied with the decision of the department head, may approach the Principal within 10 days.

The Principal will make all possible efforts to redress the grievance of the applicant and if she so desires, she may discuss the complaint with the Manager/Managing Board.

Any action being taken to redress the complaint or if there is any delay in redressing the grievance, it must be communicated to the employee through her immediate superior.

### Dress Code

The dress code policy provides information about the attire that should be worn in the College and its premises. The College confirms the days on which the students can wear casual dress and the days on which the students should follow the uniform code. There are certain attires which can be offensive to the dignity and decorum of the College and hence prohibited. The overall policy is decency and modesty. The Staff and the Students are directed to observe the code when they are on campus.

### Leave Policy:

As this is an affiliated College, the Leave Policy is in strict adherence to the rules and regulations laid down in the University Statutes

### Advance by the Management

An employee advance /loan is a cash assistance given to an employee while she is in need of money due to unavoidable circumstances on the personal front. As a broad guideline the following reasons may be observed under exigencies:

- Marriage (Self, dependent brothers/ sisters/ daughter/ son.
- Hospitalization of self/ dependent family members.
- Ceremonies in the house of specific nature caused due to death of any first line family member.
- Research Needs of Temporary Faculty

Any other miscellaneous reason of grave nature/calamity that has caused a need for cash assistance to the employee with which the immediate superior is satisfied and has found the employee to be genuine and reasonable in her request.