

HR Policy

Preamble:

St Aloysius (Deemed to be University) is an institution that was established in the year 1880. The University is known for dissemination of knowledge through innovative methods with a motto "LUCET ET ARDET" meaning "Shine to Enkindle". This has inspired thousands of students to become men and women for others. The University has more than 300 teaching faculty and more than 150 support staff. To ensure the smooth functioning of the activities of the University, a Human Resource Policy has been constituted.

1. Classification of Human Resource:

Following are the classification of the staff of the University:

- 1.1 Administrative Staff: Vice Chancellor, Registrar, Controller of Examinations, Directors and Deans (administrative), Finance Officer, Office Staff, Library Staff.
- 1.2 Academic Staff: Deans (Academic), HoDs, Professors, Associate Professor, Asst. Professors, Librarian and Physical Director.
- 1.3 Maintenance and support staff: Maintenance officer, Systems administrator, Lab attenders and support staff.

2. Job Responsibility:

The responsibilities of various faculty positions are designed as per the norms of UGC, New Delhi and Mangalore University, in line with the vision and mission of the University.

2.1 Academic:

- 2.1.1 Class room teaching with modern aids.
- 2.1.2 Lab instruction and demonstration with master readings.
- 2.1.3 Development of laboratory, curriculum and resource materials by using modern techniques
- 2.1.4 Student evaluation and assessment.
- 2.1.5 Participation in curricular and co-curricular activities.
- 2.1.6 Student guidance, counseling, personality and overall development.
- 2.1.7 To prepare, provide, generate and disseminate knowledge in the interest of students

2.2 Academic:

- 2.2.1 Class room teaching with modern aids.
- 2.2.2 Lab instruction and demonstration with master readings.
- 2.2.3 Development of laboratory, curriculum and resource materials by using modern techniques
- 2.2.4 Student evaluation and assessment.
- 2.2.5 Participation in curricular and co-curricular activities.
- 2.2.6 Student guidance, counseling, personality and overall development.
- 2.2.7 To prepare, provide, generate and disseminate knowledge in the interest of students.

2.3 Research and Development:

- 2.3.1 R&D activities through projects and research guidance.
- 2.3.2 Potential search for opportunities to provide consultancy services.
- 2.3.3 Promotion of institute – industry interaction.
- 2.3.4 Promotion of Patent development and Inventions.

2.4 Administration:

- 2.4.1 Planning, designing and development of new programmes and promotional activities
- 2.4.2 Mobilizing resources for the institution.
- 2.4.3 Administration both at departmental and institutional levels.
- 2.4.4 Development, administration and management of institutional facilities.
- 2.4.5 Monitoring and evaluation of academic and research activities.
- 2.4.6 Participation in policy planning for development of technical education
- 2.4.7 Maintain accountability.
- 2.4.8 Conduct performance appraisal

2.5 Extension Activity:

- 2.5.1 Guiding the students in overall character development.
- 2.5.2 Extension services by interacting with society / community through NSS, NCC, etc.
- 2.5.3 Providing technical support in areas of social relevance.
- 2.5.4 Providing non formal education for the benefit of the community.
- 2.5.5 Promotion of entrepreneurship and job creation.
- 2.5.6 Dissemination of knowledge.

3. Recruitment of Staff

- 3.1 The advertisement regarding vacancies is published in leading newspapers and in the University website.
- 3.2 The selection board comprises the Vice Chancellor, Directors, Deans, External Subject experts and management representative.
- 3.3 The selection board screens and selects the candidates based on qualification, experience and performance in the interview.
- 3.4 Appointment letters given to new staff signed by MJES. Provide them with a written job description, service rule book and login and other credentials including ID cards with collecting due acknowledgement for the same.

4. Pay, Allowances and Increment:

- 4.1 Scales of Pay, allowances and other financial benefits for various categories of staff shall be as decided by the governing body.
- 4.2 Annual increments shall be sanctioned by the Vice Chancellor with the approval of Management on satisfactory performance of the employee based on the recommendations of HoDs.

5. Provident Fund:

The University is committed to comply with statutory provisions of Employees Provident Fund 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 organisation as per the provisions of the said Act. Employees must comply with the statutory requirements like nomination and can avail of such ensuing benefits as prescribed by law.

6. Teaching and Learning Process:

All the faculty members have to plan their academic teaching schedules well in advance before commencement of the semester / year. The following are some of the contents of learning modules irrespective of the subjects:

- Lesson Plan and Micro Plan
- Course files
- Learning modules irrespective of the subjects: E-Learning materials through Digital Library
- Self Learning Materials

- Case studies
- Web downloads
- Lesson and Course material
- PPTs
- Delivery sheets and Tutorial sheets
- Provision for Mid Tests and Distribution of scripts
- Additional Topics and Assignments
- Guest/Expert Lectures
- Industrial visits and tours relevant to their respective specialization
- State-of-art technology through journals, articles and magazines

7. Feedback Evaluation:

Once in every semester, the students evaluate the teachers handling their respective subjects covering various aspects of student-teacher interaction through a computerized structured format.

The computer on-line-evaluation pertains to

- Teaching process dimensions viz: punctuality and regularity of the teachers, teacher's discussion of class tests, tutorial & assignments and syllabus coverage.
- Assessment of University environment, facilities and management responsiveness measured on the following dimensions: University environment, cleanliness/sanitation, Library facilities, canteen water supply, games/sports, transport, HoD's attitude towards problem resolution, Vice Chancellor response to grievance, support of management in general.

Absolute privacy and confidentiality is maintained so as to avoid the individual student assessor's identity. After the evaluation process is completed, if any faculty member is found to be deficient, he/she is counseled, advised and trained to improve through an advisory committee consisting of Professors and Head concerned. The institutional administration will take necessary steps to encourage and reward teachers with excellent performance through appreciation letters, additional increments or promotion.

8. Faculty Self Appraisal

At the end of each academic year, the faculty shall evaluate themselves using prescribed Faculty Self-Appraisal as annexed, filled and submit it to the Vice Chancellor which may taken into consideration at the time of increments or promotion.

9. Promotion:

Staff members are promoted as associate professors and professors on completing the requirements given by the career advancement policy of the University.

10. Resignation, Relief & Termination:

10.1 Resignation and Relief:

All the employees of the institution who are desirous of resigning voluntarily should give proper notice as mentioned below:

Sl. No.	Category	Notice Period
1.	HoDs and Professors	Three months notice or salary in lieu of notice at the discretion of Vice Chancellor
2.	Teaching Staff	Three months notice or salary in lieu of notice at the discretion of Vice Chancellor
3.	Administrative staff	Three months notice or salary in lieu of notice at the discretion of Vice Chancellor
4.	Support staff	Three months notice or salary in lieu of notice at the discretion of Vice Chancellor

In case applications are submitted through the institution seeking outside employment / pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic programme in the University.

The employees of the Institution should get the No-Due Certificate dully signed by the authority mentioned in the NoC as prescribed by the Institution as annexed. Only after submitting the NoC , they can get back their originals from the Institution

10.2 Termination:

The institution reserves the right to terminate the services of an employee, without any notice or assigning any reason in such cases as under-performance, misconduct etc.

10.3 Death:

In the event of an employee's death, the immediate next-of-kin shall intimate the death to the Vice Chancellor. The next-of-kin shall submit a copy of death certificate for the payment of dues to the deceased. The final pay settlement will include their total Monthly Compensation for that month, and other payments due, will be made to the employee's designated nominee after deduction of the applicable items.

The university authorities reserve the right to modify, update, or add new conditions to this policy as needed, in response to evolving technological, legal, or institutional requirements.

Rev Dr Praveen Martis, SJ
Vice Chancellor
