



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE  
(Autonomous)**

**College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai – 600 106.**

**6.2 Strategy Development and Deployment**

***6.2.2 Human Resource Policy Manual***

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

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**Human Resource Policy Manual**

**INTRODUCTION:**

Dwaraka Doss Goverdhan Doss Vaishnav College [Autonomous] – [Hereinafter referred as “DDGDVC”] established in the year 1964 under the flagship of Shri Vallabhacharya Vidya Sabha [hereinafter referred as “SVV Sabha”] is dedicated to the cause of imparting quality education in areas of liberal arts, commerce and science. It is an autonomous institution affiliated to the University of Madras. In accordance with the Tamil Nadu Private Colleges Regulation Act, 1976, G.O.’s issued by the Government of Tamilnadu and the norms stipulated by the University Grants Commission, the college has laid down the service rules for teaching and non-teaching staff.

**PREAMBLE:**

1. The regulations contained in this ‘Human Resources Policy Manual’ shall be called “HR Policy Manual”.
2. These regulations shall be applicable to all the employees [Teaching, Non-Teaching & Administrative Staff] of the College, including those appointed prior to adoption of these regulations by the College.
3. In the event of any doubt requiring clarification about the interpretation of these regulations, the matter shall be referred to the management and its decision shall be final.
4. The management shall have the authority to modify, amend and repeal any of the provisions of these regulations.

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**DEFINITIONS:**

In these regulations, unless there is anything repugnant in the subject or context

1. **“Academic Council”** means the Council formed as per the regulations of the University Grants Commission – Autonomous Requirements.
2. **“Board of Studies”** represents the academic committee constituted by the academic department of the college for reviewing and updating the content from time to time, introducing new courses of study etc.,
3. **“Chairman”** means chairman designated by the College Management Committee
4. **“College”** means Dwaraka Doss Goverdhan Doss Vaishnav College. It is referred as “DDGDVC”
5. **“Employee”** means a person who is employed by the College other than those who are engaged on outsourced basis / contract basis with external agencies
6. **“Government”** means the “Government of Tamil Nadu”.
7. **“Governing Body”** means the Governing Body of College constituted as per the Statutory Requirements of University Grants Commission [UGC] – Autonomous Requirements.
8. **“Head of the Department”** means the Head of an Academic Department of the College.
9. **“Management Committee”** means the Management Committee constituted by Shri Vallabhacharya Vidya Sabha
10. **“Principal”** means the Principal of the College
11. **“Secretary”** means the Secretary of the College appointed by Shri Vallabhacharya Vidya Sabha
12. **“Treasurer”** means the Treasurer of the college appointed by Shri Vallabhacharya Vidya Sabha
13. **“University”** means University of Madras which is the affiliating university / parent university of the College.

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**WORK CULTURE & ENVIRONMENT:**

We at Dwaraka Doss Goverdhan Doss Vaishnav College pursue a strong work culture to bring the employees together on a common platform and motivate them to deliver their best. It is essential for the employees to enjoy the work place ambience and their work for them to develop a sense of loyalty towards the institution. The organization offers a positive and productive environment to the employees to enable them to focus on their work and follow the rules and regulations of the institution.

To create a healthy work culture, the following guidelines are in place:

1. Employees to maintain cordial relations with each other.
2. All employees to be treated on par.
3. Encourage knowledge sharing and discussions at the workplace.
4. Promote team building activities to bind the employees together.

The Institution aims at improving efficiency, productivity, growth and corporate ethical standards. The employees are encouraged to raise questions, discuss suggestions and address problems and concerns with the management with reasonable fervour.

**EQUAL OPPORTUNITY POLICY: [ARTICLE 16 OF CONSTITUTION OF INDIA]**

The College is committed to equal opportunity and follows recruitment and selection policy that complies with all employment laws applicable to the land. The College seeks to attract the best – qualified candidates who support the mission of the college and who respect and promote excellence through diversity. There shall be no discrimination of any kind based on “race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status such as disability, age, marital and family status, sexual orientation and gender identity, health status, place of residence, economic and social situation”.

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### **RECRUITMENT OF TEACHING STAFF / FACULTY:**

The cadre structure of the Teaching Staff / Faculty in the college are as follows:

1. Principal
2. Associate Professor [ by Promotion]
3. Assistant Professor [Full Time / Part Time] / Guest Faculty / Visiting Faculty

### **RECRUITMENT UNDER UNAIDED STREAM:**

The appointments for all cadres are done by direct recruitment based on merit, through selection by duly constituted committees through open advertisement. However, vacancies for temporary / adjunct faculty at the level of Assistant Professor are filled based on Walk-in-Interviews/ advertisement in local dailies by constituting selection committee with the Secretary, Principal, the Head of Department concerned and one or two external experts as members in the field of specialization concerned.

### **RECRUITMENT UNDER AIDED STREAM:**

The appointments for all cadres [both Teaching and Non-Teaching] are done by direct recruitment based on merit, through selection by duly constituted committees through open advertisement in a National Daily. The rules and regulations prescribed by the Government of Tamilnadu is adhered to, for the recruitment of Assistant Professor under Grant in Aid Scheme.

### **QUALIFICATION OF FACULTY:**

The minimum qualification and / or experience requirements for the various teaching posts are as prescribed by the UGC / Government of Tamil Nadu / University of Madras from time to time are strictly followed.

### **QUALIFICATION APPROVAL FOR TEACHING FACULTY:**

The qualification approval is obtained from the University of Madras for teaching staff appointed to ensure that they possess the minimum qualifications as per norms.

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**RECRUITMENT OF NON-TEACHING STAFF:**

The appointments for all cadres of Non-Teaching Staff are done by direct recruitment based on merit, through selection by duly constituted committees through open advertisement. However, temporary vacancies / adjunct vacancies through Walk in Advertisement / Reference application received, are filled by the principal with the approval of the Management.

**WORK TIMINGS, HOURS OF OPERATION AND WORK SCHEDULE**

All the employees have to complete stipulated hours of work. The work timings and schedule for teaching and non- teaching staff are clearly stipulated by the Management. Certain employees may be assigned to different work schedules and/or shifts outside of normal office hours.

Full-time employees in professional/administrative positions are expected to be on time; in many cases, however, additional hours may be necessary in order to satisfactorily fulfill the requirements of a job description.

For occasional late arrival or early departure information and permission has to be taken from the immediate supervisor / Head of the Department.

**For Faculty Members**

Shift I [Day College] - Monday to Friday 8:15 am to 1.35 pm

Shift II [Evening College] - Monday to Friday 2:00 pm to 6.30 pm

**For administrative / Non-Teaching Staff: 9.00 A.M to 5.00 PM**

Compensatory off- it can be availed only for working on Sunday's and the same needs to be availed within one months' time from the date of working.

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**SCALES OF PAY OF TEACHERS, OTHER ACADEMIC STAFF AND NON-TEACHING STAFF:**

The Scales of Pay of teaching and non-teaching staff appointed on regular basis under the Grant in Aid Stream is as per UGC / Government of Tamilnadu.

The staff appointed by management under unaided stream are paid in commensurate with their qualification, experience and other relevant credentials.

**GENERAL CONDITIONS**

1. Every appointee shall be subject to the conditions that he/she is certified as in sound mental health and physical fitness for service by a medical authority as specified by the management.
2. The pay of teaching staff shall be as fixed by the Selection Committee as per the rules and regulations in force.
3. The seniority of an employee in any grade shall, unless he/she has been reduced to a lower rank on punishment or leave on loss of pay, be determined by the date of his/her first appointment and after declaration of probation.
4. The appointing authority shall, at the time of appointing two or more persons simultaneously to a grade, fix the seniority for them with reference to the rank fixed by the Selection Committee at the time of appointment, irrespective of date of joining within the time allowed for joining.
5. There shall be a duly constituted Selection Committee for selection of candidates to academic posts and other posts. The Selection Committee shall be in accordance with the norms fixed by the Government and the University. The composition of Selection Committee for various faculty positions will be as per the rules and





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guidelines communicated by the Government/University from time to time.

6. All candidates appointed on regular basis shall ordinarily be on probation for a period of two years on duty in the case of direct recruitment. The period of probation can be extended, in the case of non-satisfactory performance. On successful completion of probation period, the candidate will be declared that he/she successfully completed the probation. In the case of an employee whose services are not found to be satisfactory during the period of probation, such person will be discharged from service with one month notice or one month salary in lieu thereof.
7. If any candidate is appointed on purely temporary basis in a vacancy, such candidate shall have no right to claim a permanent post.
8. There shall be a service register / personal file for all employees to maintain all records related to their employment.

**TEACHING LOAD:**

1. The workload of Faculty employees in regular full-time employment should be between 12-16 hours per week. The fulltime regular faculty also have to participate actively in the execution of other administrative work/activities of the campus.
2. The Head of the Institution/ Department has to take a teaching load of minimum 6 - 12 hours per week, However, a relaxation of two hours in the workload may be given to the faculty members who are actively involved in Research, extension and Administration activities.

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**PROMOTION POLICY:**

**PROMOTION OF TEACHING STAFF UNDER AIDED STREAM:**

Promotion of regular teaching staff [Assistant Professor to Scale I, Scale II, Associate Professor] is only through the Career Advancement Scheme as per the Government/UGC / University of Madras Regulations as amended from time to time.

**PROMOTION OF TEACHING STAFF UNDER UNAIDED STREAM:**

Promotion of teaching staff under unaided stream is only through the Career Advancement Scheme as per the Regulations as amended from time to time and as adopted by the management depending on their policy decision.

**PROMOTION OF NON-TEACHING STAFF AIDED STREAM:**

Automatic Advancement Scheme of the Government is being followed. Promotion of non-teaching staff to a higher level of service shall be made subject to availability of the posts and eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all round development/improvement of the corporate life of the College. Other things being equal, seniority will be the deciding criterion.

**PROMOTION OF NON-TEACHING STAFF UNDER UNAIDED STREAM:**

Promotion of non-teaching staff to a higher level of service shall be made subject to availability of the posts and eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all round development of the College.

  
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### **MEDICAL FITNESS FOR EFFICIENT DISCHARGE OF DUTIES**

The continuance of appointment is subject to the employee being found and remaining medically (physically and mentally) fit. In case the employee is found medically unfit to perform the assigned job satisfactorily, he/she will lose lien on the job. In case an employee is found suffering from an infectious disease or protracted illness and/or remains habitually irregular in attendance, the management shall have the right to terminate his/her services without notice.

### **PERFORMANCE APPRAISAL:**

The performance appraisal for teaching staff and non-teaching staff will be as per the guidelines framed by the Management from time to time. However, in case of staff under aided stream, the performance appraisal mechanism recommended by the Government will be followed. The entries regarding the performance appraisal shall be duly recorded in service register of the employees.

### **RETIREMENT:**

#### **AGE OF SUPERANNUATION**

The age of superannuation for Aided teaching staff and non-Teaching staff will be 58 Years or 60 years as per rules and regulations of Government of Tamilnadu. For all other categories of staff under unaided staff, it will be 58 years. However, the management can extend the service of staff under unaided category up to 60 years based on the requirements / need for the services. This age of superannuation will not apply to those on contract basis which will be decided by the management.

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### RESIGNATION:

#### FOR STAFF UNDER AIDED STREAM:

Resignation procedure prescribed by Government of TamilNadu Shall be followed.

#### FOR STAFF UNDER UNAIDED STREAM:

A member of the regular service shall give minimum of three months' notice in case he/she desires to be relieved on resignation or he/she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date on which the appointing authority accepts it and the employee is relieved. However, the appointing authority may reserve the right to waive the notice period or compensation thereof. Generally, the resignation will not be considered in the middle of the Course/Semester/Academic Year.

### TERMINATION OF SERVICES:

1. The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reasons whatsoever.
2. The management reserves the right to terminate the service of an employee whether probationer or regular on giving one / three months' notice or one / three months' salary in lieu thereof.
3. The Management Committee on recommendations of the Principal may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event it is proved by a competent committee appointed for this purpose that the employee has failed to do his duty leading to moral turpitude or negligence of duties.

  
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**RELIEVING FORMALITIES:**

1. The employee will hand over the charge together with all the property/ material of the Institution in his/her possession, custody or charge at the time of cessation of employment, such as identity card, databases, files, books, magazines, reports and records, Documents, manual, audio/video tapes, floppies/discs, tools, instruments, etc, before the last payment of outstanding salaries is released. The value of all shortages and/or damages to any property shall be recoverable from the employee, including adjustment against whatever dues are payable to the employee. The employee will be required to compensate the management for all losses/damages caused by him to the official promises and all movable property therein.
2. At the time of leaving services, the employee shall have to obtain a “No Dues Certificate” from all the concerned departments. Accounts department will finally settle his/her account only after submission of this certificate.
3. Failure to comply with any of the above provisions shall entitle the management to withhold the employee’s dues to make appropriate deductions therefrom and to take such other action as may be deemed fit, which also includes the initiation of legal proceedings in the Court of Law.

**MISCELLANEOUS:**

1. Annual increments will be sanctioned only on receipt of satisfactory performance report of the employee from the immediate superior in the format prescribed and on a review by a committee constituted for the purpose.
2. Every employee shall at all times maintain, absolute integrity and devotion to duty and shall do nothing against the dignity and prestige





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of the College, primarily in his /her relationship with the members of the Management Committee / Governing Body, Principal, staff, students and visitors to the College.

3. A service book shall be maintained in respect of each employee of the College and his/her service particulars recorded under the signature of the Secretary /Principal or any other competent officer, who is duly delegated of the powers by the Secretary /Principal.
4. Notwithstanding anything said anywhere, any of the regulations which involve financial commitments will be subject to availability of funds and decision of the management.

**CODE OF CONDUCT:**

1. An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the Management / Principal.
2. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the College, particularly in his/her relationship with the Principal, Staff, Students and Visitors to the College.
3. No employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object



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whatsoever except for routine, farewell and felicitation functions connected with the College.

4. No staff member of the College shall, engage himself/herself in coaching privately, students for any remuneration.
5. No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the College.
6. No employee shall, except with the previous sanction of the Principal, own, wholly or in part, conduct or participate in editing or management of any newspapers or other periodical publications.
7. No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
8. No employee shall take part in any act or movement, such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she resort to media with his/her grievances.
9. An employee shall not, without the knowledge and approval of the Principal and management, have recourse to any organization/authority, court or to the press for vindication of his grievances.

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10. The Management in exercising the provisions of these regulations, shall exercise the power, after giving the employee concerned, an opportunity to explain/defend his/her case.
11. No employee may absent himself/herself from duty without prior permission. In case of emergency and proceeding on leave without prior permission, he/she must explain the circumstances which were beyond his/her control before re-joining duty.
12. Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his/her superior.
13. No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to him.
14. Any employee of the College can give his representation to the Principal and if necessary to the management with written permission and shall not directly or indirectly approach/influence the members of the management, without the knowledge and permission of the Principal, in matters connected with his / her service or affairs of the College.
15. While in Office, all members of the institution must behave in a quiet and dignified manner. They must address other members of the institution courteously. They must attend to their work and not waste their time. They must try to maintain perfect silence and if they have occasion to talk, they must do so in gentle voice, so as not to disturb others. They are particularly warned against the offence of divulging to outsiders or to other members of the establishment, any information, (whether expressly marked confidential or not) that may have come to their knowledge in their official capacity. No employee shall, engage directly or indirectly in any trade or business.



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16. The following acts of commission/omission shall be treated as misconduct.

- i) Failure to exercise efficient supervision on the subordinate staff.
- ii) Insubordination or disobedience to any lawful order of his/her superior officer.
- iii) Gross negligence in teaching or any other duty assigned.
- iv) Any act involving moral turpitude punishable under the provisions of the IPC.
- v) Intemperate habits affecting the efficiency of the teaching work.
- vi) Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her superior officer.

### DISCIPLINARY PROCEEDINGS / PUNISHMENTS AND APPEALS:

The following penalties may, for sufficient reasons, be imposed upon the employees of the College namely: -

Minor Penalties	Major Penalties
a) Warning/Censure b) Fine c) With holding of increment(s) without cumulative effect	a) Withholding of increments with cumulative effect or promotion. b) Reduction to a lower post or a lower stage in the time scale. c) Recovery from pay of the whole or part of any pecuniary loss caused to the College by negligence or breach of orders d) Suspension e) Compulsory retirement. f) Removal from service. g) Dismissal from service



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1. Before imposing any of the minor penalties specified above, an employee shall be informed in writing on the allegations on which action is proposed to be taken and be given an opportunity of making a representation, but it shall not be necessary to hold an oral enquiry into such allegations.
2. No major penalty specified above, can be imposed on any employee of the College, except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges and where it is proposed after such enquiry to impose on him/her any such penalty, until he has been given a reasonable opportunity of making a representation on the penalty proposed, but only on the basis of the evidence adduced during such enquiry.
3. In the case of teaching employees, the enquiry shall be made by a Board of Enquiry constituted for the purpose. The Board shall be constituted by the Management Committee and shall consist of Principal, one teaching staff from other Department and member(s) of the management committee. In the case of all other employees, the Board shall be constituted by the Principal and it shall consist of three senior faculty of the College.
4. In matters of code of conduct and disciplinary proceedings not covered by this Regulation, the employees will be governed by "Tamil Nadu Private Colleges (Regulation) Act, 1976 /Tamilnadu Private Colleges (Regulation) Rules 1976."

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**DUTIES AND RESPONSIBILITIES OF STAFF:**

Refer the Administrative Manual of the College.

**LEAVE:**

**LEAVE RULES FOR STAFF UNDER AIDED STREAM:**

Leave is applicable to staff under aided stream as per the regulations of the Government of Tamil Nadu leave rules.

**LEAVE RULES FOR STAFF UNDER UNAIDED STREAM:**

1. These regulations shall be applicable to all the employees of the College, except for employees appointed on contract or temporary /ad hoc basis for a period less than one calendar year.
2. Leave shall not be claimed/availed as matter of right. The competent authority has the right to sanction leave or otherwise, based on exigencies of duties. When the exigencies of service so require or when the authority empowered to sanction the leave is convinced that the employee is playing truant, discretion to refuse leave or revoke leave of any description is reserved with the leave sanctioning authority. Ensuring conduct of scheduled class-work and examination shall be treated as exigencies of service.
3. The teaching and non-teaching staffs are treated as vacation staff.
  - i. In respect of each employee, a leave account shall be maintained in the prescribed format.
  - ii. Leaves of all kinds shall not be granted for a continuous period exceeding five years at a time in the entire span of service and subject to all the relevant conditionality in force.
  - iii. Either pre-fixing or suffixing of any kind of leave is allowed with vacation.



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- iv. Any kind of leave may be granted in combination with or in continuation of any other kind of leave except Casual Leave.
4. Wilful absence from duty, after expiry of a leave applied, may be treated as misbehaviour and dereliction of duty.
5. An employee on leave or on vacation shall not take up any service or accept employment, including consultancy or draw any scholarship, without obtaining prior approval of the appointing authority.
6. The Principal shall be the authority competent to grant all kinds of leave to all categories of employees except to himself. However, Principal may at his discretion delegate some of these powers to an officer of the College.
7. An employee is entitled for the following kinds of leave, subject to the conditions as stipulated under different kinds of leave, as detailed hereinafter:
- i. Casual Leave
  - ii. Compensatory Casual Leave
  - iii. Special Casual Leave
  - iv. Maternity leave
  - v. EOL (Extra Ordinary Leave/Leave on Loss of pay)
  - vi. On Duty
8. The kind of leave applied/sanctioned to the staff shall be marked in the attendance register under the direct supervision of Principal / Office Superintendent

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### CASUAL LEAVE:

1. All the regular non-teaching employees of the College shall ordinarily be entitled to 10 days of Casual Leaves for calendar year i.e., from June to May, subject to any change from time to time, approved by the Management.
2. Normally not more than 2 days of Casual Leave can be availed in a month in respect of a regular employee. However, at the discretion of the Principal, with prior information by the employee and written permission from the Principal, Casual Leave in excess of two days in a month may be availed for very valid reasons.
3. The Principal, at his discretion, may also permit Casual Leave to be suffixed, prefixed or sandwiched with other public holidays, provided that the total duration does not exceed 10 days.
4. Leave Application for sanction of Casual Leave shall be submitted in prescribed format to the concerned HoD well in advance. In case of extra-ordinary circumstances, information can be given to the HOD / Office Superintendent for the leave availed under situations of emergency, wherein the employee may not be in a position to inform in advance and take prior permission, he shall immediately after the return to duty, submit the leave application.
5. The applicant shall indicate the alternate arrangement for class-work/section work on his/her application form.
6. Casual Leave cannot be combined with vacation and any other leave except with compensatory leave.
7. Casual leave not taken will lapse at the end of the academic year.

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**Maternity Leave:**

Confirmed female employees will be eligible for grant of Maternity Leave.

1. Maternity Leave on full pay would be admissible to female employees for a period not exceeding 90 (ninety) days (45 days before child birth and 45 days after child birth, in case the leave taken before the child birth is less than 45 days the remaining days will be carried forward after child birth) from the date of commencement, on producing the requisite Medical Certificate.
2. Such leave would not be admissible on not more than two occasions in the entire service, provided the number of surviving children does not exceed two.
3. During the period of such leave, the leave salary will be equal to the salary drawn immediately before proceeding on maternity leave.
4. Maternity benefits will only be given to an employee who has completed one year of service with the Institution.
5. Maternity leave can be combined with any other leave except casual leave if supported by Medical Certificate. The eligible female employee has to submit requisite medical certificate for grant of the maternity leave.
6. She also has to give an undertaking that she will not work with any establishment during the period she receives maternity benefits. However, if any deviations are found it will call for strict action.

**COMPENSATORY CASUAL LEAVE / SPECIAL CASUAL LEAVE / EOL  
(EXTRA ORDINARY LEAVE/LEAVE ON LOSS OF PAY:**

Will be granted by the Management on the recommendations of the Principal, HOD / Office Superintendent on requirements / need to need basis of the employee. In case of Maternity Leave, the regulations of the Government shall be considered for granting of maternity leave.

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**“ON DUTY” (OD):**

Granted when deputed on office work / academic work, with prior permission.

**VACATION:**

All the teaching and non-teaching staff members belong to vacation category.

- Vacation generally as stipulated by Government / Directorate of Collegiate Education / University of Madras will be declared by the Principal as a Circular to the Staff.
- Twin Vacation System is followed for staff under administrative category.

**STAFF WELFARE MEASURES:**

**FOR STAFF UNDER AIDED STREAM:**

Retiral benefits such as Teacher's Provident Fund / Contributory Pension Scheme / Leave Encashment / Gratuity / Pension Scheme as per the Rules of Government of Tamilnadu provided to the faculty.

**FOR STAFF UNDER UNAIDED STREAM:**

Staff welfare measures i.e., extension of Provident Fund to the eligible employees will be regulated as per the relevant provisions of the Provident Fund and Miscellaneous Act, 1952.

**TRAINING AND DEVELOPMENT:**

1. The staff shall undergo need-based training programmes to update their knowledge and become professionally competent. The performance appraisal report is typically used as the basis for assessing the training needs of the faculty.





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2. At the institution level, the staff shall attend a series of enrichment programmes organised by IQAC, Departments on a need basis.
3. The staff shall attend orientation / refresher programmes conducted by UGC – HRDC, Teaching Learning Centres to fulfil their Career Advancement Scheme requirement.
4. Staff members are encouraged to complete the ARPIT / Refresher Courses on self-paced manner under SWAYAM / MOOC Platforms to hone their skills.

**GRIEVANCE REDRESSAL MECHANISM:**

Staff can file their Grievances to the HOD / Principal / Secretary based on the severity and priority of the Grievance. However, staff shall ensure to follow the hierarchical representation for their grievance. Bye-passing of hierarchy is not encouraged as a matter of routine and it shall be permitted only in case of grievance of “High Severity” in nature.

The decision of the Management Committee shall be final and be binding.

**Disclaimer:**

***The policies in this HR Policy manual specifically do not constitute a contract with any employee. It is not exhaustive. It is subject to changes from time to time based on the rules and regulations issued by statutory authorities / Government from time to time.***

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## **6.3 Faculty Empowerment Strategies**

*6.3.1 The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development*

- Rewards for Academic Achievements
- Leave and Vacation
- Retiral Benefits
- Financial Support & Ex-gratia
- Welfare Measures [Official]
- Safety & Security
- Sports & Recreational
- Extended Support



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### 6.3 Faculty Empowerment Strategies

#### *6.3.1 The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/ progression*

Being a pioneer in higher education, Dwaraka Doss Goverdhan Doss Vaishnav College has implemented a **slew of welfare measures** with ample **weightage on the physical and mental health** of the staff to develop and upgrade their **professional and administrative competency**. The benefits provided by the Government are extended to the staff under “Aided” Category and the Management extends support to all the staff, both teaching and administration. Staff are treated on par in terms of obtaining benefits from the institution. In a nutshell, the Institution strives to keep the **staff happy and healthy**.

#### **Academic Advancement & Rewards:**

Faculty Members are:

- ✚ encouraged to pursue **Ph.D. Programme** under **Part-Time Category**.
- ✚ extended with **fee concession** for registering Ph.D. under “Internal – Part Time” Category.
- ✚ **granted “ON-DUTY”** to attend **Orientation, Faculty Improvement Programme, Refresher Programmes** in Human Resource Development Centres [HRDC’s] and other agencies.
- ✚ **rewarded for significant contribution in research**, paper presentation and research activities.
- ✚ awarded with the honour of **“Beyond the Call of Duty”** for their services to the institution for travelling an extra mile beyond their regular duties.
- ✚ **Teacher’s Day** is celebrated on 5<sup>th</sup> September with **“Fun and Frolic”** activities.
- ✚ **Laptops** were made available for handling the online classes and activities, with **25% of the cost borne** by the management. The balance 75% of the cost is recovered from the staff in **10 equal installments without interest**.
- ✚ **Faculty Orientation Programme / Faculty Induction Programme** is organised by IQAC to orient the newly recruited faculty members

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- ✦ **Sponsorship / Reimbursement of Delegate fees** facility is extended to all faculty members for participation in Seminars, Conferences, Orientation, etc.,
- ✦ **Reimbursement of Membership Fees of Professional Bodies** for obtaining Individual / Institutional Membership.
- ✦ **Seed money grant for pursuing research activities** and support for experimental laboratory setup is in place.
- ✦ **Permission** is granted to faculty to **deliver Guest Lectures** at other institutes.

**Leave & Vacation Benefits:**

- ✦ **Winter Vacation** [20 Days during November] and **Summer Vacation** [During May – June] spanning over 40 days is extended to all Faculty.
- ✦ **Twin Vacation System** is followed for **Administrative Staff**.
- ✦ Staff under **Aided Stream** are eligible for “**Earned Leave**”, “**Medical Leave**”, “**Leave on Private Affairs**”, “**Restricted Holidays and Casual Leave**” as per the rules of Government of Tamil Nadu.
- ✦ **10 days casual leave** is extended to staff under “**Management Category**”.
- ✦ **Maternity Leave benefits** are granted to women staff.
- ✦ **Special Medical Leave** is granted to the staff for medical exigencies / medical treatment requiring pro-longed recovery period.

**Retiral Benefits:**

- ✦ Staff under “**Grant in Aid**” Scheme are covered by **Teacher’s Provident Fund / Contributory Pension Scheme**.
- ✦ Staff under “**Grant in Aid**” Scheme are covered by **Payment of Gratuity Act, 1972** and **Leave Encashment** rules of the Government of Tamilnadu.
- ✦ Staff under “**Management / Self Supporting Streams**” are covered by **Employees Provident Fund Act, 1952 & Employee’s Pension Scheme, 1995**.

**Financial Support & Ex-gratia:**

- ✦ **Interest Free Loans** have been granted to the staff on “need-requirement basis”.
- ✦ **Bonus / Festival Gift** [Monetary] is credited to all staff during “Deepavali” as Ex-gratia.

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- ✦ **Disbursement of Salary Advance** to Newly recruited Staff Members under “Aided” Stream during the interim period of appointment and the period of receiving salary grant from the Government authorities.

**Official Welfare Measures:**

- ✦ **Group Mediciclaim Policy Coverage** with **HDFC ERGO** General Insurance Company is extended to all faculty members with **50% of the premium contributed** by the **Management**.
- ✦ Staff under the “Aided” Stream are covered under **National Health Insurance Scheme** extended by the Government of Tamil Nadu.
- ✦ **“ON TIME” Salary** is credited thus creating a “No Financial Worries or Concern” for the Staff.
- ✦ Faculty Members and Administrative staff are provided with **e-mail using the Institute’s domain for official communication** and for promotion of brand image while interacting with external agencies.
- ✦ All **retiring staff** are duly honoured every year on the **occasion of Republic day** as “**Guest of Honour**” to hoist our national flag and the contributions made during their service are **recognised** during the **College Day celebrations with special Memento**.
- ✦ An **exclusive provision** is available to the **staff** in the Canteen. **Mess dining facility** in the **hostel** is also extended on need-basis.
- ✦ **Reverse Osmosis [RO]** plant has been installed in the campus for providing **potable drinking water** to staff and students.
- ✦ **Internet Facilities** are made available to staff in the campus.
- ✦ All **blocks/buildings** of the campus are provided with ramps for **Divyangjan** and **elevators** for the benefit of the staff.

**Safety & Security Benefits:**

- ✦ **Visitors’ to the college** are duly monitored to ensure adequate safety and security for the staff and Students.
- ✦ **Special Parking facilities** are made available for staff [Two Wheeler Parking and Four Wheeler Parking].

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**Sports & Recreational Activities:**

- 🕯 **Yoga for Wellness** and other spiritual rejuvenation programmes in collaboration with “**The Art of Living**” was conducted for well-being of the staff.
- 🕯 **Free Master Health Check** is offered on the occasion of “**World Heart Day**” in association with **Swami Vivekananda Diagnostic Centre (SVDC)** - a joint community project of Dwaraka Doss Goverdhan Doss Vaishnav College - Shri Vallabhacharya Vidya Sabha and LIONS International.
- 🕯 **Sports events** are held for Staff members during “**College Sports Day**” and **College Staff Cricket Team** participate in the **Inter-organisational matches**.
- 🕯 **Apollo Shine Card** is issued to all staff for availing discounts / treatment at **concessional rates** at approved **Apollo Centres & Outlets**.
- 🕯 **Counselling facilities** are available in campus for creating a healthy working environment and to receive guidance on maintaining “**Work Life Balance**”
- 🕯 **Gymnasium facility** is extended to staff in the “**Sports Complex**”

**Extended Support:**

- Staff are provided with the **reputed daily “The New Indian Express” & “Dinamani”** for enriching their knowledge and current affairs. This project is **sponsored by the management**.
- **The wards of the staff** are **educated in the institutions** under the ambit of the management with scholarships /Free Education on a “Case to Case” basis.
- “**Kaavalan**” App facility of **Greater Chennai Police** is extended to **Women Staff** for safety and security
- **Exhibitions / Special Sale of “Khadhi & Cotton”** in association with Co-optex is arranged by the college with a view to promoting “Khadhi” among staff and Students.
- **Staff Salary Account** is maintained with **Canara Bank, Arumbakkam Branch** situated near the entrance of College portals.
- **Staff** are provided with **salary certificates** on need-basis for the **purpose of obtaining loans / financial support** from Banks for their personal commitment

  
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