



## HR POLICY

### 1. Objective

The objective of this policy is to outline the human resources practices and procedures at Dr.Samuel George Institute of Engineering & Technology, ensuring fair treatment, professional development, and compliance with legal and institutional standards.

### 2. Scope

This policy applies to all employees of SGIT, including teaching, non-teaching, and administrative staff.

### 3. Recruitment and Hiring

- **Equal Opportunity:** SGIT is committed to equal employment opportunities and will not discriminate based on race, color, religion, sex, national origin, age, disability, or any other protected characteristic.
- **Job Postings:** All job vacancies will be posted internally and externally to attract a diverse pool of candidates.
- **Selection Process:** The selection process includes reviewing applications, conducting interviews, and assessing qualifications to ensure the best candidate is chosen based on merit and fit for the role.
- **On boarding:** New employees will undergo an orientation program to familiarize them with the college's policies, procedures, and culture.

### 4. Employment Terms and Conditions

- **Contracts:** Employment contracts will outline terms and conditions, including job responsibilities, salary, benefits, and duration of employment.
- **Probation Period:** New employees may be subject to a probationary period, typically lasting 6 months, during which their performance will be evaluated.

### 5. Compensation and Benefits

- **Salary:** Salaries are determined based on qualifications, experience, and market standards. Annual reviews will be conducted to assess and adjust salaries.
- **Benefits:** Employees are entitled to arrange of benefits, including health insurance, paid leave (sick, casual, and annual), and professional development opportunities.

### 6. Performance Management

- **Appraisals:** Annual performance appraisals will be conducted to assess employee performance, set goals, and identify development needs.
- **Feedback:** Continuous feedback will be provided to support professional growth and address any performance issues promptly.

## 7. Professional Development

- **Training:** SGIT encourages continuous learning and provides training programs, workshops, and seminars to enhance employee skills and knowledge.
- **Tuition Assistance:** Employees may be eligible for tuition assistance for further education related to their field of work, subject to approval.

## 8. Leave Policies

- **Annual Leave:** Employees are entitled to annual leave based on their length of service and position.
- **Sick Leave:** Paid sick leave is available for employees who are unable to work due to illness or injury.
- **Maternity Leave:** Parental leave is provided as per the college's maternity leave policy.
- **Special Leave:** Employees may apply for special leave for personal reasons, subject to approval.

## 9. Code of Conduct

- **Professional Behavior:** Employees are expected to adhere to high standards of professional behavior, integrity, and respect for colleagues and students.
- **Confidentiality:** Employees must maintain confidentiality regarding college affairs and student information.
- **Conflict of Interest:** Any potential conflict of interest must be disclosed to the administration immediately.

## 10. Disciplinary Procedures

- **Policy Violations:** Violations of college policies will be addressed through a formal disciplinary process, which may include warnings, suspension, or termination, depending on the severity of the offense.
- **Grievance Redressal:** A grievance redressal mechanism is in place to address employee complaints and disputes fairly and promptly.

## 11. Health and Safety

- **Work Environment:** NCET is committed to providing a safe and healthy work environment. Regular safety audits and training sessions will be conducted.
- **Emergency Procedures:** Employees will be trained on emergency procedures, including evacuation plans and first aid.

## 12. Review and Amendment

- This HR policy will be reviewed annually and may be amended as necessary to ensure compliance with legal requirements and alignment with institutional goals.

This HR policy document aims to support the employees of NCET by providing clear guidelines on employment practices, ensuring a positive work environment, and fostering professional growth.

**PRINCIPAL**