



HUMAN RESOURCES CELL

1. Description of the Committee:

The HR Cell is a vital component of our institution, dedicated to fostering excellence in Human Resources Management.

Comprising seasoned professionals and faculty members with expertise in HR, this committee meticulously oversees all aspects related to human capital development within our institution.

From recruitment and talent management to employee engagement initiatives and organizational development strategies, the HR Cell ensures alignment with industry standards and best practices.

Through its proactive approach and collaborative efforts, the HR Cell plays a pivotal role in shaping the future leaders of tomorrow, driving innovation, and fostering a culture of continuous learning within our academic community.

2. Purpose of the Committee:

The HR Cell is to serve as the cornerstone of our institution's commitment to excellence in Human Resources Management.

With a primary focus on advancing the skills and capabilities of our faculty, staff, and students, the HR Cell is dedicated to fostering an environment of inclusivity, innovation, and continuous improvement.

Through strategic planning, implementation of best practices, and effective communication, the HR Cell aims to optimize talent acquisition, development, and retention processes.

By staying abreast of industry trends and emerging practices, the HR Cell ensures our institution remains at the forefront of HR excellence, ultimately contributing to the success and competitiveness of our graduates in the global market.

3. Objectives of the Committee:

- a) Implementing strategic human resources initiatives to align with the institution mission and vision.



- b) Facilitating the recruitment, selection, and on boarding processes to attract top-tier talent.
- c) Developing comprehensive talent management strategies to nurture and retain high-potential individuals.
- d) Promoting a culture of diversity, equity, and inclusion throughout the institution.
- e) Providing professional development opportunities and resources for faculty, staff, and students.
- f) Monitoring and evaluating HR policies and practices to ensure compliance with regulatory standards.
- g) Fostering effective communication channels to address faculty, staff, and students concerns and promote engagement.
- h) Collaborating with industry partners to stay abreast of emerging trends and best practices in HR management.
- i) Contributing to the continuous improvement of organizational effectiveness and efficiency through innovative HR solutions.
- j) Serving as advocates for faculty, staff, and students' well-being and work-life balance initiatives.

4. Committee Members/ Composition:

S. No.	Name of Faculty	Designation	Committee Designation
1	Dr.Farhathullah Khan	Director	Chair Person
2	MOHAMED ARSHADH	HEAD – HUMAN RESOURCES & ADMINISTRATION	Convenor
3	FAIZ AHAMED	SR. ASSISTANT (ADMINISTRATION)	Member

5. Roles and Responsibilities of Members:

- a) Chairperson:



1. Provide leadership and guidance to the committee.
 2. Facilitate meetings and ensure agenda items are addressed.
 3. Represent the committee in discussions with senior management and other stakeholders.
- b) Faculty Representatives:
1. Contribute expertise in various areas of HR management.
 2. Participate in the development and implementation of HR policies and initiatives.
 3. Act as liaisons between the committee and academic departments.
- c) Staff Representatives:
1. Advocate for the interests and concerns of staff members.
 2. Provide input on HR-related matters from a non-faculty perspective.
 3. Assist in the communication and implementation of HR programs and policies.
- d) Student Representatives:
1. Voice the perspectives and needs of students regarding HR services and initiatives.
 2. Collaborate with the committee on student-focused HR projects and events.
 3. Serve as ambassadors for HR-related programs and opportunities among student body.
- e) Industry Experts (Optional):
1. Offer insights into industry trends and best practices in HR management.
 2. Provide guidance on aligning academic programs with industry needs.
 3. Support networking opportunities and partnerships between the institution and industry.
- f) HR Professionals (Optional):
1. Offer specialized knowledge and experience in HR practices and regulations.
 2. Assist in the development and implementation of HR policies and procedures.
 3. Provide guidance on HR-related challenges and opportunities facing the institution.
- g) Secretary (Optional):
- a. Record meeting minutes and maintain documentation related to committee activities.



- b. Assist in scheduling meetings and distributing relevant materials to members.
- c. Support the chairperson in administrative tasks to ensure the smooth functioning of the committee.

6. Frequency of Meetings:

7. Procedure:

- a. Recruitment and Selection
- b. Leave
- c. Travel Allowance and Dearness Allowance
- d. Medical
- e. Insurance
- f. Gratuity
- g. Performance Appraisal
- h. Disciplinary
- i. Grievance
- j. Training and Development
- k. Dress code
- l. Code of Conduct
- m. Confidentiality and Data Protection
- n. Benefits and Allowance
- o. Rewards
- p. Termination and Resignation
- q. Student welfare policy
- r. Service Rule
- s. Service Book



Recruitment and Selection:

1. Identify Job Vacancy:

- Determine staffing needs based on institutional requirements.

2. Job Analysis and Description:

- Define job roles, responsibilities, and qualifications.

3. Advertising:

- Post job openings through various channels (Website, Newspapers, online job portals, social media, etc.).

4. Application Screening:

- Review received applications to shortlist potential candidates.

5. Interviewing:

- Conduct interviews to assess candidates' suitability for the position.

6. Selection:

- Evaluate interview performance and make the final selection.

7. Offer:

- Extend a job offer to the selected candidate.

8. Onboarding:

- Welcome the new hire and facilitate their integration into the organization.

Leave:

1. Request Submission:



- Employees submit leave requests through designated channels (HR software, forms, etc.).
- 2. **Leave Approval:**
 - HR reviews leave requests and approves or denies them based on company policies.
- 3. **Leave Tracking:**
 - Maintain records of approved leaves and employee balances.

Travel Allowance and Dearness Allowance:

1. **Expense Submission:**
 - Employees submit travel expense reports along with supporting documents.
2. **Expense Verification:**
 - HR verifies submitted expenses against company policies and budget allocations.
3. **Approval:**
 - Approved expenses are authorized for reimbursement.
4. **Payment Processing:**
 - Process approved reimbursements and disburse payments to employees.

Medical:

1. **Medical Insurance Enrollment:**
 - Assist employees in enrolling for medical insurance coverage.
2. **Claims Processing:**
 - Handle employee medical insurance claims for reimbursement.
3. **Health and Wellness Programs:**



- Coordinate health and wellness initiatives for employees.

Insurance:

1. Insurance Enrollment:

- Assist employees in enrolling for various insurance schemes offered by the organization (e.g., life insurance, disability insurance).

2. Policy Management:

- Maintain records of insurance policies and ensure timely payments of premiums.

3. Claims Processing:

- Handle employee insurance claims and facilitate settlements with insurance providers.

Gratuity:

1. Eligibility Determination:

- Determine employee eligibility for gratuity as per company policies and labor laws.

2. Accrual Calculation:

- Calculate gratuity accrual based on the employee's tenure and salary.

3. Payment Processing:

- Process gratuity payments upon employee retirement, resignation, or termination.

Performance Appraisal:



- 1. Goal Setting:**
 - Establish clear performance objectives and goals for employees.
- 2. Performance Monitoring:**
 - Regularly track and monitor employee performance against set goals.
- 3. Feedback Collection:**
 - Gather feedback from supervisors, peers, and subordinates regarding employee performance.
- 4. Performance Review Meetings:**
 - Conduct formal performance review meetings to discuss strengths, areas for improvement, and career development opportunities.
- 5. Performance Ratings:**
 - Evaluate employee performance and assign ratings based on established criteria.
- 6. Performance Improvement Plans (if applicable):**
 - Develop improvement plans for employees who require additional support to meet performance expectations.
- 7. Reward and Recognition:**

Recognize and reward employees for exceptional performance.

Disciplinary:

- 1. Issue Identification:**
 - Identify behaviours (or) actions that warrant disciplinary action.
- 2. Investigation:**
 - Conduct a fair and thorough investigation into the matter.
- 3. Documentation:**
 - Document all findings, evidence, and discussions related to the disciplinary issue.
- 4. Meeting with Employee:**
 - Meet with the employee to discuss the issue and provide an opportunity for them to explain their perspective.
- 5. Decision Making:**
 - Determine appropriate disciplinary action based on company policies and the severity of the offense.
- 6. Implementation:**
 - Communicate the disciplinary action to the employee and implement it accordingly.



Grievance:

1. Grievance Submission:

- Employees submit grievances through designated channels (e.g., HR department, grievance portal).

2. Grievance Review:

- HR reviews the grievance to understand the nature and scope of the issue.

3. Investigation:

- Conduct an investigation into the grievance, including gathering relevant information and interviewing involved parties.

4. Resolution:

- Work towards resolving the grievance through mediation, negotiation, or other appropriate means.

5. Communication:

- Communicate the outcome of the grievance process to the employee(s) involved.



Training and Development:

1. Training Needs Analysis:

- Identify skill gaps and training needs through assessments and performance reviews.

2. Training Program Design:

- Develop training programs and materials tailored to address identified needs.

3. Training Delivery:

- Conduct training sessions using various methods such as workshops, seminars, or online courses.

4. Evaluation:

- Assess the effectiveness of training programs through feedback, quizzes, or post-training evaluations.

5. Feedback and Follow-up:

- Provide feedback to participants and follow up to ensure the application of newly acquired skills.



Dress Code:

1. Policy Development:

- Develop a dress code policy outlining acceptable attire for different work environments.

2. Communication:

- Communicate the dress code policy to all employees through written documents or presentations.

3. Enforcement:

- Enforce the dress code policy consistently and fairly across all employees.

Code of Conduct:

1. Policy Development:

- Develop a comprehensive code of conduct outlining expected behavior and ethical standards.

2. Communication:

- Communicate the code of conduct to all employees and ensure understanding.

3. Training:

- Provide training on the code of conduct to employees to reinforce expectations.

4. Enforcement:

- Enforce the code of conduct consistently and fairly, with consequences for violations.

Confidentiality and Data Protection:

1. Policy Development:



- Develop policies and procedures to safeguard confidential information and data.

2. Training:

- Provide training to employees on handling confidential information and data protection protocols.

3. Compliance Monitoring:

- Monitor compliance with confidentiality and data protection policies through audits and assessments.

Benefits and Allowance:

1. Benefits Administration:

- Administer employee benefits such as health insurance, retirement plans, and leave entitlements.

2. Allowance Management:



- Manage various allowances such as travel allowance, housing allowance, and meal allowance.

Rewards:

1. Performance Recognition:

- Recognize and reward employees for outstanding performance and achievements.

2. Incentive Programs:

- Implement incentive programs to motivate employees and drive desired behaviors.

Termination and Resignation:

1. Exit Process:

- Facilitate the departure process for employees leaving the organization voluntarily or involuntarily.

2. Clearance Procedure:

- Complete clearance procedures, including return of company property and settlement of dues.



Student Welfare Policy:

1. Policy Development:

- Develop policies and initiatives to support the welfare and well-being of students.

2. Implementation:

- Implement programs and services to address student needs and concerns.

Service Rule:

1. Policy Development:

- Develop rules and regulations governing employment terms and conditions.

2. Communication:

- Communicate service rules to employees and ensure understanding.



Service Book:

1. Record Keeping:

- Maintain service books to document employees' service history, including appointments, promotions, and disciplinary actions.