



AVANTHI'S St.THERESSA INSTITUTE OF Engineering & Technology

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(Approved by AICTE, Recognised by the Govt. of A.P., & Affiliated to JNTU-GV, Vizianagaram)

Garividi (Cheepurupalli) Vizianagaram Dist - 535101

website : www.sttheressaengg.ac.in

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Date: 11.06.2025

Human Resource (HR) Policy

1. Introduction

The Human Resource (HR) Policy of the Engineering College aims to ensure effective recruitment, development, motivation, retention, and welfare of faculty and staff in accordance with AICTE, UGC, University, and Government norms.

2. Objectives

- Recruit qualified and competent faculty and staff
- Promote academic excellence and professionalism
- Ensure transparency and fairness in HR practices
- Support continuous professional development
- Maintain a disciplined and ethical work environment

3. Scope

This policy applies to:

- Teaching Staff
- Non-Teaching Staff
- Technical Staff
- Administrative Staff
- Contract / Temporary Employees

4. Organizational Structure

- Governing Body
- Academic Council
- Principal
- Heads of Departments
- Faculty Members



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- Administrative & Supporting Staff

5. Recruitment and Selection

Recruitment shall be carried out based on AICTE/UGC/University norms.

Selection shall be merit-based through a duly constituted Selection Committee.

6. Appointment and Service Conditions

- Appointment letters will specify designation, pay scale, and service conditions
- Probation period: 1–2 years
- Confirmation based on satisfactory performance

7. Pay and Benefits

- Salary as per AICTE/State Government norms
- Provident Fund / ESI as applicable
- Leave and other benefits as per rules

8. Working Hours and Attendance

- Working hours as prescribed by the institution
- Biometric/Attendance register mandatory

9. Leave Policy

Types of leave include:

- Casual Leave
- Earned Leave
- Medical Leave
- Maternity / Paternity Leave
- Special Leave

10. Performance Appraisal

Annual Performance Appraisal System based on:

- Teaching performance



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- Research and publications
 - Student feedback
 - Administrative responsibilities

11. Promotions and Career Advancement

Promotions shall follow AICTE Career Advancement Scheme (CAS) norms.

12. Faculty Development

Faculty are encouraged to attend FDPs, workshops, conferences, and pursue research.

13. Code of Conduct

Employees shall:

- Maintain discipline and professionalism
- Respect students and colleagues
- Uphold institutional values

14. Disciplinary Action

Misconduct will be addressed through warnings, notices, enquiries, and appropriate action.

15. Grievance Redressal

A Grievance Redressal Committee shall resolve staff grievances fairly and confidentially.

16. Sexual Harassment Prevention

An Internal Complaints Committee (ICC) shall function as per POSH Act, 2013.

17. Health, Safety, and Welfare

The institution shall ensure a safe and healthy work environment.

18. Separation and Exit Policy

Resignation shall be submitted with proper notice period and handover.



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19. Confidentiality

Employees shall maintain confidentiality of institutional information.

20. Policy Review

The HR Policy shall be reviewed periodically and amended as required.

Ann
11/06/22