



KURIAKOSE ELIAS COLLEGE MANNANAM

Affiliated to Mahatma Gandhi University, Kottayam
www.kecollege.ac.in | kecollegemnm@gmail.com



HUMAN RESOURCE POLICY



HUMAN RESOURCE POLICY

In recognition of the crucial role that effective human resource management plays in the success and growth of our institution, Kuriakose Elias College hereby establishes this policy on Planning, Performance Appraisal and Recruitment. This policy is designed to ensure a systematic, transparent and efficient approach to managing our workforce, thereby fostering a culture of excellence and continuous improvement.

Objectives

- To foster a supportive and dynamic work environment where every employee is empowered to achieve their full potential.
- To ensure that a transparent and unbiased recruitment process is followed, resulting in the appointment of the best candidate based solely on merit and the best fit with the institute's vision, mission, core values, culture and goals.
- To provide performance appraisals that serve as tools to evaluate and recognize employee contributions, identify areas for improvement and guide career development.

Policy Statements

- The college appraisal system is fair, objective and constructive, ensuring that all employees receive meaningful feedback and opportunities for advancement.
- The number and quality of staff members shall be determined based on HR planning, program-specific requirements prescribed by the UGC or State government and requisitions made by the institution.
- All identified vacancies shall be filled through advertisements in appropriate media and other established sourcing methods, such as referrals or consultants. A one-month period will be provided for the submission of applications, following the date of notification.
- The administrative and governing bodies of the institution conduct a thorough review of manpower, operations and structure, compiling a manpower plan for the year, which is reviewed as needed.
- Self-appraisal of faculty is required before regularizing an employee's probationary status and before any promotion.
- Non-teaching staff shall be evaluated at least once a year by their immediate supervisor, as well as at the end of probation and prior to any promotion.



Implementation

To appoint the most suitable candidates for both teaching and non-teaching positions, the institution ensures a diverse pool of applicants and provides equal opportunities for all. The institution establishes selection committees with different compositions to shortlist and interview candidates for vacancies at all levels. The Administrator or HR assistant reviews applications against published criteria and categorizes them accordingly. Shortlisting is based on standard criteria for faculty and non-teaching staff, such as academic qualifications and work experience, as per UGC/KSR guidelines. Candidates for the position of Assistant Professor undergo certificate and achievement verification, followed by an interview and presentation before the selection committee. Non-teaching staff candidates are also interviewed. The aim of this policy is to ensure a transparent and unbiased recruitment process, resulting in the appointment of the best candidates for both teaching and non-teaching positions, based solely on merit and alignment with the institute's vision, mission, core values, culture and goals.