



SAMATA DEGREE COLLEGE

Affiliated to Andhra University & Approved by AICTE

An ISO 9001 : 2015 Certified Institution

SECTOR 10, MVP COLONY, VISAKHAPATNAM – 530 017. (A.P.)



HR POLICY

1. Objective of the Policy: To describe the human resource practices and procedures at Samata Degree College under the rubric of non-discrimination, professional enhancement, and compliance with the regulatory and institutional provisions.

2. Application: This policy applies to all staff at Samata Degree College-teachers and non-teachers, instructional and administrative staff.

3. Recruitment and Hiring:

- **Equal Opportunity:** Samata Degree College will ensure equal employment opportunity and fair treatment without any form of discrimination related to race, color, religion, sex, national origin, age, disability, or any other protected characteristic.
- **Job Posting:** All the jobs available will be posted internally as well as externally so that the maximum diverse applicant pool is built.
- **Selection Process:** Review of the application and interviews and checking qualifications for the best candidate suited on merit and fit.
- **Onboarding:** New Employees will be invited to an orientation program, where they become familiarized with the college's policies, procedures, and culture.

4. Employment Terms and Conditions:

- **Contracts:** The terms and conditions to be provided by these contracts detail the terms and conditions, including job responsibilities, salary, benefits, and the duration of employment.
- **Probation Period:** Employees can be put on probation for 6 months. Their performance will be reviewed in this probationary period.

5. Remuneration and Reward:

- **Salaries:** Salaries will be as per qualification, experience, and current levels. Their salary will be reviewed every year in order to review and adjust the pay.
- **Benefits:** This organization will also offer benefits to employees such as health insurance, paid sickness, casual, and annual leave, along with some professional development.



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6. Performance Management:

- **Appraisals:** there will be annual performance appraisals, which will help to analyse the performance of the employees, set goals, and determine development needs.
- **Feedback:** there will be regular feedback, which will enhance professional growth and correct any performance issues as soon as possible.

7. Professional Development:

- **Training:** the Samata Degree College encourages continuous learning with training programs, workshops, and seminars to upgrade the skills and knowledge of employees.
- **Tuition Allowance:** Employees are granted a tuition allowance to attend courses that advance the employee's career, subject to management's permission.

8. Leave:

- **Annual leave**
The staff members get leave according to their service period and job.
- **Sick leave**
The employees are paid sick leave if they are unable to perform their work due to sickness or injury
- **Maternity Leave**
The institution provides leave for parents according to the college maternity leave policy.
- **Special Leave:** Employees can take special leave for personal reasons, according to their approval.

9. Code of Conduct:

- **Professional Behaviour:** Students are expected to follow a level of professional behaviour, integrity, and respect towards colleagues and students.
- **Confidentiality:** There should be confidentiality regarding the affairs of college and information related to students.
- **Conflict of Interest:** Employees are liable to communicate any kind of conflict of interest to administration promptly.



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10. Disciplinary Procedures:

- **Policy Violations:** Offences against the policies of the college would be dealt with through a formal disciplining process, which could include warning, suspension, and even termination, as deemed appropriate.
- **Grievance Redressal:** There would be grievance redressal mechanisms wherein any complaint or dispute raised by the employees is dealt with fairly and promptly.

11. Health and Safety:

- **Work Environment:** Samata Degree College will always be concerned about making the work environment a safe and healthy one. The policy will conduct regular safety audits and engage in training sessions as well.
- **Emergency Procedures:** In this connection, employees will be trained with regard to emergency procedures like evacuation plans and first aid.

12. Review and Revision: This HR policy will be reviewed every year and amended, as required, in order to bring it more in line with legal requirements and the goals of the institution. This HR policy document is intended to assist employees of Samata Degree College in having a clear guideline relating to employment practices, a positive working environment, and professional development.

Director & Principal