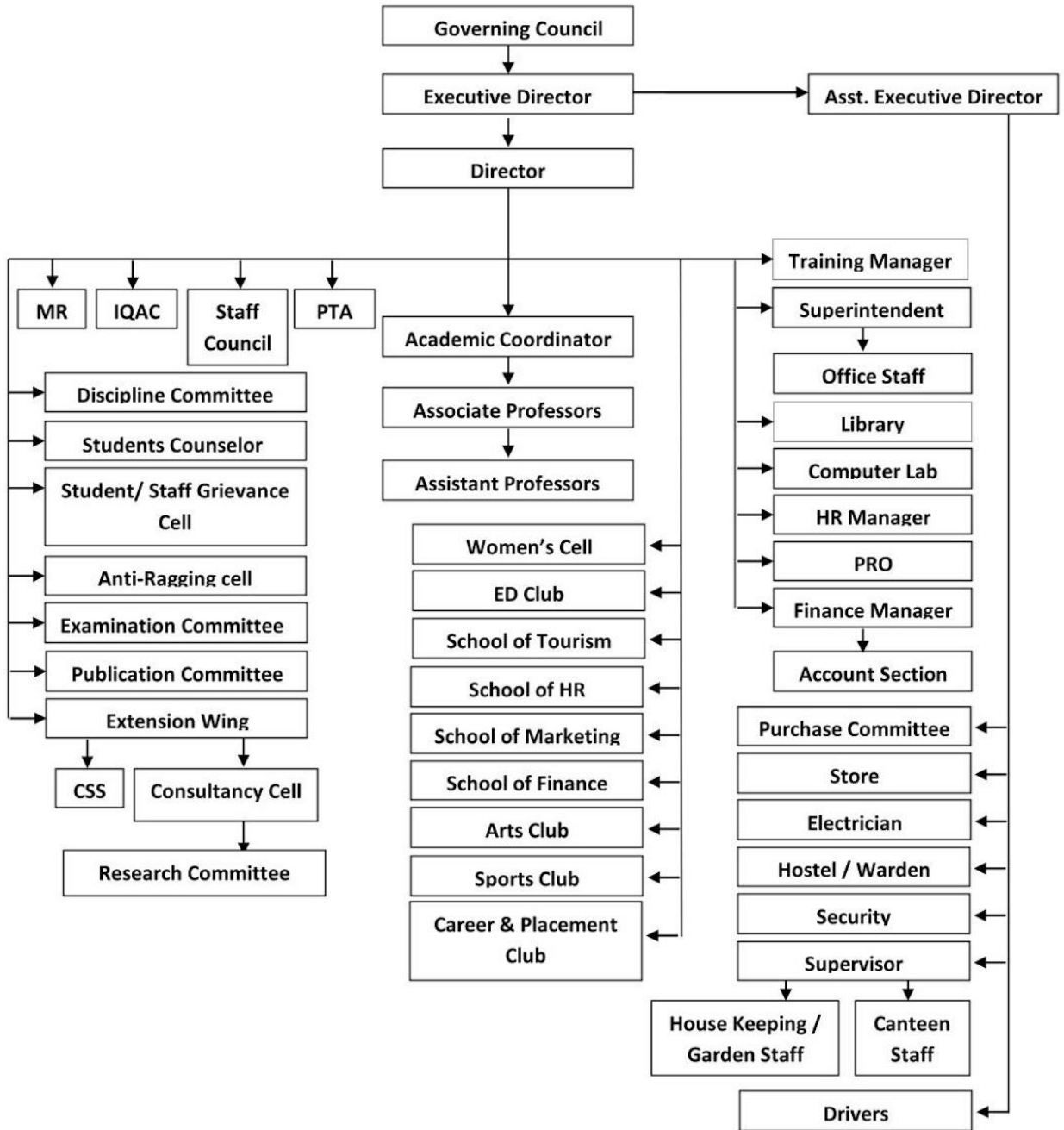


ORGANOGRAM - NBS



OUR PATRONS



Cardinal Mar George Alencherry
Patron



Cardinal Antony Kariyil
Patron



Fr. (Dr.) Paulachan K.J.
Executive Director - NBS



Fr. Varghese Assin Thaiparambil
Asst. Exe. Director & MBA Coordinator



Rev. Fr. Thomas Valookaran
Asst. Executive Director



Fr. (Dr.) Varghese Pulickal
Counsellor & Campus Minister

GOVERNING COUNCIL – NBS

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| M. P. Joseph (IAS Retd.) | Former UN Official & Advisor to Government (Labour Reforms & Industrial Relations) |
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| Prof. (Dr.) Joshy Joseph | Associate Professor IIM, Kozhikode |
| Mr. Kurian Abraham | Chief Editor & Managing Director, Dhanam Publications Pvt. Ltd. |
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| Prof. (Dr.) Jacob P. M. | Director, NBS |
| Prof. Dr. Sabu Varghese | Assoc. Prof. & Director IT and Training NIMIT |

HR POLICY

NAIPUNNYA BUSINESS SCHOOL (NBS)
(Affiliated to University of Calicut)
PONGAM, KORATTY, THRISSUR DIST

HUMAN RESOURCE POLICIES

A. HUMAN RESOURCE MANAGEMENT

Introduction

In every Institution, there are three major resources to be managed for achieving its objectives and goals. These are **Humans** (Teaching Staff, Non teaching Staff, Students), **Materials** (Infrastructure) and **Financial** resources. Out of these, HR is the most important resource and difficult to manage as every human being is born unique and bound to have different characteristic. Secondly, the human beings control and coordinate the other resources.

Human Resource Management, which involves the efficient and effective management within an Institution, is one of the vital functions of Educational Administrators. Every educational institution like other formal organisation needs human being to execute its programmes and achieve educational goals and objects.

HRM and staff development are becoming issues which require more and more attention on the part of individual Institutions. There is a need to recruit and retain highly skilled and motivated staff in order to make modernization of higher education a reality. While more attention is often being paid to the working conditions of academic staff, it is slowly becoming obvious that Teaching Staff & Non teaching staff also needs to be taken better into consideration in order to ensure their commitment and contribution to the Educational Institution.

Transparent recruitment procedures, good contractual conditions and concrete possibilities for staff development and career advancement are important factors in attracting and maintaining qualified academic staff. Such measures also ensure that staff members are not only retained, but that their skills and capacities are constantly upgraded to meet the changing requirement set on the higher education.



PROCEDURE FOR FACULTY SELECTION

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B. HR POLICIES

The areas in which HR policies are implemented within the Institution are:

Recruitment, Selection, Appointment, Induction, Probation, Performance Evaluation, Training & Development, Separation /Termination etc.

1. Recruitment, Selection, Appointment, Induction, Probation

Our recruitment policy aims at ensuring that we select the best among the available candidates through a fair selection process formally laid down and articulated.

In addition to academic credentials, we assign appropriate weightage to the experience in research and in Industry. The aptitude and passion for teaching are taken as preferred attributes together with other competencies as a teacher.

Recruitment is the first stage in selection, to make the vacancies known to a large number of people for which vacancies shall be published in News Paper/through Electronic Medias. Screening of application shall be carried out by HODs/HR Section, to short list the applicants for Test/Interview, based on eligibility and suitability for the post.

Preliminary Interview (face-to-face Interview) and Demo Class (for Faculty Members) will be conducted by the Interview Board and the provisionally selected candidates will have to attend a final Interview with Principal for selection.

The finally selected candidates will be issued with Offer of appointment showing salary and date of joining. Formal Appointment Order will be issued to the candidate, on the date of joining, specifically showing the duties & responsibilities, terms & conditions along with a copy of job description for the post. Necessary forms as per ISO/NAAC norms will also be given to them for submission, duly filled and signed by the concerned College authorities as a part of appointment formalities.

Induction is carried out by a team of Executive Director/ Asst Executive Director, ISO Co-ordinator and Director within the first week of appointment of the Faculty Member/Staff.

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PROMOTION POLICY FOR TEACHERS

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However, no original certificates shall be kept under the custody of the Institution.

7. Working Time/Attendance

All Staff of NBS shall work as per the specified time so fixed for each category. Working hours for each category of staff are fixed as per the norms of University/ Govt.

Employees shall be allowed grace time upto 10 minutes, maximum three occasions, in a month on genuine grounds. Late reporting for more than three occasions, will cause for deduction of leave or salary cutting. Habitual late attendance shall be treated as misconduct. Further, employees shall be allowed for early secure or late reporting, maximum one hour each for two occasions in a month to meet any urgent requirement, with prior permission.

8. Pay & allowances/Scale of pay/Annual increments

The monthly salary for all the employees shall be paid on the first working day of the succeeding month. In case the first day is Sunday/Holiday, payment will be made on the next day. Salary payment is made through their Bank Accounts.

Separate Scale of pay is fixed for different Posts /Grades and categories of Teaching and Non Teaching Staff.

Annual increments for Teaching Staff is granted in the month of June and to Non-teaching staff in January.

9. Promotion

Through this policy, the Institution facilitates growth & advancement of its Faculty Members and other Staff Members. This policy enhances the upward mobility of Staff in their cadre & complements the values encouraging employee development.

10. The Code of Conduct & Code of Ethics

The effectiveness of a College/Institution in delivering quality education and achieving the targets set by it will substantially depend on the ethical standard that the Faculty Members/Employees displays in day-to-day discharge of their duties. It is, in this belief, that a Code of Conduct has been drawn that will provide general frame work of ideals and expectations expected of them.

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F-48 REQUEST TO FILL VACANCY

F-99 APPLICATION FOR EMPLOYMENT

F-31 COMPETENCY MATRIX

F-31 B INTERVIEW SCORECARD