



KORAMBAYIL AHAMED HAJI MEMORIAL
UNITY WOMEN'S COLLEGE, MANJERI
(P.O) Narukara, Malappuram Dt., Kerala - 676 122
(Govt.- Aided and affiliated to University of Calicut)
[Nationally re-accredited by NAAC with 'B++' Grade, CGPA 2.77]
www.unitywomenscollege.ac.in



UWC MANAGEMENT POLICY FOR STAFF RECRUITMENT AND STAFF BENEFITS



QUALITY POLICIES

**KORAMBAYIL AHAMED HAJI MEMORIAL UNITY WOMEN'S COLLEGE
MANJERI, MALAPPURAM, KERALA, INDIA.
INTERNAL QUALITY ASSURANCE CELL**



THE MANAGEMENT POLICY REGARDING STAFF APPOINTMENTS AND EMPLOYEE BENEFITS

FOREWORD

KAHM Unity Women's College is a First Grade Aided College affiliated with the University of Calicut, giving importance to the higher education of women in the locality. The college is a government- aided institution managed by MECA and recognized under sections 2(f) and 12(b) of the UGC Act. KAHM Unity Women's College has alongstanding tradition of contributing to the educational and cultural advancement of the community. Accredited by NAAC with an B++ grade, the college remains committed to excellence by continuously adapting to new trends in higher education. As part of its efforts to standardize operations, the college management has established a policy for staff appointments, service benefits, and other welfare programs.

O.Abdul Ali

(Manager, College Management Committee)



POLICY ON STAFF APPOINTMENTS AND EMPLOYEE BENEFITS

Policy on appointment of teaching staff:

- The appointment of teaching staff in the self-financing section will follow a process similar to that of the regular aided section. Eligibility criteria will be aligned with UGC standards. Vacancies will be announced, and applicants will be invited for an interview. The interview panel will include the Manager of the college, the Principal, and a subject expert. Scoring will be conducted in accordance with UGC regulations, and a rank list will be prepared based on interview performance. Appointments will be made according to the ranking in the interview.

Policy on appointment of Non-teaching staff:

- The appointment of non-teaching staff in the self-financing section will follow a process similar to that of the non-teaching staff in the aided section. Eligibility criteria will align with those set by the Government of Kerala. Vacancies will be announced, and applicants will be invited for an interview. The interview panel will include the Manager of the college, the Principal, and a teacher nominated by the Governing Body. Appointments will be made based on the ranking in the interview.

Employee Benefits:

Salary of employees:

- The salary of teaching and non-teaching staff in the aided stream is as per the rules of the government of Kerala.



- Salary of staffs in the self-financing sector is fixed by the college governing body following the rules of Government of Kerala and University of Calicut.

Festival Allowance:

- Festival allowance and salary advances are given to staff during atthe time of Onam Festival.

Leaves:

- Casual leaves of 15 days to teaching staff and 20 days to non- teaching staff are permitted in a calendar year. In addition, staffs are eligible for 20 days of half pay leave or 10 days commuted leave in one year. Moreover, maternity leaves of six months and paternity leave of 10 days are also allowed.

Welfare Schemes:

- All employees in the aided sector are enrolled in the employees providentfund. Employees are also covered under various insurance schemes like SLI, GIS & GPAIS.
- **Financial assistance** is given to teachers by the management towards registration fee for attending seminars, conferences or workshops. Assistance is also given for taking membership in professional bodies.