



KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

(Affiliated to University of Calicut, Recognized by Govt. of Kerala)

(Recognized Under Section 2(f) of the UGC Act, 1956)

Parappur P.O, Malappuram Dt., Kerala, Pin - 676 503

Ph: 0483 2744155, 9539 744 155

Website: www.kottakkalfarookcollege.edu.in, E-mail: kottakkalfarookcollege@gmail.com

HUMAN RESOURCE MANAGEMENT POLICY

At Kottakkal Farook Arts and Science College (KFASC), we recognize that our people are our most valuable asset. Our Human Resource Management Policy is designed to foster a supportive, inclusive, and high-performing work environment that aligns with the college's mission of academic excellence and holistic development.

Purpose

The purpose of this HR Policy is to guide the management of human resources at KFASC in a way that ensures fairness, transparency, and accountability. We are committed to recruiting, developing, and retaining a talented and diverse workforce that contributes to the college's educational objectives and strategic goals.

Scope

This policy applies to all employees at KFASC, including faculty, administrative staff, and support personnel. It covers key areas of human resource management, including recruitment, training, performance management, employee relations, policy formulation, and career development.

Core Principles

1. Recruitment and Selection

KFASC is committed to attracting and retaining high-quality faculty and staff through transparent and merit-based recruitment processes. We aim to foster a diverse workforce that reflects the richness of perspectives needed to advance the college's mission.

2. Training and Development

Continuous professional development is vital for the growth of our employees and the institution. KFASC will identify and provide opportunities for training, skill enhancement, and career advancement. We support lifelong learning by offering financial assistance and time allowances for professional development.

3. Performance Management

We believe in fostering a culture of excellence through a fair and constructive performance appraisal system. Employees are provided with regular feedback and support to achieve their personal and professional goals. Performance evaluations are conducted with a focus on growth, accountability, and alignment with institutional objectives.

4. Employee Relations

KFASC is committed to maintaining a respectful and supportive work environment. We encourage open communication and ensure that grievances, disputes, and disciplinary matters are handled fairly and promptly. Our employee relations policies are designed to build strong relationships and foster a positive workplace culture.

5. Policy Formulation

We strive to create policies that enhance employee well-being, ensure compliance with relevant laws, and promote a positive work environment. Policies related to employee benefits, welfare, and work conditions are regularly reviewed to ensure they meet the evolving needs of our workforce.

6. Career Planning and Advancement

KFASC supports the career development of its employees by providing guidance, mentorship, and opportunities for growth. We are dedicated to helping our staff achieve their professional aspirations through structured career planning, financial support, and leave provisions for academic and professional advancement.

7. **Diversity, Equity, and Inclusion**

KFASC is committed to promoting diversity, equity, and inclusion across all levels of the institution. We believe that a diverse and inclusive workforce fosters innovation, enhances our academic environment, and reflects our values of respect and collaboration.

8. **Well-being and Work-Life Balance**

We value the health and well-being of our employees. KFASC will implement policies and programs that support work-life balance, mental health, and overall well-being, ensuring that our staff can thrive both personally and professionally.

9. **Digital Transformation**

In line with our commitment to efficiency and modernization, KFASC will leverage digital tools and platforms to streamline HR processes, enhance communication, and provide easy access to HR-related information and services.

10. **Review and Compliance**

This HR Policy will be reviewed annually to ensure it remains relevant, fair, and in alignment with the college's strategic goals. All HR activities at KFASC will be conducted in compliance with applicable laws and regulations, ensuring that the rights and dignity of all employees are upheld.