



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)

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STANDARD OPERATING PROCEDURE (SOP) FOR HUMAN RESOURCE MANAGEMENT (HRM) COMMITTEE

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Human Resource Management (HRM) Committee at Kottakkal Farook Arts and Science College (KFASC). The HRM Committee is responsible for overseeing and managing all aspects related to the college's human resources to ensure the college has a competent, motivated, and well-supported workforce.

2. Scope

This SOP applies to all members of the HRM Committee at KFASC and covers the following areas:

- Recruitment and selection
- Training and development
- Performance management
- Employee relations
- Policy formulation
- Career planning

3. Definitions

HRM Committee: An administrative body responsible for overseeing and managing all aspects related to the college's human resources.

4. Responsibilities

4.1 HRM Committee Chair

- Coordinate HRM Committee meetings and ensure compliance with policies.
- Oversee the implementation of human resource decisions taken by the committee.
- Represent the committee in external human resource matters.

4.2 HRM Committee Members

- Participate in HRM Committee meetings and provide input on human resource management.
- Review human resource policies and procedures.
- Monitor human resource performance and issues.

5. Procedures

5.1 Meetings

- The HRM Committee will meet at least quarterly to review human resource policies and procedures.
- The Chair will prepare and distribute the agenda at least one week before the meeting.
- Minutes of the meeting will be recorded and circulated to all members within one week.

5.2 Recruitment and Selection

- The HRM Committee will develop and implement policies and procedures for the recruitment and selection of faculty and staff.
- Ensure that the college attracts and retains talented individuals.

5.3 Training and Development

- Identify training and development needs of faculty and staff.
- Organize training programs to enhance their skills and capabilities.
- Provide financial assistance and leave on duty for job enhancement.

5.4 Performance Management

- Establish performance appraisal systems to evaluate the performance of faculty and staff.
- Provide feedback and support for improvement.

5.5 Employee Relations

- Manage employee relations issues, such as grievances, disputes, and disciplinary matters, in a fair and timely manner.
- Ensure compliance with relevant laws and regulations.

5.6 Policy Formulation

- Formulate and review policies related to employee benefits, welfare, and work conditions.
- Ensure compliance with relevant laws and regulations.

5.7 Career Planning

- Develop career advancement opportunities for faculty and staff.
- Provide guidance and support for career development.
- Provide financial assistance and leave on duty for career enhancement.

6. Documentation and Reporting

- Maintain records of all HRM Committee meetings, decisions, and actions.
- Document all human resource policies and procedures.
- Submit quarterly and annual reports on human resource management to the Governing Body.

7. Review and Revision

- This SOP will be reviewed annually by the HRM Committee.
- Any changes or updates will be documented and approved by the HRM Committee before implementation.

8. Approval

This SOP is approved by the Chair of the HRM Committee and is effective from [Date].

Chair's Signature:

Date:

9. Distribution

This SOP will be distributed to all HRM Committee members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.