

Date : 17-12-2019

HR POLICY

1.Objective

This policy's goal is to provide an overview of Srinivasa Institute of Management Studies' (SIMS) HR practices and procedures, ensuring professional growth, equitable treatment, and faithfulness to institutional and legal requirements.

2.Scope

All SIMS personnel, including administrative, non-teaching, and teaching staff, are subject to this policy.

3. Recruitment and Hiring

- **Equal-Opportunity:**

SIMS is dedicated to providing equal employment opportunities and will not favor against anybody on the basis of their age, handicap, race, colour, religion, sex, national origin, or any other protected trait.

- **Job-Postings:**

To draw in a wide range of applicants, all job openings will be advertised both internally and externally.

- **Selection-Process:**

To ensure that the most qualified applicant is selected on the basis of merit and suitability for the position, the selection procedure entails examining applications, holding interviews, and evaluating qualifications.

- **Onboarding:**

An orientation session will be held for new employees to acquaint them with the policies, practices, and culture of the institute.

4. Employment Terms and Conditions

- **Contracts:**

Workplace agreements will specify terms and circumstances, such as duties, pay, perks, and length of employment.

- **Probation-Period:**

New employees may be subject to a probationary term, which usually lasts six months and is used to assess their performance.

5. Compensation and Benefits

- **Salary:**

Market norms, experience, and qualifications are used to calculate salaries.

Salary reviews will be carried out annually to evaluate and make adjustments.

- **Benefits:**

Employees are eligible for a number of perks, such as health insurance, paid leave (sick, casual, and yearly), and possibilities for professional growth.

6. Performance Management

- **Appraisals:**

Yearly employee performance appraisals are conducted to evaluate performance of the employee, set goals, and identify growth needs.

- **Feedback:**

Constant feedback is taken to support professional growth and address any performance issues promptly.

7. Professional Development

- **Training:**

To enhance employee skills and knowledge and for continuous learning, SIMS conducts various training programs (FPD, ATP), workshops, and seminars.

- **Tuition Assistance:**

Sims provides tuition assistance to employees eligible for further education in their respective area of interest and specialisation, subject to approval.

8. Leave Policies

- **Annual Leave:**

Employees' eligibility for yearly leave is determined by their position and duration of service.

- **Sick Leave:**

Employees who become ill or are injured and are unable to work are entitled to paid sick leave.

- **Maternity Leave:**

In accordance with the institute's maternity leave policy, parental leave is granted.

- **Special Leave:**

Subject to approval, employees may request special leave for personal reasons.

9. Code of Conduct

- **Professional Behaviour:**

Employees are expected to uphold strict guidelines for professionalism, honesty, and respect to students and colleagues.

- **Confidentiality:**

Employees are required to keep information about students and institute affairs confidential.

- **Conflict of Interest:**

Immediately notify the administration of any possible conflicts of interest.

10. Disciplinary Procedures

- **Policy Violations:**

Depending on the seriousness of the offence & violations of institute policies employees has go through a formal disciplinary procedure that may involve warnings, suspension, or termination.

- **Grievance Redressal:**

To handle employee complaints and conflicts, a grievance redressal procedure is in place.

11. Health and Safety

- **Work Environment:**

SIMS is dedicated to offering a secure and healthful workplace.

There will be frequent training sessions and safety audits.

- **Emergency Procedures:**

Employees will be trained on emergency procedures, including evacuation plans and first aid.

12. Review and Amendment

- To maintain compliance with legal obligations and compatibility with institutional goals, this HR policy will be reviewed annually and may be updated as needed.

By establishing clear norms for employment procedures, guaranteeing a healthy work environment, and encouraging professional development, this HR policy statement seeks to help SIMS personnel.



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