

Asian College of Education, Patiala

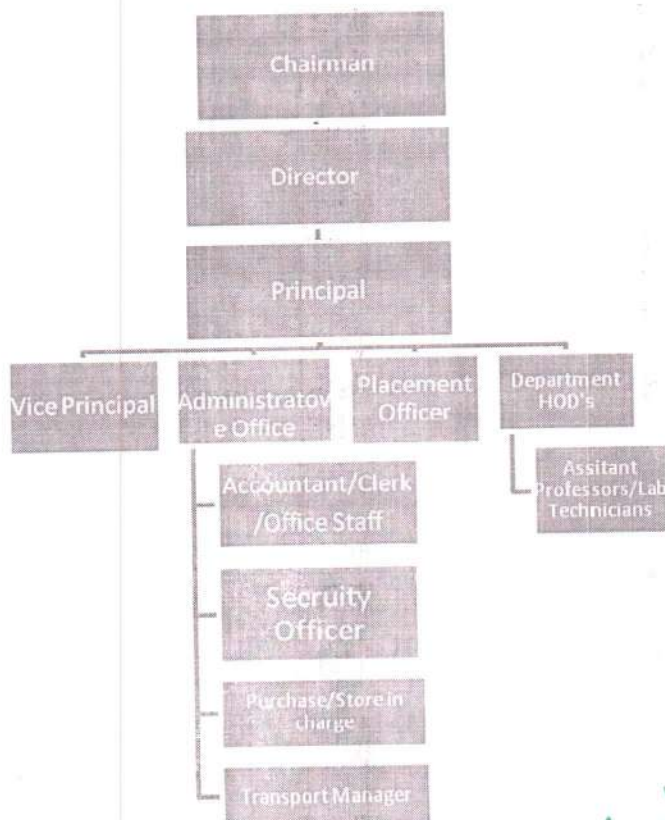
Policies, Administrative Setup, Service Rules and Procedures

(Additional Information)

The functioning of the bodies is effective and efficient. The Management, with its expertise in industry and business, takes an active interest in all the operative level details. In the hierarchy, the Chairman is at the top followed by Director and Principal in order. Principal has a team of specialists that include Vice-Principal, Administrative Officer, Placement Officer and Departmental Heads. Administrative Officer has a team that constitutes Clerks, an Accounts Clerk, a Security Officer, a Transport Manager and a Purchase/Stores In-charge.

Human Resource Management is a function, till the tenure of current SSR, was done centrally by the Management but from the session 2021-22, following the decentralized procedure an "Academic Committee" has been approved by the Management. For planning, recruitment, training and orientation of the staff, a set procedure has been designed. Elaborate rules relating to all this have also been framed. To arrive at a best set of HRM Rules an elaborate exercise has been done which kept in view the Punjabi University Calendar and the Punjab Civil Service Rules.

Organizational Structure



Sanjiv
Principal
Asian College of Education
2/7/22

Human Resource Plan

Earlier this human resource function has been done by the Management at a centralized level but from the session 2021-22 following procedure has been designed by the Academic Committee and approved by the Management.

a) Human Resource Planning

1. The Principal, in consultation of Academic Committee, shall assess in the month of April every year, the staff requirement for the next academic year.
2. Staff requirement will be obtained, by the Principal, from all the Head of Departments (HoDs) and arrive at the number of faculty members, Lab assistants and administrative staff required with the following guidelines in mind.
3. The teacher student ratio shall be 1:20 and for this purpose, the Professor (if any) shall also be included in counting the number of teachers.
4. Management will appoint a Selection Committee for recruitment as per the University or State Govt. rules.

b) Recruitment

1. The selection committee shall prepare a job description and job specification for the candidate to be recruited.
2. The committee shall invite the applications by issuing advertisements in the newspapers. Files will be maintained for storing the applications and references.
3. If the committee deems it fit, may also conduct walk-in Interviews for selection.
4. The committee shall shortlist the candidates by a personal interview followed by a class room demonstration.
5. The committee shall finalize the selection out of short-listed candidates. The Chairman/ Managing Director will approve the decisions of the Selection Committee.
6. An offer letter of appointment shall be released by the Principal.

c) Orientation

1. Every faculty appointed in the college shall be given a brief introduction about the College by the Principal on the day of his/her joining.
2. The Principal shall take him/ her to the department of his/ her work and introduce him/her to Head of the Department.
3. The Head of the Department will give a brief introduction about the department and will introduce the new incumbent to all the teaching and non-teaching members of his team. Head of the Department will also take him/her on a tour of the campus, explaining the various codes of conduct observed in availing the facilities in the college.

4. The Head of the Department will also ensure all the registration formalities, including submission of joining report, User Id for secured internet accessing facility, Identity card etc.
5. The Head of the Department will assign the subject to the new faculty member for teaching.

d) Positions and Pay Scales

1. The college will have the following positions of hierarchy in the teaching departments: Principal, Dean (If necessary), Professors, Associate Professors, and Assistant Professors.
2. The appointment of Head of the Department will be decided by the Management.
3. In addition, each department may have supportive staff like Programmers, Lab Assistants and Attendant.
4. The College office will have the following positions of hierarchy in the administrative department: Administrative Officer, Accountant, Office Supporting Staff and Office Assistants.

e) Yearly Increments

1. Depending on the financial position of the Institution, staff members will be eligible for the increment prescribed at the end of 12 months service in the institution.
2. Additional Increments may be given to the staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

f) Benefits Extended to the Faculty and Non-Teaching Staff Members

1. EPF/ESI as per Govt. Rules
2. Concession for staff members in Transportation.
3. Preference given to employees' children in admission, Scholarship and concession in fees.

g) Leave Rules

As per Leave Rules of affiliating university, the Punjabi University

h) Performance Appraisal

Performance appraisal for increment and promotion purposes will be done on the basis of a form which takes in to account all the parameters.

i) Resignation

1. A staff member will be at its liberty to tender his/her resignation from the services of the college in compliance with the condition of prior notice as laid down in the Appointment Letter/ Appointment Agreement.
2. The employee has to request in writing well in advance of his/her intention to resign from the services at college to the Competent Authority through proper channel.

3. On acceptance of resignation, the employee will be required to hand over charge as directed by the Principal before collecting the "No Dues Certificate", from all concerned departments prior to release in a prescribed format.
4. All properties of the College should be returned in proper condition to the Head of the Department/ Principal for the issuance of Relieving Order.

Composition of Governing Body (Session 2020-21)

Sr. No.	Name	Position
1	Tarsem Lal	President
2	Harbhinder Singh	General Secretary
3	Shingar Singh	Press Secretary and Cashier
4	Angrez Kaur	Executive Member
5	Amrik Singh	Executive Member
6	Gurpreet Kaur	Executive Member
7	Harinder Kaur	Executive Member
8	Ramandeep Singh	Executive Member

Sanyal
Principal 7/7/22
Asian College of Education