

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI

Affiliated to Madurai Kamaraj University

Re-accredited with A Grade (CGPA 3.11) by NAAC

Human Resource Development Policy

Preamble

Sri Kaliswari College, Sivakasi is committed to initiate and provide formal, systematic and structured training and development to staff in order to equip them to meet the growing needs of higher education. The institute shall strive to empower the staff with global competencies required to execute their roles and responsibilities effectively and efficiently.

Human Resource Development Strategy

This policy serves as the guidelines for Human Resource Development of teaching and non-teaching staff of Sri Kaliswari College, Sivakasi.

All departments/associations/committees/administrative offices are to abide by these guidelines to undertake human resource development for their staff.

Human Resource Development Programs organized shall adhere to the vision, mission and core values of the institution and streamlined with the institutional perspective plan and the annual strategic plan.

Human Resource Development Programs are to be planned, organized and executed meticulously and systematically.

All Human Resource Development Programs shall have the following standards: setting the organizing committee with a coordinator, pre-program planning, venue booking, logistics and hospitality arrangements, event management, feedback, reporting, and continuous quality improvement.

Faculty Development Program

IQAC shall organize the Faculty Development Programs pertaining to curriculum, teaching-learning process, evaluation, research, IPR, quality, and the changes in higher education for the faculty members.

The IQAC shall organize programs in technical skills, soft skills, teamwork, and organization skills for non-teaching staff.

Faculty Induction Program

Faculty Induction Program shall be organized for new faculty members regarding the vision, mission, goals, core values, human resource policy, code of conduct, organization culture, work culture, work ethics, career advancement, research awards, and technical proficiency training at the beginning of the academic year. The Principal and Senior Faculty members convey the policies to the faculty members and code of conduct.

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In-Service Training

The IQAC shall initiate training for faculty in recent developments in the industry, technological developments, knowledge areas, emerging research, and innovations that are essential for student learning. In-service training may be arranged with an external expert in the subject.

Faculty members shall be sent for training in the latest developments in their field, who in turn train their colleagues and students in the college.

Leadership Development

All the teachers shall be given a leadership role/supporting role in the academic/co-curricular/administrative bodies/committees. Every year Annual Responsibility are allocated to the faculty members by the Principal.

Faculty and staff in the initial years of their career shall be provided opportunities to undergo leadership development through seminars/conferences/FDPs.

Research Policy

Faculty members are exhorted to complete their Ph.D. if they do not have the Ph.D. degree at the entry-level. On duty leave shall be provided for viva-voce examination and convocation.

Faculty members are expected to publish more papers in Scopus, Web of Science Indexed journals and UGC CARE journals.

Faculty members are encouraged to participate in Faculty Development Programme (FDP)

Signature of the Secretary

**Secretary
SRI KALISWARI TRUST,
SIVAKASI.**

Signature of the Principal

**Principal
SRI KALISWARI COLLEGE
(Autonomous)
SIVAKASI - 626 130**