



NICHE
KANYAKUMARI
DEEMED-TO-BE UNIVERSITY

NOORUL ISLAM CENTRE FOR HIGHER EDUCATION

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Human Resource Development Policy

The Human Resource Development Policy aims to attract, recruit, and retain highly qualified and motivated personnel across academic, administrative, and technical departments. This policy will support NICHE's commitment to academic excellence, administrative efficiency, and innovation.

1. Significance of the Recruitment Policy

- To establish a fair, transparent, and efficient process for recruiting talented individuals.
- To attract diverse and qualified candidates in alignment with the university's mission.
- To foster a supportive work environment that encourages career growth and professional development.

This policy applies to all recruitments for academic, administrative, and technical staff positions, covering designations such as Professors, Associate Professors, Assistant Professors, Directors, Deans, Librarians, administrative officers, and technical support staff.

2.0 Categorization and Cadre Strength of Staff

2.1 Categorization of staff

All Noorul Islam Centre for Higher Education staff members are grouped into three categories viz.

- (1) a) Teaching Staff (Faculty Members)
b) Other Category
- (2) Administrative Staff
- (3) Technical Staff

2.2 Posts under each category

2.2.1 (i) Teaching Faculty

Professor, Associate Professor, and Assistant Professor of various levels (10-15) as prescribed by the UGC, Professor of Eminence, Visiting Professor, Visiting Faculty and Professors of Practice.

(ii) Other category

Director, Deans of various faculties, Deputy Director and Assistant Director, Librarian, Deputy Librarian, Assistant Librarian, Placement and Training Officer and.

2.2.2 Administrative Staff

Deputy Registrar, Finance Officer, Assistant Finance Officer, Assistant Registrar, Section Officer, Accountant, Assistant Section Officer, Assistant, Junior Assistant, Typist, Stenographer, Telephone Operator, Clerk and Attender.

2.2.3 Technical staff

Selection Grade Technician, Senior Technician, Technician, Assistant Technician, Instructor, System Analyst cum Operator and Library Assistant, Electrician and Plumber.

2.3 Cadre Strength

2.3.1 Teaching faculty/ faculty/ Another category

The strength of the teaching faculty in each department is fixed by considering the UGC / AICTE/RCI guidelines, programs offered, and the strength of the department's students.

2.3.2 Administrative staff

The strength of administrative staff is sanctioned by the competent authority, taking into account NICHE's administrative workload.

2.3.3 Technical staff

The strength of the technical staff depends upon the needs of each department of the institute, based on the proposals of the concerned HOD, and is sanctioned accordingly by the competent authority.

3.0 Minimum Qualifications for Direct Recruitment of Staff

3.1 Vice Chancellor, Registrar, Controller of Examinations & Finance Officer Required Qualifications

The qualifications and experience for the direct recruitment of Vice Chancellor, Registrar, Controller of Examinations (COE) and Finance Officer shall be as prescribed by the UGC Regulations 2018 and the MOA registered as per the Deemed University regulations 2023.

3.2. Teaching Staff and Other Category of Staff

3.2.1 Direct Recruitment

For direct recruitment of all teaching and other categories of staff, the procedure and guidelines prescribed by “UGC Regulations on minimum qualification for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education 2018” (published in the Gazette of India, July 18, 2018)/ AICTE and relevant regulation(s) and subsequent amendments shall be followed.

3.2.2 Required Qualifications

The minimum qualification stipulated by UGC/AICTE shall be adopted only if candidates with higher qualifications are not available. The Institute shall recruit candidates with a Ph.D. degree for all teaching positions as a policy. However, if Ph.D.-qualified candidates are not available in a subject exempted by the UGC, candidates with qualifications prescribed by UGC / AICTE shall be recruited.

3.2.3 Filling of senior positions

For senior positions, eligible faculty members of the Institute will be considered along with outside candidates who apply against notification. Taking into account qualification,

experience, academic and research contributions, projects executed, publications, etc., the position will be filled by the meritorious candidates selected by the committee.

3.3 Administrative Staff

3.3.1 Direct Recruitment and Selection procedure

- i) An advertisement for administrative staff recruitment will be published in the leading dailies and on the website.
- ii) The office of the Registrar shall shortlist Applications received by the Institute, taking into consideration qualifications, previous experience, and knowledge in administration.
- iii) All short-listed applicants shall be called for an interview before a selection committee constituted by the Vice Chancellor for the purpose.

3.3.2 Selection Criteria

The Selection Committee selects the candidate, taking into account the candidate's subject knowledge, aptitude, experience, and interview performance.

3.3.3 Appointment

After approval of the selection list by the Vice Chancellor, the selected candidates are appointed to the post for which the Registrar selects him/her after getting the due approval/ ratification by the Board of Management

3.3.4 Required Qualifications

The qualifications prescribed for the direct recruitment of various categories of administrative staff are as directed by the UGC/ AICTE/ RCI

3.4 Technical Staff

3.4.1 Direct Recruitment

Selection procedure

- i) For the recruitment of technical staff, advertisements shall be issued in leading dailies and put up on the NICHE website indicating qualifications, experience, and pay scale.
- ii) Applications received by the NICHE shall be short-listed by a Committee consisting of the Dean of the School, the HOD of the concerned Department, a senior Professor and an Associate Professor of the concerned Department.
- iii) For this purpose, all shortlisted applicants shall be interviewed by a selection committee constituted by the Vice Chancellor.
- iv) Before appearing for an oral interview, all these candidates shall sit for a written test and/or take a practical test conducted by the Department concerned if necessary.

Selection Committee

The Vice Chancellor constitutes the selection committee and comprises the Registrar, Dean Concerned, and Head of the Department. The committee shall select the candidate(s) taking into account the test performance, subject knowledge, aptitude, and experience of the candidate(s).

Appointment

After the Vice Chancellor approves the selection list, the Registrar will appoint the selected candidates to the respective post(s).

Required Qualifications

The qualifications prescribed for the direct recruitment of various categories of administrative staff are as directed by the UGC/ AICTE/ RCI

4. Recruitment Categories

4.1 Recruitment and Selection

4.1.1 Workforce Planning:

- Annual assessments will determine staffing needs in collaboration with academic departments.
- A workforce plan will outline the required skills, experience, and the number of positions.

4.1.2 Recruitment Procedures:

- Job openings will be advertised via reputable channels (university website, academic job portals, and professional networks).
- Emphasis on diversity and equal opportunity to foster an inclusive workplace.
- A comprehensive job description and selection criteria will accompany each role.

4.1.3 Selection Process:

- **Shortlisting:** Initial screening based on qualifications, experience, and skills.
- **Interview Panels:** Panels will include HR representatives and senior departmental members to assess candidates' qualifications and alignment with NICHE's values.
- **Assessments:** Candidates may undergo written tests, teaching demonstrations, or practical exams, depending on the role.

4.2 Induction and Orientation

4.2.1 Onboarding Program:

- New employees participate in an orientation covering NICHE's mission, code of conduct, and job expectations.
- Mentorship programs will be established for teaching staff, pairing them with senior faculty members.

4.2.2 Probation Period:

- All new hires undergo one year of probation, with evaluations at three and six months to assess job performance and cultural fit.

4.3 Employee Development and Training

4.3.1 Faculty Development Programs (FDPs):

- Regular FDPs on pedagogy, research methods, and emerging trends in education to keep faculty updated.
- Financial support for faculty attending national and international conferences to promote research engagement.

4.3.2 Administrative and Support Staff Training:

- Annual training on customer service, communication skills, and new technologies relevant to administrative roles.

4.3.3 Research and Innovation Encouragement:

- Support faculty and researchers in pursuing collaborative projects, patents, and publications.
- Regular workshops on research ethics, intellectual property rights, and grant writing.

4.4 Performance Management and Appraisal

4.4.1 Performance Review System:

- A formal appraisal process will be conducted annually, assessing contributions to teaching, research, service, and professional development.
- Separate evaluation criteria for teaching and non-teaching staff to ensure fair assessment based on role-specific metrics.

4.4.2 Promotion and Career Advancement:

- Career progression is based on performance, qualifications, and adherence to NICHE's values.
- Special provisions for accelerated promotions for exceptional contributors in teaching or research.

4.5 Compensation and Benefits

4.5.1 Salary Structure:

- NICHE offers competitive, performance-linked pay structures aligned with UGC/AICTE and industry standards.
- Annual reviews ensure salaries remain competitive with comparable institutions.

4.5.2 Employee Benefits:

- Comprehensive benefits, including health insurance, provident fund, and leave benefits.
- Provision of accommodation or housing allowance for teaching staff, depending on their grade and position.

4.6 Work-Life Balance and Welfare

4.6.1 Employee Welfare Programs:

- Regular health check-ups, wellness programs, and mental health support sessions for all employees.
- Flexible working arrangements to support personal needs without compromising work standards.

4.6.2 Grievance Redressal Mechanism:

- A formal process for addressing employee grievances and complaints.
- Regular monitoring of the workplace environment to ensure a respectful and harassment-free setting.

4.7 Exit Policy and Procedure

4.7.1 Resignation and Termination:

- Employees are required to provide a minimum of one month's notice for resignations. For key positions, a three-month notice is expected.
- Termination procedures will be handled with due diligence and fairness, following NICHE's disciplinary guidelines.

4.7.2 Exit Interview:

- An exit interview will be conducted to gather feedback and insights to improve HR practices and employee retention.

5.0 Probation, Placement and Seniority

5.1 Probation

- i) The appointment to any post in the Institute is temporary and lasts for a period of one year. After assessing the performance during the year and if found to be satisfactory. At the end of the first year, he/ she will be considered for regular appointment (as an approved probationer) only if the services are found to be satisfactory throughout the period of one year.
- ii) In case a staff member's performance is not satisfactory during the probationary period, the probation of the staff member may be extended or the services terminated. The decision shall be taken on a 'case by case' basis, on merit.
- iii) The rule of probation does not apply to appointments made on a temporary/consolidated, contract, or daily wage basis.

5.2 Placement of staff

- i) A staff member selected for appointment is ordinarily attached to the Department to which he/she was selected.
- ii) However, the management/competent authority has the right to redeploy the staff member in any other department in the interest of the institute, depending upon need and exigency.

5.3 Seniority

The following rules shall be adopted while fixing staff members' seniority in each post category.

- i) If two or more persons are selected for appointment at the same time to a particular category of post, the selection committee shall fix the order of seniority among them according to the merit of the candidate selected. In the absence of such a merit list, the seniority shall be fixed as per the date (and time) of the staff member's joining for duty in the Institute.
- ii) In the case of a staff member recruited in the middle or senior cadre, the inter-se-seniority shall be fixed as junior to junior most staff member in the respective category of post.
- iii) No seniority shall be fixed for individuals recruited on contract appointments or on a temporary basis for a short duration.

- iv) In the case of a staff member recruited on consolidated wages and subsequently absorbed in the regular scale of pay, the seniority shall be fixed only from the date of his/her permanent appointment to the post.
- v) Notwithstanding the above-mentioned policy of seniority, the Management or the competent authority shall promote a junior to the next cadre based on his/her performance and merit.

6. Duty, Pay, Allowances and Increment

6.1 Duty

A staff member is considered to be on duty for the purpose of service benefits:

- i) When a member is discharging the duties of the post to which she/he is appointed.
- ii) When the member may be enjoying holidays declared by the Institute or vacation permitted or availing any leave sanctioned by the authority concerned.
- iii) When the member is attending conferences, seminars, summer and winter schools, workshops, refresher courses, orientation courses, etc, duly permitted by the competent authority.
- iv) Any other work assigned to the staff member by the competent authority in the interest of the Institute.

6.2 Pay Scales

- i) All regularly appointed teaching faculty are governed by the pay scales (pay band) approved by management from time to time on the basis of the UGC/AICTE pay scale rationalized by the Tamil Nadu Government. The scale of pay of faculty members is given below:

(a) Details of the scale of pay of Teaching Staff

Sl. No	Designation	Entry Pay (Rs)
1	Level 10	21600
2	Level 11	25790
3	Level 12	29900
4	Level 13A	49200
5	Level 14	53000
6	Level 15	67000

- ii) All other staff members classified as non-teaching category (Administrative and Technical Staff) shall be governed by the pay scales approved by the management, which are based on the Tamil Nadu Government / UGC/AICTE scale of pay.

6.3 Allowances

Allowances such as Dearness Allowance (DA), House Rent Allowance (HRA), and other allowances, if any, shall be fixed by management as applicable from time to time for all regular employees.

6.4 Sanction of Increment

6.4.1 For faculty members

Increments to all teaching staff (faculty members) shall be sanctioned based on performance as prescribed by the UGC/AICTE from time to time. In addition, the faculty member

- i) Should secure grants from funding agencies/industries to carry out research in thrust areas.
- ii) Consultancy projects and testing should be acquired to enhance the institute's visibility.
- iii) Should be involved in all legitimate activities for the growth of the Institute
- iv) Should organize/participate in International / National Conferences / Symposia/workshops/seminars, etc.

6.4.2 For Non-Teaching Staff (Administrative and Technical staff)

For all staff members other than faculty members, increments will be sanctioned based on a satisfactory report by the reporting officer in the format prescribed for the purpose. In addition, confidential reports on the overall performance of staff members from the officers may also be taken into account for sanction of increments.

7. Compliance and Ethics

NICHE Deemed to be University has a zero-tolerance policy for discrimination, harassment, or unethical behaviour. All employees are expected to abide by institutional policies, and violations will result in disciplinary actions per NICHE guidelines.

8. Review and Amendment

This HRD Policy is subject to annual review to ensure alignment with institutional goals and evolving regulatory requirements. Amendments will be communicated to all employees and reflected in NICHE's policy repository.



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Registrar

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