



# Sri Ganesh College of Arts & Science

Co-Educational Institution Affiliated to Periyar University

Kamaraj Nagar Colony, Ammapet, Salem - 636 014 Tamilnadu, INDIA. Cell : 80127 64562

Tel: 0427-2242999, Email: principal.ganeshcollege@gmail.com | www.ganeshcollege.in

## Human Resource Policy

### 1. Synopsis

Sri Ganesh College of Arts & Science, Salem, is dedicated to creating an environment that reflects our motto, "Learn, Rise, Excel." This Human Resource Policy outlines the college's approach to the recruitment, development, and management of its staff, aligning with our commitment to educational excellence. The policy ensures that all processes related to human resources are transparent, equitable, and supportive of the overall mission of the institution. By implementing this policy, the college seeks to attract and retain highly qualified individuals who contribute to the growth and success of the institution while promoting a culture of continuous learning, diversity, and inclusivity.

### 2. Scope

This policy applies to all faculty members, and non-teaching employees at SGCAS. It covers all aspects of human resource management, including recruitment, compensation, professional development, performance management, work environment, and grievance redressal. The policy also extends to areas such as diversity and inclusion, work-life balance, ethics and conduct, community engagement, and technology integration, ensuring that the institution remains a dynamic and supportive place to work.

### 3. Objectives of the Policy

The objectives of this Human Resource Policy are to:

- Establish a fair and transparent recruitment and selection process that adheres to government norms and institutional values.
- Provide competitive compensation and benefits to attract and retain talented individuals.
- Promote continuous professional development and lifelong learning among staff members.
- Ensure a positive work environment that enables collaboration, respect, and safety.







# Sri Ganesh College of Arts & Science

Co-Educational Institution Affiliated to Periyar University

Kamaraj Nagar Colony, Ammapet, Salem - 636 014 Tamilnadu, INDIA. Cell : 80127 64562  
Tel: 0427-2242999, Email: principal.ganeshcollege@gmail.com | www.ganeshcollege.in

- Support work-life balance and wellness for all employees.
- Encourage diversity and inclusion within the workforce.
- Uphold high standards of ethics and conduct in all professional activities.
- Facilitate community engagement and technology integration in teaching and administration.

## 4. Policy Statements

### 4.1 Recruitment and Selection

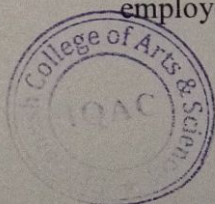
The institution is devoted to a transparent and equitable recruitment process. Adhering to Tamil Nadu government norms, the college ensures that all teaching positions meet the qualifications set by the University Grants Commission and Periyar University. This ensures that the institution maintains high academic standards. The college also emphasizes diversity and inclusivity, providing equal opportunities to all qualified candidates, regardless of gender, caste, creed, or disability. Non-teaching staff are selected based on relevant skills and experience, ensuring competency in their respective roles.

### 4.2 Compensation and Benefits

The college offers competitive salaries that are reviewed and revised annually to reflect market trends and individual performance. Promotions are granted periodically based on merit and institutional growth, recognizing the contributions of staff members. In addition to salary, the college provides a comprehensive benefits package that includes health insurance, retirement plans, and other welfare measures to support the well-being of its employees.

### 4.3 Professional Development

SGCAS encourages lifelong learning and professional growth among its staff. The institution supports continuous education by offering incentives for higher education, research publications, and participation in professional development activities. Regular workshops, training programs, and conferences are organized to enhance the skills and knowledge of employees, ensuring they remain at the forefront of their respective fields.







# Sri Ganesh College of Arts & Science

Co-Educational Institution Affiliated to Periyar University

Kamaraj Nagar Colony, Ammapet, Salem - 636 014 Tamilnadu, INDIA. Cell : 80127 64562

Tel: 0427-2242999, Email: principal.ganeshcollege@gmail.com | www.ganeshcollege.in

## 4.4 Performance Management

The college conducts regular performance evaluations to provide feedback and set goals for its employees. Clear performance metrics are established to ensure accountability and transparency. For those who may be underperforming, the institution provides targeted support and development plans to help them improve and reach their potential.

## 4.5 Work Environment

The work environment at SGCAS is one of collaboration, intellectual curiosity, and mutual respect. The college maintains a safe and healthy campus, which is plastic-free, tobacco-free, and eco-friendly, complying with all relevant regulations. Wellness programs, including yoga and holistic health activities, are an integral part of the college culture, promoting the overall well-being of employees.

## 4.6 Diversity and Inclusion

The college is committed to guaranteeing a diverse workforce that reflects varied backgrounds and perspectives. An inclusive culture is highly valued, ensuring that all staff feel respected and appreciated. The institution has strong anti-discrimination policies in place to prevent any form of harassment or discrimination.

## 5. Approval of the Policy and Review

This Human Resource Policy has been approved by the governing body of Sri Ganesh College of Arts & Science, Salem, and will be reviewed regularly to ensure its effectiveness and alignment with the evolving needs of the institution and its staff. The review process will involve consultations with stakeholders, including teaching and non-teaching staff, to incorporate their feedback and make necessary amendments.

Principal

**PRINCIPAL**  
SRI GANESH COLLEGE OF ARTS & SCIENCE,  
AMMAPET, SALEM-14.

