

## Human Resource Policy

This policy outlines our approach to recruitment, development, and management of our staff, aligning with our motto "Teach, Learn, Serve" and our commitment to educational excellence. This policy has 12-point agenda.

### 12 point Agenda

#### 1. Recruitment and Selection

- **Transparent Process:** Adhering to Tamil Nadu government norms, SVCE ensures a fair and equitable recruitment process.
- **Qualifications:** Teaching positions follow guidelines by Tamil Nadu Teachers Education University, ensuring high standards.
- **Diversity and Inclusivity:** We strive for diversity, providing equal opportunities for all qualified candidates regardless of gender, caste, creed, or disability.
- **Non-Teaching Staff:** Selection is based on relevant skills and experience, ensuring competency.

#### 2. Compensation and Benefits

- **Competitive Salaries:** Reviewed and revised annually to reflect market trends and individual performance.
- **Promotions:** Periodic promotions based on merit and institutional growth.
- **Benefits Package:** Includes health insurance, retirement plans, and welfare measures.

#### 3. Professional Development

- **Continuous Learning:** Encourages lifelong learning and professional growth.
- **Incentives:** For higher education, research publications, and professional development.
- **Workshops and Training:** Regular programs to enhance skills and knowledge.
- **Conferences and Events:** Support for attending relevant professional events.

#### 4. Performance Management

- **Evaluations:** Regular performance evaluations to provide feedback and set goals.
- **Performance Metrics:** Clear metrics for accountability and transparency.
- **Support for Improvement:** Targeted support and development plans for underperforming employees.

#### 5. Work Environment

- **Collaborative Culture:** Fosters teamwork, intellectual curiosity, and mutual respect.
- **Safe and Healthy Environment:** Maintains a plastic-free, tobacco-free, and eco-friendly campus, complying with regulations.
- **Wellness Programs:** Includes yoga and holistic health activities.

#### 6. Diversity and Inclusion

- **Diverse Workforce:** Committed to a diverse workforce reflecting varied backgrounds.
- **Inclusive Culture:** Values different perspectives, ensuring all staff feel respected.
- **Anti-Discrimination Policies:** Prevents discrimination and harassment.



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## 7. Work-Life Balance

- **Importance of Balance:** Recognizes work-life balance for well-being and productivity.
- **Flexible Arrangements:** Considers flexible working arrangements without compromising quality.

## 8. Grievance Redressal

- **Clear Mechanism:** Ensures a confidential grievance redressal mechanism.
- **Resolution Focus:** Emphasizes resolution and continuous improvement.

## 9. Ethics and Conduct

- **Professional Standards:** Adherence to high standards of ethics and conduct.
- **Ethical Training:** Regular training on ethical practices in education and research.

## 10. Community Engagement

- **Outreach Programs:** Encourages participation in community outreach.
- **Recognition:** Rewards significant contributions to community development.

## 11. Technology Integration

- **Promoting Technology:** Encourages use of technology in teaching and administration.
- **Training Sessions:** Regular training to ensure proficiency in relevant tools.

## 12. Health and Wellness

- **Holistic Well-being:** Promotes well-being through yoga and wellness programs.
- **Mental Health Support:** Provides mental health support and counseling services.

The policy is regularly reviewed and updated to meet the evolving needs of the institution and its staff.

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