

HUMAN RESOURCE POLICY

Introduction

The Governing Body of HBC formulates policy statements periodically and communicates the same to the staff members through the Head of the Institution. The Human Resource Policy is for internal use and the information are authenticated at the time of its publication and till a revised Human Resource Policy is circulated.

The Terminology:

The term 'Human Resource Policy' wherever mentioned hereunder means and includes Human Resource Policy of Henry Baker College, Melukavu (hereinafter HBC). The term 'Institution/College/Organization' wherever mentioned hereunder means and includes HBC. The term 'staff member', wherever mentioned in the Human Resource Policy means and includes teaching, non-teaching, technical (computer lab & laboratory), administration and ministerial staff (Governing Body under the Chairmanship of Bishop, East Kerala Diocese).

The Human Resource Policy (HRP)

For a sustainable and viable growth, institutional effectiveness and employee satisfaction, it is imperative to have a sound set of human resource policies which are dynamic and accommodative in creating conducive working environment, where employees can work and benefit in conformance to the mission, vision, objectives and quality policies of the institution. The institution encourages its employees to think, express and share their views in facilitating decision and operations through collective contribution which is a noble approach in recognition of the staff member. The institution recognizes the fact that the culture, values, loyalty,

motivation, involvement and development are the harbingers of glory for both the institution and the employees and feels the need to encourage the same.

HRP focuses on:

- Capacity building of staff through Orientations, Refreshers, FDPs, workshops, Seminars, Industry Interactions and Professional Associations
- Opportunity for career development
- Sharing personal and professional problems
- Team Building and Team Spirit in organization of institutional R & D programmes
- Culture, Values, Loyalty, Commitment, Dedication, Discipline and Devotion
- Commitment to support the overall development of its human resources

Privacy

The institution expects that each and every employee should have inbuilt discipline in maintaining confidentiality and not disclose information related to personnel compensation (for staff on contract), R & D consultancy, course material, lab, Human Resource Policy, training and workshop materials developed, personnel data and any other financial compensation matters of staff on contract. Employees who disclose secrets or confidential information will be subject to disciplinary action which may lead even to dismissal and prosecution.