



# M.E.S COLLEGE ERUMELY

(Approved by Govt. of Kerala & Affiliated to Mahatma Gandhi University)

A Minority Institution Certified by National Minority Education Commission

## HUMAN RESOURCE POLICY

Human resource policies are the formal rules and guidelines that are used to hire, train, assess and reward the members of the taskforce of an institution. It is the continuing guidelines about the approach of an institution which intends to adopt in managing its people. The primary objective of H.R policies is to manage its employees more productively and ensure the smooth functioning of the organization. It is imperative to have a sound set of H.R policies for the substantial viable growth of the institution, effectiveness and employee satisfaction.

They should be dynamic and accommodating in creating conducive working environment where employees can work and benefit as per the mission, vision and quality policies of an institution. The institution encourages its employees to think express and share their own views in facilitating apt decisions and their implementation through collective contribution which is a noble approach in recognition of its staff member. The institution recognize the fact that the culture, Value, Loyalty, motivation, involvement and development are the harbingers of glory both to the institution and its employees and feel the need to encourage the same.

Welfare facilities for staff:

- Arrange Orientation classes, Workshops and Seminars for faculties
- Seed money for participating FDP, Seminars, workshops etc.
- Casual leave : 15 days for teaching faculty and 20 days for office staff
- Medical leave of 5 days
- ESI and Provident Fund facilities
- Salary
- Maternity leave of 4 months
- Festival Allowances
- Free College Bus Facility for staff
- Free Hostel facility for Lady teachers
- Library facility
- Active Staff association
- Staff tour
- Celebration of important festivals provides a platform for togetherness
- Short term financing available through loan and chitty managed by Consumer store.
- ATM & Post office
- Canteen with subsidised rate



  
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