



ASIAN LAW COLLEGE

HUMAN RESOURCE MANUAL

Year of Inception – 2016

Reviewed Annually

(Last Reviewed on 1st July 2020)

ASIAN LAW COLLEGE, NOIDA HUMAN

RESOURCE POLICY

2nd November 2016

1. **Purpose**

The purpose of this policy is to implement procedural transparency with all the staff members associated with Asian law College

2. **Scope:**

This policy is applicable on all the staff members (teaching/ non-teaching, w.e.f. 2nd November 2016.

3. **Core Principles**

- a. **Leadership:** The College leadership at all sites and in all capacities, communicates the institute's goals and values; facilitates teamwork, collaboration, and partnership; rewards achievement of desired outcomes; supports continuous learning and improvement; and encourages innovation and the capacity to respond to change. In doing so, the College leadership encourages each employee to take active responsibility for the mission and vision of the Institute and foster the development and use of each employee's capability.
- b. **Quality of Employment:** The College is committed to create a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work for all and one that encourages balancing work and personal commitments.
- c. **Equal Employment Opportunity:** The College is committed to the ongoing growth and development of an inclusive and positive environment for all staff and students which promotes and values equity and diversity.

- d. **Compensation, Reward and Recognition:** The College compensation program is administered fairly and equitably strengthening the tie between pay, performance and organizational success.
- e. **Continuous Learning and Development:** The College values and supports continuous learning, while understanding that continual learning is a core responsibility of each employee. To that end, it will provide structured development that integrates institutional mission, organizational and individual needs, and performance expectations.
- f. **Response to Change:** The College is constantly preparing itself for the challenges of the future. In doing so, during periods of changing needs, the Institute creates opportunities for employees to acquire the needed skills to continue to advance the mission of the Institute. In support of these principles, the Institute commits adequate resources for equitable support of employee development, compensation, reward and recognition across all units and among all employee classifications.
- g. **Grievance Redressal:** A structured grievance redressal system is in place for all the employees and there is an open door policy whereby the employees can raise their issues or grievance if any to the reporting authority/ HR/ Principal and all grievances are settled through an unbiased and fair procedure.

4. Duties and Responsibilities

Each and every employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him with the full of his ability,

A. Principal:

1. As the figurehead of the institute, Principal should have the vision and leadership ability to keep a college developing.
2. To monitor and conduct academic activities of the institute under the guidance of the management and assistance of the Deans and Head of Departments.
3. To ensure and deliver Quality of Education.
4. To take institute and faculty feedback and accordingly take the remedial actions.

5. To plan and take the necessary actions for improvement of college results and academics.
6. To promote industry institution interaction and research & development activity.
7. To conduct the periodical meetings of the faculties for effective administration of the college.
8. To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
9. To monitor and update the institute website with complete information about the institute.
10. To recommend allocation of budget for the departments as requested by the Head of Departments to Governing body.

B. Dean/HOD:

1. To monitor and conduct academic activities of the department under the guidance of the Principal
2. To take department and faculty feedback and accordingly take the remedial actions.
3. To plan and take the necessary actions for improvement of department results and academic performance.
4. To coordinate term work assessment and conduction of examinations as per the examination norms.
5. To maintain discipline and enforce rules as laid down by the institute, in the department.
6. To monitor the day to day activities of the department.
7. To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.
8. To conduct regular meetings with teaching and non teaching staff as well as the Class Representatives to sort out any issue and queries related to academics.
9. To prepare the department requirements and budget needed.

C. Faculty Members:

Faculty Members include all cadre categories as Professor, Associate Professor & Assistant Professor. The Duties and responsibilities are as follow:

1. To understand and contribute towards attainment of institutes vision and mission.
2. To follow all rules and regulations as laid down by the institute which include working time in the institute.
3. To work sincerely to execute all duties towards academics which include planning and conduct of lectures, preparation for the course assigned, conduct of internal exams and to maintain the Course file and personal file in appropriate format.
4. To use innovative teaching aids and adopt innovative teaching-learning methodologies.
5. To counsel students and conduct remedial sessions for students requiring help.
6. To organize/ coordinate/ attend various seminars/ workshops/training programs.
7. To participate proactively in any research and development activities conducted in the department.
8. To perform other academic/administrative duties assigned by Head of the Department.
9. Operational Duties:
10. To obtain a copy of syllabus for the assigned course(s) from HOD/HOS
11. To announce in class, syllabus and text/reference books to be followed in the course.
12. To announce the scheme of evaluation to the students as per academic guidelines.
13. Preparation of lesson and session plan keeping in mind CO's and PO's and outcome.
14. Delivery of content in accordance to developed course file.
15. Embark time to remove difficulties of students outside the classroom.
16. To carry out the continuous internal assessment of students
17. To prepare question papers in reference to examination policy
18. Extend best possible support for the invigilation's duties.
19. To evaluate all answer books by stipulated time.
20. To maintain a record of student's performance & attendance for a period of one year.
21. To inform the Dean/HOD about suggestions, if any, regarding the course content, new books to be procured, requirement of hardware/software tools.
22. To submit soft binder of course file to the department along with Hardcopy.

D. Non-teaching technical staff:

1. System and Technical Support:

- a. To update and maintain institute website with institute data.
- b. To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
- c. To initiate purchasing of equipment's.
- d. To provide support for various software servers.
- e. To ensure continuous internet during assigned hours.
- f. To give support to On-line exam, Seminar, Workshop, technical training program.

2. Laboratory/ Technical Assistant:

- a. To prepare the laboratories for smooth conduction of laboratory session.
- b. To assist faculty and students during laboratory sessions.
- c. To maintain Dead stock register, Instrument Issue register and maintenance register.
- d. To conduct installation of new equipment and maintenance of existing equipment.
- e. To maintain and update the approved supplier list for equipment.

3. In charge-Library / Librarian:

- a. To implement all library rules as defined by the management.
- b. Responsible for overall functioning of the library.
- c. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audiocassettes, ebooks, online resources etc. and renewal of books/magazines.
- d. To display all articles, literature and new arrivals.
- e. To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
- f. To execute any other work given by management.

4. Training and Placement Officer:

- a. To maintain complete information regarding student appearing for placement activities.
- b. To conduct placement activities smoothly.
- c. To decide and arrange for personal development programs for student.
- d. To update and maintain the contact details of companies interested in recruitment activities.
- e. To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
- f. To take feedback from industry about the students recruited.

5. Terms of Employment

- a. Employees will be hired in accordance to Recruitment and Selection Policy of the institute and as per the guidelines of BCI/UGC and State Government.
- b. Institute hereby promises to practice principle of Equal opportunity.
- c. Employee will be entitled to receive Salary, DA, HRA and other allowances as per the appointment letter.
- d. Employees hired for full time are not allowed to undertake any other assignment with any other educational or other kinds of organization either on honorary basis or otherwise without the written consent of the management of institute.
- e. The services will be on probation period of one year from the date of joining and can be terminated by either side by giving one month's notice or payment of an equal amount to one-month salary in lieu of notice. However, one cannot leave the institute during the semester time and will report to the Principal of the college.
- f. Employees are required to abide by all rules and regulations of institute as may be enforced from time to time and will report to the Principal of the college .
- g. Employees are required to maintain confidentiality of the information/affairs of the College.
- h. **Separation (Resignation/Termination):**
 - i. **(A)** In the event of the termination of your services due to poor performance or any act of indiscipline or willful breach or negligence or dereliction of duty or disobedience of lawful and reasonable orders or conduct on or off duty which is prejudicial to the interest, good name or reputation of the organization, management reserves the right of payment/denial of the salary partially or fully.
 - j. **(B)** If you wish to resign from the services during your probation period or otherwise, one month notice or salary thereof will be required to be served/paid to the organization. In the event of termination with any substantial reason, no notice will be tenable from the side of the organization and you will not be entitled to any compensation thereof.
 - k. **(C)** In the event of notice by the organization without any substantial reason, the concerned employee will be relieved from the services, payment for 15 days salary will be made subject to smooth separation and exit interview.

Dr. Sushil Kumar Sharma

Date: 2nd November

2016 Principal



ASIAN LAW COLLEGE

FACULTY RECRUITMENT AND SELECTION POLICY

Recruitment & Selection Policy at Asian Law College

2nd November 2016

Staying intact with our core values, Asian Law College aims at propagating transparent and fair recruitment and selection policy. As stated in ALC vision statement we believe in “Growth with Education” for this one of the core requisites is to have strong intellectual capital and also nonacademic staff.

This policy will help you understanding the process and ways out to acquire best possible academic and non-academic staff to deliver quality of education.

1. Purpose

- The Institution recognizes that its staff is fundamental to its success. The institution therefore needs to be able to attract and retain staff of the highest caliber and a strategic, professional approach to recruitment is essential to do this.
- The purpose of this policy is to provide a sound framework for the recruitment and selection of staff based upon the principles outlined below, which also meet the requirements laid down by BCI in reference to eligibility of academic staff.

2. Scope

This policy and procedure cover all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment except casual staff. In order for the policy and procedure to be effective it is essential that any employee who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and follows it. Ultimately it is the responsibility of the senior management in the University, including Heads of Departments, in conjunction with top management to ensure that this is the case.

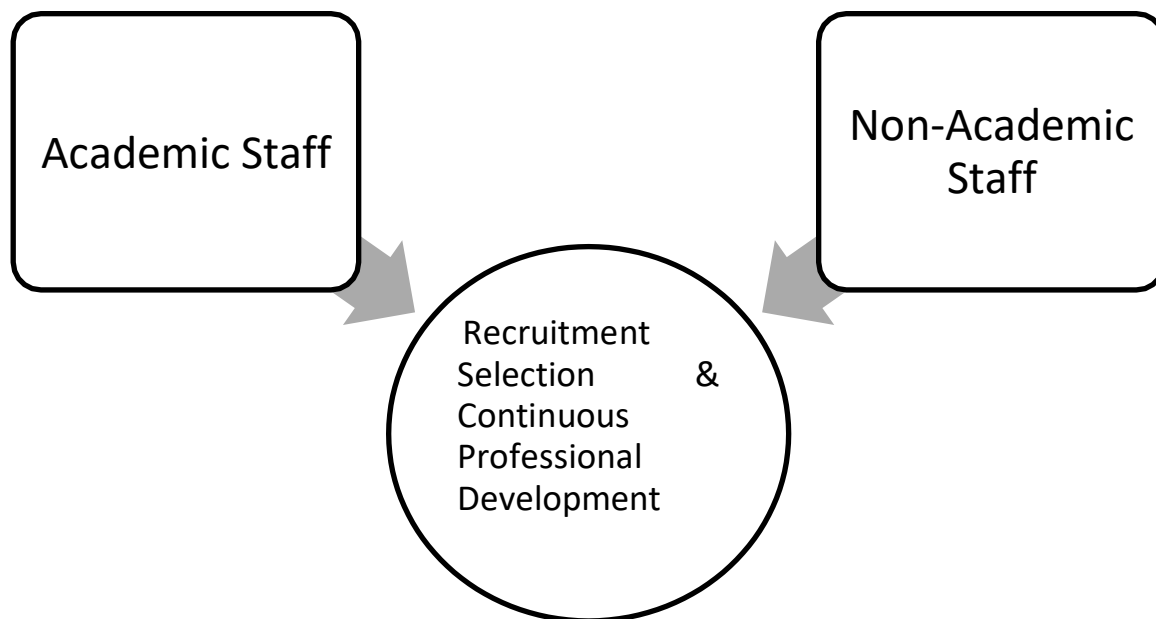
3. Core Principles

- ALC has a principle of open competition in its approach to recruitment.
- The institution will seek to recruit the best candidate for the job based on educational credential, professional approach and experience. The recruitment and selection process should ensure the identification of the person best suited to the job and the institute.
- Asian Law College wishes to encourage the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required in order for a successful candidate with a disability to undertake the post.
- The institute will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

- ALC will provide appropriate training, development and support to those involved in recruitment and selection activities in order to meet this core principle. Any member of staff involved in the selection of staff should satisfy him or herself that he/she is appropriately trained and can comply with the requirements of this policy and procedure.
- Recruitment and selection is a key public relations exercise and should enhance the reputation of the institute. The College will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- The College will promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.
- The College will ensure that its recruitment and selection process is cost effective.
- If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

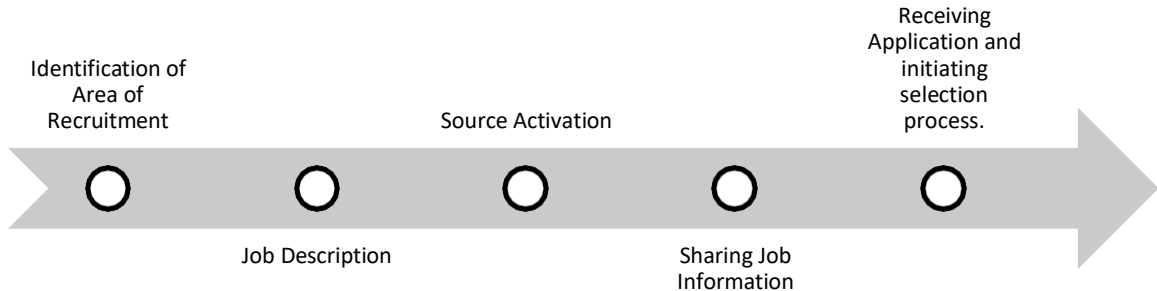
4. Recruitment & Selection Procedure

There are a number of key stages in recruiting and selecting for a post. This procedure outlines the key stages. The Recruitment and Selection Procedure at Asian Law College is a stepwise design to ensure efficiency and transparency based on fair equitable policy.



5. Recruitment Process at ALC step wise detail

i. Recruitment Process for Academic Staff:

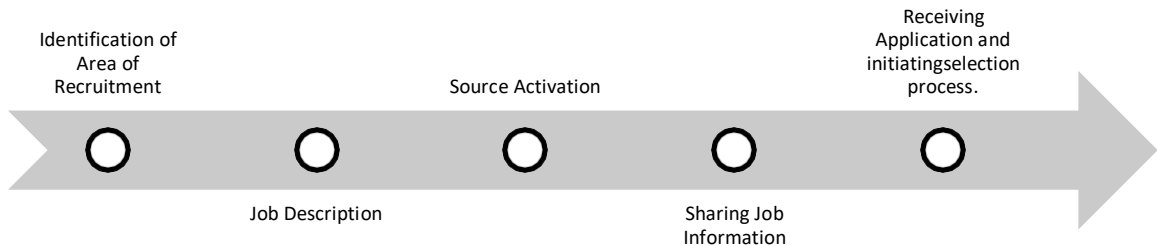


We at ALC strategically design our recruitment process. Our focus is to determine optimum utilization of the resources not just increasing the headcount. The recruitment starts with analyzing the job to be filled, area/discipline /specialization/subject for whom we require faculty, followed by preparing of the job description to make the new joinee and recruitment team aware about the role and responsibilities attach to the job.

The Sources for generating best possible pool of Application are:

- Advertisement in leading newspaper
- Tie up with professional consultant
- Direct Walk-in
- Referral
- Professional Networking-LinkedIn

ii. Recruitment Process for Non-Academic



6. General Rules for Recruitment

a) Recruitment of PRINCIPAL

1. Publishing of Advertisement in major newspapers regarding vacancy for Principal, ALC, Noida.
2. Constitution of Selection Committee by the Chairman: BOG, ALC, Noida as per BCI norms.
3. Shortlisting the candidates to be called for interaction by the Chairman:BOG.
4. Sending mails to the shortlisted candidates for interaction with the SelectionCommittee.
5. Interaction with shortlisted candidates with the SelectionCommittee constituted by CCSU.
6. Selection Committee recommendation for the post of Director in order of merit to the Chairman: BOG, ALC,Noida.
7. Chairman: BOG interacts with the recommended candidates on another date & time and finalize candidature for the post of Principal,Noida.

b) Recruitment of FacultyMembers

1. The requirements of the faculty with special reference to specific teaching requirement, research, industry experience, academics, etc. are analyzed at the area level i.e. Law & Humanities subjects.
2. These requirements are discussed with the Principal taking into consideration the BCI normsandproceduresregardingqualifications,experience,etc.
3. Once the number of posts has been determined in specific areas, these are advertised and also posted on website and notice board of theCollege.
4. Where the number of applications received in response to an advertisement is large and it is not feasible or possible to interview all the candidates, the college at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications / experience higher than the minimum prescribed for the post. The college, however, encourages candidate possessing higher qualifications andexperience.
5. In case of recruitment to non-teaching positions, the college may conduct examination/seminar/presentation/written test/ computer test as a method for further short listing of candidates as may be decided by the competentauthority.
6. The College reserves the rightto:
 - i. Offer a post at a level lower than that applied for, depending upon the qualifications, experience and performance of thecandidate.

- ii. Draw up reserve panel / waiting list(s), which will be valid for one year from the date of approval of the competent authority and may be used for appointments on consequential / new vacancies.
 - iii. Consider applications received after last date.
 - iv. Consider “in absentia” candidature of those who may not have applied or who may have applied but are not able to appear for the interview.
 - vi. Reduce or increase the number of posts.
 - vii. Decide criteria / procedure for short listing of the candidates
 - viii. Consider the appointment on direct recruitment / on deputation / contract basis.
 - ix. Relax minimum requirements of qualification and/or experience on the recommendation of the Screening/Selection Committee.
7. No TA / DA shall be paid to the candidates for attending the interview.
8. (i) Applications received after the last date, (ii) incomplete in any respect and (iii) any fresh paper / enclosures after closing date, shall not be considered.
9. Certificate in support of experience should be in proper format i.e. it should be on the organization's letterhead, bear the date of issue, specific period of work, name and designation of the issuing authority along with his signature.
10. The colleges shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents / background and has suppressed the said information, his services shall be terminated.
11. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the college reserves the right to modify / withdraw / cancel any communication made to the candidates.
12. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the college shall be final
13. Candidates should send self-attested copies of certificates and mark-sheets from X std. onwards in support of their qualifications. Originals should not be sent along with the application, but these must be produced at the time of interview.
14. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
15. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.

7. How to apply

1. To apply in Asian Law College the candidates shall go through all the necessary information available on the website, advertisement or job description available with consultant.
2. Interested candidates are required to send copy of their CV (updated) along with cover letter mentioning post applied for on career@alc.edu.in or can drop their application via post addressing The Secretary, Asian Law College, Marwah Studio Complex -2, Sector 125, Noida-201303.

8. Selection Procedure

1. As stated, the selection process may change time to time depending upon the vacancy and necessity thereupon. The standard process is as followed:
2. Call for Interview – Filling up Employment Form--Panel Interview (inclusive of external panelist)—Demo Lecture Personal Interview with Secretary Asian Law College Personal Interview with Members of Selection Committee Constituted by CCSU — followed by approval from CCSU Letter and subsequent acceptance.
3. The offer letter needs to be submitted back with acceptance.
4. The candidate must adhere to follow set job responsibilities discussed at the time of the appointment.
5. No delays will be accepted in joining date, unless approved by the Director Asian Business School
6. The candidate will be on probation period for the tenure of 1 year and will only be able to avail casual leave.
7. We do believe in transparency but to maintain the confidentiality of selection process, management may decide not to disclose the feedback in case of rejection.
8. In case of Selection of Non-Academic Staff

Dr. Sushil Kumar Sharma
2016 Principal

Date: 2nd November



ASIAN LAW COLLEGE

RETENTION POLICY

RETENTION POLICY AT ASIAN LAW COLLEGE

2nd November 2016

Asian Law College believes in nurturing intellectual capital with continuous learning opportunities and exposure toward Research based learning. Thus, we ensure continuous learning and growth oriented working culture to sustain and retain our staff members while providing them opportunities for continuous professional development.

We at Asian Law College

- a. Systematically monitor hiring and promotion decisions to eliminate unintentional bias and create opportunities for all faculty member.
- b. Include salary and workload equity in your thinking about such decisions.
- c. Encourage transparency in operations, sharing information equitably with all faculty.
- d. Include faculty development opportunities in annual review conversations.
- e. Provide feedback on the faculty member's personal assessment of the year, as well as on his or her plans for the upcoming year.
- f. Gather ideas from the faculty member to improve his/her experience and the department and discuss any event over the course of the past year that might necessitate a tenure clock extension.
- g. Encourage mid-career professional development to support faculty as they work toward promotion to full professorship.
- h. Address career development early and often, so that it is not perceived as a punitive discussion when it occurs.
- i. Encourage creativity in new directions and provide mentoring or networking resources.
- j. Develop and maintain objective criteria for granting tenure and promotions and inform faculty of these expectations.
- k. While it is impossible to guarantee any element of the faculty reward system, the process is openly communicated to prevent unnecessary anxiety.
- l. Although there may be no single scale against which all cases are measured, it is still useful to share as much detail as possible.

- m. Foster a supportive environment by engaging senior faculty in discussions about their role as mentors, encouraging peer mentoring networks and engaging all faculty in discussions about governance and decision-making in the department.
- n. Recognize important faculty contributions in all areas including teaching, research, service, and creative activities.
- o. Use a variety of resources (salary adjustments, chaired professorships, reduced loads, leaves, bridge money, research support, mentors, etc.) to recruit and retain faculty. Resources decisions should be made on a case-by-case basis.
- p. Offer opportunities for faculty professional development, collaboration and networking within and across ranks.
- q. Advocate flexible and accommodating policies and practices that can improve the experience of faculty and help with retention.
- r. Provide new faculty with training in time management, effective communication, teaching and grant-writing.
- s. Actively work to help new faculty make scholarly connections within and outside the department.

Dr. Sushilkumar Sharma

Principal

Date: 2nd November 2016



ASIAN LAW COLLEGE

EMPLOYEE POLICY FOR AVAILING LEAVES

ASIAN LAW COLLEGE, NOIDA
EMPLOYEE POLICY FOR AVAILING
LEAVE

31stDecember 2017

1. Purpose of Policy

Employee Policy for availing leaves; provide staff with clear and consistent information on the various types of leave they may be entitled to, within and outside the normal annual leave provision. This policy regulates and administers employee's absence from duty within the framework and measures, as set out in this policy. The basic objective behind formulating leave policy is to ensure a fair approach to employees in balancing their domestic and work responsibilities.

This Policy has been redefined and is applicable on all the employees' w.e.f 1st January, 2018.

2. Leave Rules

- a) Leave cannot be claimed as a matter of right. The leave sanctioning authority may refuse or revoke leave of any kind depending upon the exigency of work.
- b) Employees on probation will be eligible only for casual leave, short leave and compensatory leave (subject to approval by concerned authority) till the completion of their probation period.
- c) Employee may avail leave subject to leave balance available to their credit with the prior approval of the authority authorized and empowered by the Management to act on their behalf.
- d) Application for any kind of leave shall be in the prescribed format.
- e) On approval of leave applied the application shall be submitted to the Program Office (ALC)
- f) All leave application/records of employees shall be maintained in the Program Office (ALC)
- g) The employee in his interest may also verify correctness.

3. Classification of Leaves

3.1 Casual Leave

- 3.1.1 Casual Leave is intended to meet special circumstances that cannot be foreseen.
- 3.1.2 An employee on Casual Leave is not treated as absent from duty and pay is not forfeited.
- 3.1.3 Casual Leave would accrue from the date of joining on Pro-rata basis.
- 3.1.4 Casual leave is calculated for a period of one year (January to December)
- 3.1.5 Casual leave can be granted subject to a maximum of 12 Days in a year.
- 3.1.6 An employee is allowed not more than 2 days Casual leave at any one time and the total absence including holiday's prefixes and suffixes does not exceed 3 days at a time.

- 3.1.7 If CL extends beyond 2 days, then the excess days taken will be treated under LOP or Earned Leave.
- 3.1.8 It is up to the Management's discretion to sanction more than 2 days of CL at a stretch.
- 3.1.9 Intervening national / festival / declared holidays / weekly off between CL will be treated as sandwich (part of casual leave).
- 3.1.10 Casual day leave may be split in two half day as and when required, with prior approval from management/authority.
- 3.1.11 Casual leave cannot be combined with any other kind of leave.
- 3.1.12 The unavailed casual leave shall lapse at the end of the calendar year (31st December) and it cannot be encashed.

3.1 Medical / Sick Leave

- 3.1.1 An employee is entitled to avail medical/sick leave in case he is not feeling well and willing to apply for the medical leave.
- 3.1.2 Medical Leave is admissible to employees who have completed their probation period.
- 3.1.3 An employee can avail maximum six days Medical leave in a year.
- 3.1.4 Medical leave once availed shall be in continuation of at least two days and it is mandatory for the employee to support the same with relevant medical document and fitness certificate, once rejoining after availing said leaves.
- 3.1.5 Intervening National / declared / festival / weekly off days will be counted as part of the leave.
- 3.1.6 Any absence of more than the number of medical leave/sick leaves sanctioned will be treated as leave without pay.
- 3.1.7 An employee cannot club medical leave/sick leave with any other leave.
- 3.1.8 Any unavailed medical leave shall lapse at the end of the respective year and it cannot be carried forward/accumulated to next year nor can be encashed.

3.2 Earned Leave/Privilege Leave

- 3.2.1 An Employee who has successfully completed one year of service and further extending his/herservice to the organization will be entitled to avail benefit of Earned Leave/Privilege Leave.
- 3.2.2 An employee completing one year of his tenure will be credited by 20 earn leaves per year (spread over 10 leaves for first six month and other 10 earn leave for subsequent six month)
- 3.2.3 Earn Leaves/Privilege Leaves will be credited in accordance to the date of appointment (completion of one year and subsequent years of service).
- 3.2.4 Earn Leave/Privilege Leave can be availed only on prior approval.
- 3.2.5 National / declared / festival / weekly off days can be prefixed and / or suffixed to Earn Leave/Privilege Leave.

- 3.2.6 Intervening National / declared / festival / weekly off days will be counted as part of the leave.
- 3.2.7 Minimum three days leaves in continuation will be considered as earn leave/privilege leave.
- 3.2.8 Balanced earn leave/privilege leave, remaining unutilized as on 31st December can be carried forward to next year.
- 3.2.9 Earn Leave/Privilege Leave can be accumulated for a maximum of 30 days.
- 3.2.10 At the end of every second year accumulated earn leave if not availed will lapse, and fresh 20 earn leaves will be credited to employees account (spread over 10 leaves for first six months and other 10 earn leave for subsequent six months)
- 3.2.11 There is no provision for the encashment of balanced earn leave.
- 3.2.12 Any absence of more than the number of earn leave/privilege leave sanctioned will be treated as leave without pay, unless given valid reasons to the management.

3.3 Compensatory Leave

- 3.3.1 If an employee is required to work on any important assignment on a National / Festival / Declared / weekly off day, he is eligible for Compensatory off on any other working day.
- 3.3.2 Official approval is required from the department head / management to work on such National / Festival / Declared / weekly off days.
- 3.3.3 No compensatory offs will be entertained when worked on these days without proper approval.
- 3.3.4 The compensatory off has to be availed within a period of two months from the date worked.
- 3.3.5 National / declared / festival / weekly off days/casual leaves can be prefixed and / or suffixed to compensatory off.
- 3.3.6 Compensatory off when not availed within the stipulated time period will lapse.

3.4 Maternity Leave

- 3.4.1 A female employee should have minimum 80 working days to her credit in last 12 months, counting from start of maternity leave to be eligible for availing maternity leave.
- 3.4.2 A female employee giving birth to child will be eligible to avail 12 weeks without pay leave that may extend maximum upto 26 weeks, if required on specific request to the management/authority.
- 3.4.3 A female employee can avail this leave before and after the delivery of child totaling upto 12 weeks and maximum upto 26 weeks (if required, subject to approval by management).
- 3.4.4 In order to avail Maternity Leave the concerned female employee should submit a medical certificate issued by a Certified Medical Practitioner stating the probable date of confinement, to the reporting head, at least 2 months before the date of probable confinement.

3.4.5 Intervening National/declared/festival/weekly off days will be counted as part of leave.

3.5 Loss of Pay

3.5.1 As far as possible the employees should avoid Loss of pay.

3.5.2 In the case of unforeseen circumstances, if an employee avail leave in excess of the available balance, the leave granted shall be accounted as loss of pay (LOP).

3.5.3 When the reporting head had not sanctioned leave, for whatever reason, and an employee remains absent, then such absence will be treated as 'UNAUTHORISED ABSENCE'.

3.5.4 The employee will not be eligible to receive the salary for the day/s of unauthorized absence.

3.5.5 Unauthorized Absence shall make an employee liable to disciplinary action.

3.5.6 In case an employee remains absent or overstays sanctioned leave for a continuous period of 8 days without any information or further approval of extended leave he/she shall be deemed to have voluntarily abandoned his/her services and his/her name would be struck off the organization's rolls with no claims to re-instatement and / or any compensation.

3.5.7 Management reserves right to consider employees unexpected long leave as sabbatical leave, without pay, depending upon the requirement of the organization. In case of Sabbatical Leave, the re-joining depends upon the requirement and availability of the vacant position.

3.5.8 Any unauthorized leave/absenteeism may result into loss of pay as per rules mentioned and communicated in "Employee Policy for Tardiness and Unauthorized Absence".

4. Leave Settlement During Resignation / Retirement / Termination

4.1 If an employee to be relieved has availed a greater number of CL against the number of months he/she has worked, then the excess CL will be deducted during his/her final settlement.

5. Procedure for Applying Leave

a) For any scheduled absence/planned leave (casual leave, short leave, earn leave or compensatory leave) prior approval of minimum one day (24 hrs) is required along with substitution (as per the substitution policy).

b) Every Planned leave/absence (casual leave, short leave, earned leave, medical leave, duty leave or compensatory leave) will be approved by Principal-ALC. Annexed is the Leave Format to be submitted to Manager-Program Office, after seeking approval from Principal-ALC.

c) Before the approval it is the duty of all the employees to discuss and seek approval of substitution arrangement planned from the concerned Head of the Department/Dean.

d) In case of any unauthorized absence/tardiness, employee is required to meet Principal ALC within 24 hrs of resuming duties.

6. Cancellation of Leave

- a) The Management/Authority is authorized to cancel the once sanctioned leave on situational / need basis.
- b) If an employee proceeds to avail the cancelled leave then those days will be treated as absence from duty and the rules pertaining to absence from duty will be applied.

7. Extension of Leave

As it is necessary to get prior approval for leaves so it is also for extension of leave. The employee has to apply to his/her department head for extension of leave well in advance and get it sanctioned to avail them. In case an employee overstays, the unsanctioned leave availed will be treated as absence from duty, if there is no/any information to management/authority.

Dr. Sushil Kumar Sharma

Date: 31st December 2017

Principal

ANNEXURE 1



Leave Application & Substitution Arrangement

Name:..... Designation:.....

Date of Leave: Type of Leave (CL/SL/EL/ML/CO/OD):.....

Reason of Leave:.....

Class Substitution Arrangement Chart

Date of Leave	Class & Section	Class Timings	Name of Substituting Faculty	Signature of Substituting Faculty	Date of Reverse Substitution

Other Duties Substitution Arrangement Chart

Date of Leave	Assigned Duty	Timings / Deadlines	Name of Substituting Faculty	Tasks to be accomplished	Remarks related to tasks

Leave Balance: CL..... SL..... ML..... EL.....CO.....

Faculty Signature:..... Recommendation by Dean:.....

Approved by Principal ALC: Submitted to HR(Signature).....



ASIAN LAW COLLEGE

FACULTY PERFORMANCE APPRAISAL POLICY

ASIAN LAW COLLEGE, NOIDA
Faculty Performance Appraisal
Policy 2nd June 2018

Asian Law College is committed to move on the path of excellence with a clear vision for quality of education and research. Image of any academic institution is determined by the quality of its faculty, their research and academic achievements. We at ALC, provide full freedom to the faculty members in performing academic work of their choice within a framework.

An ongoing faculty performance review along with periodically review of the faculty performance is undertaken to ensure the work done by faculty is in tune with the institution mission and vision, the faculty members are setting up the benchmark against the best practices in academics looking forward for the achievement of accomplishment of academic goal and self-development.

FACULTY APPRAISAL AND DEVELOPMENT SYSTEM

Faculty Appraisal and Development System (FADS) focuses on the delivery by quality faculty in different activities they undertake. Faculty are expected: a) To teach in the Academic Programmes including CPD / FDP / Training Programmes of similar type. b) To teach and guide Postgraduate students as per the guided CO's and P'O.c) To carry out research, publish papers in scholarly journals and to bring different research grants from national and international agencies. d) To organize national / international workshops / seminars / conferences / conventions / conclaves / summit. e) To undertake consultancy assignments. f) To undertake institution building activities. It is in relation to each of these activities that a faculty member's contribution is measured, and a suitable mechanism is evolved for the evaluation.

PERFORMANCE APPRAISAL

The process of appraisal will consider, in addition to quantitative evaluation on the basis of faculty work norms, evaluation on qualitative performance which is reflected through the positive contribution of an individual faculty in overall development of the Institution and the subject area of specialization, feedback of the academic activities like teaching in academic programme, CPD or training programmes of similar type. Hence, the feedback for teaching, training and research shall be an integral part of the faculty performance appraisal

Parameters for performance review would be as follows:

- a) Competency in regards highest academic qualification and Academic/Industry Experience.
- b) Academic and Administrative load undertaken, involvement in placement and admission activities and responsibilities undertaken thereupon, Research work and Publication done throughout theyear.
- c) Training and Development Programs (FDP/CPD)undertaken
- d) Academic Review, Club Activities and R&D/Legal Aid initiatives taken, involvement in conducting annual events at ALC& CrafterProdigy.
- e) Personal Attributes viz, communication, interpersonal skills, devotion, integrity, initiative and creativity.
- f) System Compliance (Negative Indicator for actualassessment.
- g) Individual Contribution in InstitutionBuilding.
- h) Peer Review.

Quantifying Performance Appraisal Parameters w.e.f. session 2018-19

A. Competency

Maximum 2 credits have been allocated for mapping competency in regards to Academic Qualification and Academic/Industry Experience. Highest academic qualification preferred is Post Ph.d with highest weightage of 1.2 credit and in case of experience highest weightage will be given to the faculty with more than twenty years of more than twenty years of experience in industry or as a academician.

Parameters	Particulars
(A) Competency (max 1.2 +0.8 = 2)	Academic Qualification (Max 1.2) Post <i>Ph.D</i> =1.2 <i>Ph.D</i> = 1.0 <i>PG without NET</i> = 0.50 <i>PG with NET</i> =0.75
	Academic/Industry Experience (Max 0.8) >20 yrs of <i>Academic/Industry Experience</i> = 0.8 15-20 yrs of <i>Academic/Industry Experience</i> = 0.7 10-15 yrs of <i>Academic/Industry Experience</i> = 0.5 5-10 yrs of <i>Academic/Industry Experience</i> = 0.3 Less than 5 yrs of <i>Academic/Industry Experience</i> = 0.1
	Total (A)

B. Academic and Administrative load

This parameter is further divided into 2 subparameters considering faculty workload, initiative toward placement and admission, Research and development work and FDP and CPD.

(B-i) Academic & Administrative Load (max 30)	Course Load (Max 20) 1hr load = 1
	Administrative Load (Academics, Exam, etc.) 1hr load = 1

Each hour of load not exceeding (30hrs) will be denoted by 1 credit for the further calculation. Teaching workload would be allocated in the beginning of the academic session as per the norms of the Institute.

(B - ii) Placement & Admission (max 25)	SIP (Max 5) No. of Students Guided * (0.25)
	Research Project (Max 5) No. of Students Guided * (0.25)
	FP Training (GD' s /PI's/ Workshops) (Max 2.5)
	Admission Workshop (Max 2.5)
	Admission Online Test Round (Max 2.5)
	Admission Media Round (Max 2.5)
	Admission Interview Panel (Max 5)

(B-ii) parameters evaluate faculty contribution in taking up SIP projects as a guide, number of final year projects guided along with admission related task, and due weightage is given to the task involved. Faculty at max can score upto 25 credits in this parameter.

(B- iii) Research Publication (Min 5, Max 35) Attach Proofs in Faculty Research File	No. of Research Papers published in peer reviewed Journals (Min 2) 1 point for each paper
	No. of Papers Presented (Min 2) 1 point for each paper
	Book (ISBN) Chapters / Cases published (Min 1) (a) National = 1 (b) International = 2
	No. of Books (with ISBN) Authored 5 points for each book
	Total (B) = {B-i + B-ii + B-iii}*2 (if B-iii ≥ 5) Total (B) = {B-i + B-ii + B-iii}*1 (if B-ii < 5)

(B- iii) evaluation parameter focus upon faculty contribution towards Research and Publications with highest credit upto 35 and lowest 5.

Research and Publications: Each faculty member is expected to undertake at least one research project including case-based project in a year. Each faculty member is expected to have at least one paper published in a professional publication. If one is having more publications, he or she would be given due weightage. Books/Chapters in a book of professional nature published would also be taken into consideration for evaluating performance.

Conferences/Seminars/Workshops/FDP's/CPD's attended: Faculty members are expected to attend conferences/seminars as chairperson, resource-person, presenting a paper and participation in a panel discussion & in the academic activities of the professional/learned bodies for self-development.

C. Training & Development Programs

(C) Training & Development Programs (Max 10)	FDP/CPD conducted as Resource Person (a) Between 1 to 2 = 1, (b) Between 3-5 = 2 (c) More than 5 = 3
	FDP/CPD attended: (a) Less than 3 days duration each = 0.5, (b) Between 3-5 days duration each = 1 (c) 6 or more days each = 2

CPD& Consultancy: Each faculty member is expected to offer at least one programme for two full days in an academic year. The faculty would be evaluated based on the number of participants in the programme, number of sessions taken, participants' feedback of the number of sessions taken and participants' feedback of the overall programme. Faculty evaluation would be based on the size of the consultancy, timely completion and client's feedback.

D. Academic Review, Club Activities, L A initiatives and Annual AEG Events:

(D-i) Academic Review (max40)	Class Conduction as per Lesson Plan (out of 10)
	Daily updation of Compliance Register (out of 5)
	Daily updation of soft copy Attendance (out of 5)
	Classroom Delivery (out of 15)
	Student Management (out of 5)
	Total D-i

(D-ii) Activities R&D/CPD Initiatives (max 20)	Club and	d-ii(a) Quality of work done (out of 3)
		d-ii (b) No. of activities done as per Plan (out of 3)
		d-ii (c)Speed of Execution of Task (out of 2)
		d-ii (d)Degree of Responsibility (out of 2)
		d-ii (e)Skill Development (High=2, Moderate=1, Low=0.5, Absent=0)
		D-ii = d-ii [(a)+(b)+(c)+(d)] X (e)
(D-iii) Annual AEG Events (max20)	Annual	d-iii(a) Quality of Work (out of 2)
		d-iii (b) No. of Initiatives taken (out of 2)
		d-iii (c) Support provided in Events (out of 2)
		d-iii (d) No. of Events Owned Overall (out of 4)
		d-iii (e) Ownership displayed throughout event (High=2, Moderate=1, Low=0.5, Absent=0)
		D-iii = d-iii [(a)+(b)+(c)+(d)] X (e)
(D-iv) Crafter (max 15)	Prodigy	d-iv(a) Fortnightly Meetings with Prodigy (out of 5)
		d-iv(b) Effective Mentoring as per Mirors and IDPs (out of 5)
		d-iv(c) Quality outcome of development exercises given (out of 5)
		d-iv (d) Percentage implementation * 0.01 (Eg: 80% = 0.8)
		D-iv = d-iv [(a)+(b)+(c)] X (d)
		Total (D) = D-i + D-ii + D-iii + D-iv (Max 95)

One of the important parameters to evaluate the performance with 95 credit (max) is system compliance, conduction of class as per lesson and session plan, updation of attendance, initiatives taken and activity conducted under various clubs and LEGAL AID CENTR and R&D cell.

Crafter Prodigy an exclusive program to mentor students is one of the core parameter for the performance evaluation carrying weightage of 15 credit.

E. Personal Attributes:

Due consideration has been given to individual personal attribute while evaluating the performance. These attributes include communication skill, interpersonal team building, initiatives and creativity, sincerity.

(E) (max 5)	Communication Skills (out of 1)
	Interpersonal & Team Skills (out of 1)
	Devotion, Integrity & Sincerity (out of 1)
	Punctuality & Discipline (out of 1)
	Initiative & Creativity (out of 1)

F. Academic System compliance

Academic Process Compliance	
(F) Compliance	System
	Negative remarks on compliance register X 1
	Number of unplanned leave without proper adjustments X 1
	Number of late reporting to class X 1
	Number of days by which deadline missed in submission of lesson session plan X 0.25
	Number of days by which deadline missed in submission of question papers X 0.25
	Number of days by which deadline missed in submission of evaluated answer sheets X 0.25
	Number of memo issued in any form X 2
Number of warnings for dress code X 1	

Parameter(F)dealswithsystemcompliancereporttobesubmittedbyHOD/Dean,inregard to an individual performance throughout the year. It is mapping out what we planned and was not able to achieve due to lack of compliance. The negative indicators mentioned under this factor will be deducted from the total score with mentioned multiplier effect.

(G) Institution Building

(G) College Building	College Building (Grading as per the points allocated) <i>Excellent= 1</i> <i>Good = 0.75</i> <i>Satisfactory = 0.50</i> <i>Poor =0.25</i> <i>Very Poor = 0</i>
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College Building Activity: Institution building activity will be rated at Excellent/Good/ Satisfactory/Poor and very poor comprise of the following dimensions, Participation in institute's administrative activities like brand building, willingness to work beyond office hours in case of exigencies and for institute related work, contribution towards Vision of the Institute and any other institute related work given by the Chairman: BOG and Principal of the Institute.

Overall Assessment

Faculty performance would be calculated with the help of mentioned mathematical expression:

$$[A*(B+C) + (D+E-F)]*G$$

Followed by regular meeting with Principal-ALC to discuss individual assessment and perspective in regards to appraisal.

Periodic Appraisal Process

1. The review of Performance is considered in the month of September every year provided completion of one year of your services with the organization. The performance appraisal is solely based on one's individual development and contribution towards organization growth as a team. Continuous and regular reviewing of the performance, round the year will form base to decide upon positive/negative/no appraisal as per the discretion of the management.
2. Appraisal system at ALC believes in comprehensive evaluation and thus includes evaluation by self, Peer and reporting authority.
3. The Appraisal Report of the faculty members will be the basis of their self-evaluation performance evaluation sheet for writing their confidential annual report in quantified format.
4. Submission of self-evaluation report is followed by individual meeting with Principal (ALC) for the evaluation and appraisal consideration.

The policy changes shall be implemented with effect from appraisal cycle commencing 1st July 2018 and will remain effective till any further notification of change.

Dr. Sushil Kumar Sharma
Principal

Date: 2nd June 2018