



# DEEPSHIKHA GROUP OF COLLEGES

Nurturing Talent, Empowering Futures



## HUMAN RESOURCE (HR) POLICY

Empowering People. Encouraging Growth.  
Fostering Fairness. Ensuring Well-being.  
Building a Strong and Inclusive Workplace.



PEOPLE FIRST



RESPECT



GROWTH &  
DEVELOPMENT



FAIRNESS &  
EQUITY



INTEGRITY



WELL-BEING

# Human Resource (HR) Policy

## FOREWORD

Deepshikha College of Technical Education, Jaipur, affiliated with the University of Rajasthan, firmly believes that its faculty members and staff are its most valuable assets and the driving force behind academic excellence and institutional growth. The College is committed to fostering a professional, ethical, inclusive, and supportive work environment that promotes excellence in teaching, research, innovation, administration, and community engagement.

The Human Resource (HR) Policy has been formulated to provide a transparent and comprehensive framework for the recruitment, development, performance management, welfare, and retention of employees. It aims to establish fair and consistent human resource practices that encourage professionalism, accountability, mutual respect, and continuous learning.

The College recognizes that an empowered and motivated workforce significantly contributes to quality education, institutional effectiveness, and holistic student development. Accordingly, the institution strives to provide equal opportunities for professional growth, leadership development, and employee well-being while ensuring compliance with the guidelines of the University Grants Commission (UGC), the University of Rajasthan, AICTE (where applicable), and other statutory authorities.

This policy serves as a guiding framework for all human resource practices of the College and shall be read in conjunction with the relevant institutional policies, service rules, and statutory regulations.

## HR VISION

To develop a competent, committed, innovative, and ethically responsible workforce that contributes to academic excellence, institutional development, and nation-building through quality education, research, and community service.

## HR MISSION

The Human Resource function of the College aims to:

- Attract, recruit, and retain qualified, competent, and dedicated faculty and staff.
- Promote a transparent, fair, and merit-based human resource management system.
- Foster continuous professional development through training, research, consultancy, and innovation.
- Create a healthy, safe, inclusive, and motivating work environment.

  
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- Encourage ethical conduct, teamwork, accountability, and institutional commitment.
- Promote employee well-being and work-life balance.
- Develop leadership capabilities that contribute to institutional excellence and sustainable growth.

## CORE VALUES

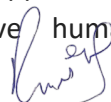
The Human Resource practices of the College shall be guided by the following core values:

- **Integrity:** Maintaining honesty, transparency, and ethical behaviour in all professional activities.
- **Excellence:** Encouraging continuous improvement in teaching, research, administration, and professional performance.
- **Respect:** Promoting dignity, mutual trust, and respect for every individual.
- **Inclusiveness:** Providing equal opportunities without discrimination based on gender, caste, religion, disability, age, or social background.
- **Professionalism:** Upholding high standards of competence, responsibility, and accountability.
- **Collaboration:** Encouraging teamwork, knowledge sharing, and participative decision-making.
- **Innovation:** Promoting creativity, research, technology adoption, and lifelong learning.
- **Social Responsibility:** Encouraging employees to contribute towards community development and sustainable practices.

## OBJECTIVES

The Human Resource Policy seeks to achieve the following objectives:

- To establish a transparent and merit-based system for recruitment, selection, appointment, and retention of employees.
- To create a professional work environment that supports academic excellence, innovation, and institutional development.
- To encourage continuous learning, research, consultancy, skill enhancement, and leadership development.
- To ensure fairness, equity, and equal opportunity in all employment practices.
- To establish an effective performance management system that recognizes and rewards excellence.
- To promote employee welfare, health, safety, and work-life balance.
- To encourage ethical behaviour, discipline, and accountability among employees.
- To provide mechanisms for grievance redressal and employee support.
- To strengthen institutional governance through effective human resource

  
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management.

- To ensure compliance with the guidelines issued by the University of Rajasthan, UGC, AICTE (where applicable), and applicable labour laws.

## SCOPE

This policy shall apply to all employees of Deepshikha College of Technical Education, including:

- Teaching Faculty
- Administrative Officers
- Non-Teaching Staff
- Technical Staff
- Library Personnel
- Laboratory Staff
- Contractual Employees
- Visiting and Guest Faculty (where applicable)
- Consultants and other personnel engaged by the College, as applicable

The provisions of this policy shall be implemented in conjunction with the service rules, appointment terms, and other institutional regulations issued by the College.

## GUIDING PRINCIPLES

The Human Resource Management system of the College shall be based on the following principles:

### **Merit and Transparency**

All human resource decisions relating to recruitment, selection, promotion, training, appraisal, and career advancement shall be based on merit, competence, qualifications, experience, and institutional requirements through transparent and objective procedures.

### **Equal Opportunity**

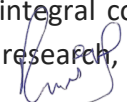
The College is committed to providing equal employment opportunities to all eligible individuals without discrimination on the basis of gender, caste, religion, disability, age, language, ethnicity, or socio-economic background, in accordance with applicable laws and institutional policies.

### **Professional Excellence**

The College shall continuously encourage employees to enhance their academic qualifications, research capabilities, professional competencies, and technological skills through faculty development programmes, workshops, seminars, conferences, and other capacity-building initiatives.

### **Employee Development**

The institution recognizes continuous professional development as an integral component of institutional growth. Employees shall be encouraged to participate in research, consultancy,

  
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innovation, industry interaction, extension activities, and quality enhancement initiatives.

### **Accountability and Ethical Conduct**

Every employee is expected to perform assigned responsibilities with honesty, integrity, professionalism, and accountability while safeguarding the reputation and interests of the College.

### **Participative Governance**

The College encourages the active participation of faculty and staff in academic planning, institutional governance, quality assurance, curriculum enrichment, research, student support, and community engagement through various statutory and non-statutory committees.

### **Employee Well-being**

The College is committed to maintaining a safe, healthy, inclusive, and respectful workplace that promotes employee welfare, job satisfaction, dignity, and work-life balance.

## **HUMAN RESOURCE PLANNING**

Deepshikha College of Technical Education recognizes that effective human resource planning is essential for achieving academic excellence and ensuring efficient institutional functioning. The College shall periodically assess its human resource requirements in accordance with its academic programmes, student enrolment, regulatory requirements, strategic plans, and future growth.

Human resource planning shall aim to:

- Ensure the availability of qualified and competent faculty and staff.
- Maintain an appropriate teacher-student ratio as prescribed by the University of Rajasthan, UGC, AICTE (where applicable), and other statutory authorities.
- Support the introduction of new academic programmes and institutional expansion.
- Strengthen academic, administrative, research, and student support services.
- Encourage succession planning and leadership development for key administrative and academic positions.

The Principal, in consultation with the Management and Heads of Departments, shall periodically review staffing requirements and recommend recruitment based on institutional needs.

## **RECRUITMENT AND SELECTION**

The College is committed to recruiting highly qualified, competent, and dedicated professionals who can contribute effectively to teaching, research, administration, and institutional development.

Recruitment shall be guided by the principles of transparency, merit, fairness, and equal opportunity.

  
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## Recruitment Principles

The College shall ensure that:

- Vacancies are identified based on approved manpower requirements.
- Recruitment is carried out through appropriate advertisements, institutional notifications, professional networks, or other suitable means.
- Eligibility criteria conform to the norms prescribed by the University of Rajasthan, UGC, AICTE (where applicable), and other competent authorities.
- Equal employment opportunities are provided to all eligible candidates without discrimination.
- Selection is based solely on merit, qualifications, experience, competence, and suitability for the position.

## SELECTION PROCESS

The selection process shall be objective, transparent, and designed to identify candidates who demonstrate academic competence, professional integrity, and commitment to institutional values.

Depending upon the nature of the position, the selection process may include:

- Scrutiny of applications.
- Verification of eligibility and qualifications.
- Written test or skill assessment, wherever applicable.
- Demonstration lecture or presentation for teaching positions.
- Personal interview.
- Verification of academic credentials, experience, and other relevant documents.

The Selection Committee shall evaluate candidates based on:

- Academic qualifications.
- Teaching and research competence.
- Subject knowledge.
- Professional experience.
- Communication and interpersonal skills.
- Administrative capabilities (where applicable).
- Overall suitability for the position.

The decision of the competent authority regarding appointment shall be final.

## APPOINTMENT

Candidates selected through the prescribed recruitment process shall be issued a formal appointment letter specifying:

- Designation.
- Nature of appointment.

  
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- Date of joining.
- Terms and conditions of service.
- Salary and applicable benefits.
- Probation period, wherever applicable.
- Other institutional rules governing employment.

Employees shall be required to submit all necessary documents, including educational qualifications, experience certificates, identity proof, and other records prescribed by the College before joining.

The College reserves the right to verify the authenticity of all documents submitted by the employee. Any false declaration or submission of fraudulent documents may result in cancellation of the appointment or disciplinary action in accordance with institutional rules.

## INDUCTION AND ORIENTATION

The College believes that a structured induction programme enables new employees to integrate effectively into the institutional culture and perform their responsibilities with confidence.

Accordingly, every newly appointed employee shall undergo an induction programme covering, as applicable:

- Vision, Mission, and Core Values of the College.
- Institutional governance structure.
- Academic and administrative procedures.
- Human Resource Policy and Service Rules.
- Code of Ethics and Professional Conduct.
- Student mentoring and support systems.
- Quality assurance initiatives and IQAC activities.
- Examination and evaluation processes.
- Research, consultancy, and extension activities.
- Institutional policies relating to Gender Equity, Internal Complaints Committee (ICC), Anti-Ragging, Grievance Redressal, Health & Safety, Information Technology, Green Campus, SC/ST Cell, and other relevant policies.

The induction programme shall facilitate the professional integration of employees and promote awareness of institutional expectations and responsibilities.

## PROBATION

Newly appointed employees shall ordinarily be placed on probation for the period specified in their appointment letter.

During the probation period:

- The employee's performance, conduct, punctuality, professional competence, and

  
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overall suitability shall be assessed.

- Appropriate mentoring and guidance may be provided to facilitate successful integration into the institution.
- The College may extend the probation period where additional time is considered necessary to evaluate performance.
- In cases of unsatisfactory performance or misconduct, appropriate action may be taken in accordance with the terms of appointment and applicable institutional rules.

### CONFIRMATION OF SERVICE

Employees who successfully complete the prescribed probation period and demonstrate satisfactory performance, professional conduct, and commitment to institutional responsibilities may be confirmed in service subject to the approval of the competent authority.

Confirmation shall be based on:

- Satisfactory performance during probation.
- Regular attendance and professional discipline.
- Fulfilment of assigned responsibilities.
- Compliance with institutional policies and code of conduct.
- Recommendation of the reporting authority.

Confirmation of service shall be communicated through an official order issued by the College.

### SERVICE CONDITIONS

Deepshikha College of Technical Education is committed to maintaining a professional, disciplined, and employee-friendly work environment that supports academic excellence and institutional development. All employees are expected to perform their duties with sincerity, integrity, and dedication while complying with the rules and regulations of the College.

The service conditions of employees shall be governed by the terms of appointment, applicable statutory provisions, the guidelines of the University of Rajasthan, UGC, AICTE (where applicable), and other institutional policies.

The College may review and revise service conditions from time to time in accordance with institutional requirements and statutory regulations.

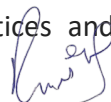
### ROLES AND RESPONSIBILITIES OF EMPLOYEES

Every employee of the College plays a significant role in achieving the institution's Vision and Mission. Employees are expected to discharge their responsibilities with professionalism, accountability, and commitment.

#### Faculty Members

Faculty members shall:

- Deliver quality teaching using appropriate pedagogical practices and technology-

  
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enabled learning.

- Prepare and implement lesson plans, teaching schedules, and course outcomes effectively.
- Conduct fair and transparent internal assessments and examinations.
- Mentor and counsel students for their academic, professional, and personal development.
- Undertake research, publications, consultancy, innovation, and extension activities.
- Participate actively in Faculty Development Programmes (FDPs), seminars, conferences, workshops, and training programmes.
- Contribute to curriculum enrichment, institutional development, accreditation activities, and quality assurance initiatives.
- Maintain accurate academic records and submit reports as required.
- Participate in committees and institutional responsibilities assigned by the College.

#### **Administrative and Non-Teaching Staff**

Administrative and support staff shall:

- Perform assigned duties efficiently and responsibly.
- Provide timely and effective support to students, faculty, and visitors.
- Maintain official records accurately and confidentially.
- Ensure proper utilization and maintenance of institutional resources.
- Assist in the smooth functioning of academic and administrative activities.
- Promote professionalism, teamwork, and a positive work environment.

### **ATTENDANCE, LEAVE AND WORK-LIFE BALANCE**

The College recognizes that regular attendance and punctuality are essential for maintaining academic standards and institutional discipline.

Employees are expected to:

- Maintain regular attendance and punctuality.
- Inform the competent authority in case of absence or delay.
- Obtain prior approval for leave, except in emergencies.
- Resume duties promptly after the sanctioned leave period.

The College shall provide leave benefits in accordance with applicable service rules and statutory provisions. Leave shall be granted subject to institutional requirements and shall not be claimed as a matter of right.

The College also recognizes the importance of work-life balance and encourages a healthy and supportive work environment that promotes employee well-being and professional productivity.

  
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## **FACULTY DEVELOPMENT, RESEARCH AND PROFESSIONAL GROWTH**

The College strongly believes that continuous professional development enhances the quality of education and institutional excellence.

Accordingly, the College shall encourage employees to:

- Participate in Faculty Development Programmes (FDPs), Orientation Programmes, Refresher Courses, workshops, seminars, conferences, and webinars.
- Upgrade their academic qualifications and professional competencies.
- Undertake interdisciplinary and collaborative research.
- Publish research papers, books, book chapters, and case studies in reputed journals and publications.
- Apply for funded research projects and consultancy assignments.
- Register patents, copyrights, and other intellectual property wherever applicable.
- Develop industry collaborations and participate in professional bodies.
- Engage in innovation, entrepreneurship, incubation, and community outreach activities.

The College shall provide appropriate institutional support for such activities, subject to availability of resources and applicable regulations.

## **PERFORMANCE MANAGEMENT AND CAREER DEVELOPMENT**

The College is committed to fostering a culture of continuous improvement through a transparent and objective performance management system.

Employee performance shall be reviewed periodically to:

- Assess professional competence and effectiveness.
- Recognize achievements and contributions.
- Identify training and development needs.
- Encourage innovation and institutional participation.
- Support career advancement and succession planning.

Performance evaluation may consider:

- Teaching effectiveness.
- Research and publications.
- Student mentoring.
- Administrative responsibilities.
- Professional development.
- Participation in institutional committees.
- Extension and outreach activities.
- Contribution to quality assurance and accreditation initiatives.
- Overall professional conduct and commitment to institutional values.

Constructive feedback shall be provided to encourage continuous professional growth.

  
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## PROMOTION AND CAREER ADVANCEMENT

The College believes in recognizing merit, competence, and professional excellence.

Promotion and career advancement shall be based on:

- Academic qualifications.
- Experience.
- Performance appraisal.
- Research contributions.
- Professional achievements.
- Institutional responsibilities.
- Leadership capabilities.
- Applicable UGC and University of Rajasthan regulations.

The College may also recognize outstanding contributions through appreciation certificates, awards, incentives, commendations, or other forms of institutional recognition in accordance with its policies.

## EMPLOYEE WELFARE

The College is committed to promoting the welfare, dignity, and well-being of its employees by providing a supportive and inclusive workplace.

Employee welfare initiatives may include:

- A safe and healthy working environment.
- Access to clean drinking water, sanitation, and basic amenities.
- Health and safety measures in accordance with institutional policies.
- Opportunities for professional growth and career development.
- Counselling and guidance support, whenever required.
- Recreational, cultural, and wellness activities.
- Recognition of outstanding achievements and long service.
- Encouragement of work-life balance and employee engagement.

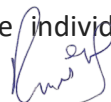
The College shall endeavour to create a work culture that values mutual respect, collaboration, and employee satisfaction.

## EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

Deepshikha College of Technical Education is committed to providing an equitable, inclusive, and respectful work environment where every employee is treated with dignity and fairness. The College values diversity as a strength and believes that an inclusive workplace enhances creativity, collaboration, and institutional excellence.

The College shall ensure that:

- Equal employment opportunities are provided to all eligible individuals without

  
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discrimination based on gender, caste, religion, disability, age, language, ethnicity, marital status, or socio-economic background.

- Recruitment, promotion, training, performance appraisal, and career advancement are based on merit, competence, and institutional requirements.
- Employees are treated with dignity, courtesy, and respect in all professional interactions.
- Reasonable accommodation is provided to persons with disabilities, wherever applicable, to facilitate an accessible and inclusive work environment.
- Any form of discrimination, harassment, bullying, victimization, or unfair treatment is strictly prohibited.

The College shall promote diversity and inclusion through awareness programmes, sensitization activities, and institutional policies such as the Gender Equity Policy, Internal Complaints Committee (ICC) Policy, SC/ST Cell Policy, and Divyangjan (Differently Abled) Policy.

### **CODE OF ETHICS AND PROFESSIONAL CONDUCT**

Every employee is expected to uphold the highest standards of professional ethics and institutional values.

Employees shall:

- Perform their duties honestly, responsibly, and with professional integrity.
- Maintain confidentiality of official records, institutional information, and student data.
- Treat students, colleagues, parents, and visitors with courtesy and respect.
- Refrain from any form of discrimination, harassment, intimidation, or unethical conduct.
- Avoid conflicts of interest that may adversely affect institutional functioning.
- Use institutional resources, infrastructure, and digital facilities responsibly and only for authorized purposes.
- Promote a culture of teamwork, cooperation, and mutual respect.
- Comply with all institutional policies, statutory regulations, and professional standards.

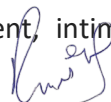
Employees shall conduct themselves in a manner that enhances the reputation, credibility, and academic standing of the College.

### **WORKPLACE ETHICS, SAFETY AND EMPLOYEE SUPPORT**

The College is committed to providing a safe, secure, healthy, and respectful workplace that promotes the physical, mental, and emotional well-being of employees.

The College shall:

- Maintain a work environment free from violence, harassment, intimidation, and

  
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discrimination.

- Implement appropriate health, safety, and emergency preparedness measures in accordance with the Health and Safety Policy.
- Encourage employee participation in wellness programmes, awareness campaigns, and preventive health initiatives.
- Promote a culture of mutual respect, cooperation, and responsible behaviour.
- Ensure that employees have access to institutional support mechanisms whenever required.

Any concerns relating to workplace safety or employee welfare shall be addressed promptly through the appropriate institutional mechanism.

### GRIEVANCE REDRESSAL

The College believes that timely and fair resolution of employee grievances contributes to a positive work environment and institutional harmony.

Employees may submit grievances relating to service matters, workplace concerns, discrimination, professional issues, or other employment-related matters through the established Grievance Redressal Mechanism of the College.

The grievance redressal process shall be guided by the principles of:

- Fairness and impartiality.
- Confidentiality.
- Transparency.
- Timely resolution.
- Protection against retaliation or victimization.

Matters relating to sexual harassment shall be addressed by the **Internal Complaints Committee (ICC)** in accordance with the applicable law and the College's ICC Policy. Issues relating to SC/ST welfare, differently abled persons, or other specific concerns shall be referred to the respective institutional committees constituted for those purposes.

### SEPARATION FROM SERVICE

Separation from service may occur through resignation, retirement, completion of contractual tenure, termination in accordance with institutional rules, or any other circumstances permitted under applicable laws and regulations.

Employees separating from the College shall:

- Provide the required notice as per the terms of appointment or applicable service rules.
- Complete all institutional clearance and handover formalities.
- Return all institutional property, records, documents, identity cards, and other assets entrusted to them.

  
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- Settle all financial and administrative obligations before relieving.

The College shall ensure that the separation process is conducted with fairness, dignity, and professionalism.

## **CONFIDENTIALITY AND RECORD MANAGEMENT**

The College shall maintain accurate and confidential records relating to all employees in accordance with applicable legal and institutional requirements.

Personnel records may include:

- Personal and contact details.
- Educational qualifications.
- Appointment and service records.
- Performance appraisal reports.
- Training and professional development records.
- Leave and attendance records.
- Other employment-related documents.

Access to confidential employee records shall be restricted to authorized personnel only and shall be used solely for legitimate institutional purposes.

## **POLICY IMPLEMENTATION**

The Principal shall be responsible for the effective implementation of this Human Resource Policy with the support of the Human Resource Section, Heads of Departments, IQAC, and other designated authorities.

All employees are expected to familiarize themselves with this policy and comply with its provisions. The College shall conduct orientation and awareness programmes, wherever necessary, to ensure effective implementation.

## **REVIEW AND AMENDMENTS**

This Human Resource Policy shall be reviewed periodically to ensure its continued relevance, effectiveness, and compliance with the guidelines of the University Grants Commission (UGC), the University of Rajasthan, AICTE (where applicable), and other applicable statutory provisions. The Governing Body of the College reserves the right to amend, modify, or revise any provision of this policy in the interest of the institution and in accordance with applicable laws and regulations.

Any amendment shall take effect from the date approved by the competent authority.

  
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