

HUMAN RESOURCE MANAGEMENT PLAN

OBJECTIVE

The objective of Human Resource Management Plan (HRMP) is to ensure the availability, retention and utilization of a competent and committed workforce following a just and fair human resource management system in Maiya Devi Girls' College (MDGC). The execution of HRMN shall be done by Recruitment Committee (RC) instituted as per clause 23-27 of the college constitution (Revised) 2076

FUNCTIONS

RC shall function in close cooperation with the administration headed by the principal of the institution.. Its main functions shall include the following:

- Formulate strategies, policies and plans for the committee consistent with MDGC's primary objectives, values statement, strategies and policies
- Assess staffing standard time to time and take appropriate actions to rationalize human resource needs of MDGC
- Planning recruitment and selection of all kinds of employees-permanent, deputation, temporary, full-time and part-time, contract basis necessary for the successful operation of all activities of the college.
- Develop and manage staff development plan in order to ensure that staff are given the opportunity to improve knowledge and skills so as to improve their contribution to the work of the institution.

- Selection and nomination of employees for training and maintain their records
- Ensure that performance evaluations are conducted uniformly and regularly in accordance with established evaluation policies and procedures and supply timely performance reports for promotion purposes
- Maintain sound and productive labor relations in MDGC
- Update and maintain full employee records
- Placement of employees following a right man in the right place approach
- Undertake human resource audit once in a year
- Assure observance of code of conduct, ethics and discipline by employees
- Issue prior notice to retiring employees and sanction resignation of employees
- Forward attendance and leave record of employees to finance unit for payment
- Arrange for retirement benefit payments
- Review employee rules time to time
- Prepare budget and report to College Management Committee (CMC) on its activities
- Undertake other human resource related activities

KEY RESULT AREA

- Human resource development plan
- Human resource audit
- Performance evaluation of faculties and non-teaching staff

KEY PERFORMANCE INDICATORS

- Timely fulfillment of vacant position by recruitment, deputation and promotion
- Updated human resource information system.
- Observance of personnel rules by employees
- Absence of work dispute
- Implementation status of human resource strategy and policy of the college.

COMPOSITION OF RC

The committee is formed as stated in clause 23-27 in the college constitution Revised 2076. It shall have the following compositions

1. Coordinator : Chairman, CMC
2. Member : Sub-Patron
3. Member : Member, CMC
4. Member : Subject Expert (1)
5. Member : Teachers' Representative
6. Ex-Officio Secretary : Campus Principal

HUMAN RESOURCE PLAN

As stated in the college constitution, official papers and board decisions the faculty development for their professional advancement shall include:

FACULTY CAREER DEVELOPEMNT PLAN

1. Permanent employee shall be given an opportunity to undertake research study within the nation on study leave of a maximum period of two years.
2. Faculty on study leave shall enjoy study grant not less than 40% salary and other benefits enjoyed during the period of study.
3. Faculties having finished research study must resume duty else is obliged to repay the college the study grant he/she enjoyed during the study period.
4. A faculty having finished his/her MPhil may be allowed to pursue PhD on a maximum leave on honorary basis for three years.
5. The college encourages its permanent faculty to undertake research study at least by one faculty every year.
6. The college shall execute regulations to encourage and involve faculties in consultancy services.
7. All permanent faculties will enjoy government salary, stipend or any other benefit as per the rules and regulations of the parent university i.e, Tribhuwan University.
8. All permanent or temporary faculties shall be encouraged to participation workshops and seminars for their professional and personal enrichment.

FACULTY RETAINMENT PLAN

1. A faculty having finished his/her PhD will be given immediate promotion observing prevailing process and procedures.
2. A faculty with a PhD degree will be encouraged to contribute to the institution involving in administration, department or various cells and committees.
3. A faculty may be allowed to join university or other organization on deputation if his /her involvements contribute to larger good to serve the educational needs of the society.

NON-TEACHING STAFF

1. All permanent and temporary or part time staff shall be provided with need-based training as per the institutional requirement.
2. A permanent staff will be given an opportunity to undertake further study online or offline for a period of one year.
3. A permanent staff on study leave shall be provided with 40% salary and other benefits.
4. If a permanent staff requires a study leave for a longer period, he/she shall be provided with a non-paid leave of maximum three years.
5. They will regularly take part in workshops and seminars for their professional and personal enrichment.