

# **DYAL SINGH COLLEGE, KARNAL**



Established in 1949

NAAC Re-Accredited Grade 'A'

ISO 14001 and 9001 Certified

**Website : [dsckarnal.ac.in](http://dsckarnal.ac.in)**

**e-mail: [dsckarnal@gmail.com](mailto:dsckarnal@gmail.com)**

**Ph.: 0184-2252030/2251087**

## **HUMAN RESOURCE POLICY**

## **HUMAN RESOURCE POLICY**

Our genesis lies in the last Will and Testament of our illustrious founder Sardar Dyal Singh Majithia, a great patriot and one of the pioneers of the Indian Renaissance. In accordance with his Will, Dyal Singh College was established on May 3, 1910, in Lahore with the avowed aim that the college “shall in all respects be a thoroughly efficient non-denominational college... teaching up to the highest standards... and looking after the mental well-being of the pupils on its rolls”.

Late Dewan Anand Kumar, a great visionary and philanthropist, the Founder Member of the University Grants Commission of India and the Founder Vice Chancellor of Punjab University, Chandigarh, worked tirelessly to re-establish Dyal Singh College at Karnal on September 16, 1949. Ever since, the college has been guided by a galaxy of extremely learned and experienced members of the Trust who have taken keen interest in its overall growth and development. Today, the college is recognized as a premier co-educational institution of higher education, duly re-accredited with Grade ‘A’ by NAAC (September 2017). The college has strength of more than 3100 students from both rural and urban areas. It takes pride in organising various co-curricular activities through various clubs and committees such as NCC (Army & Air Wings), NSS (Three Units), Sports, Youth Red Cross, Red Ribbon Club, Fine Arts Club, Youth Welfare and Cultural Affairs, Women Development Centre, Institution’s Innovation Council etc. for the holistic development of the students. The Placement Cell helps outgoing students to explore and achieve internships, research, and entrepreneurship skills.

The college has honed the skills of many young men & women, who have excelled in diverse fields such as Judiciary, Armed Forces, Para Military

Forces, Civil Services, Medicine, Sports, Politics, Business Management, Education Sector, Social Service, and many more. To name a few, Late Dr. Kalpana Chawla – Astronaut (NASA), Sh. Ankur Gupta – IAS, Ms. Ruby Adhikari-IAS, Sh. Navdeep Virk - IPS, Justice R.K. Chauhan- Addl. Session Judge, New Delhi, Former Justice Virender Singh, Major General Mohabbat Singh Virk, Sh. Harvinder Kalyan MLA, Sh. H.S. Chatha – Former Finance Minister, Haryana, Sh. Navdeep Saini– Cricketer, Dr. Dinesh Kumar, Geophysicist, KUK, and the list goes on.

The college has three streams - Arts, Science and Commerce. The college has sixteen departments. It has a staff of 162 members including 112 teaching & 52 non-teaching staff members.

It offers diverse programmes and courses in Humanities, Science, Commerce, and Computer Science with Post Graduate courses in English, Hindi, Political Science, Commerce and Chemistry, and 5 Year integrated M.Sc. in Forensic Science. It is the first integrated course in any State or Central University of India. The college also offers Honours Programmes in the subjects of English, Economics, Political Science and Commerce.

The college is running the following employment generating Career Oriented/Add-On courses:

1. Bio-informatics
2. Web Designing
3. Computational Physics

The college has also applied to start the following P.G. Diploma and Certificate Courses under B. Voc. Programme of National Skills Qualifications Framework (UGC) from the session 2022-23.

1. P.G. Diploma in Hospitality Management
2. P.G. Diploma in Retail Management
3. P.G. Diploma in Software Development
4. P.G. Diploma in Cyber Forensic & Cyber Security

## 5. Certificate Course in Personality Development

### **Recruitment and Selection:**

The Recruitment and Selection is the most important task of the institute. To recruit the teaching and non-teaching staff, the institute follows a transparent and honest policy. All the appointments are made strictly according to the rules and regulations laid down by University Grants Commission, New Delhi, Director, Higher Education Haryana and Kurukshetra University, Kurukshetra. There are clear cut rules and regulations regarding the eligibility criteria as well as the selection procedure of the candidates in all the disciplines.

1. These regulations are adopted for minimum qualification for appointment and other service conditions for the college teachers and other staff.
2. For the purpose of direct recruitment in various disciplines, norms & standards laid down by the University Grants Commission, New Delhi and adopted by the Haryana Govt. from time to time are followed in principle.

### **Pay Scales, Pay Fixation and Age of Superannuation**

- Pay Scale Structure and Pay Fixation Formula issued by Haryana Government in Higher Education Department and notified by the Government from time to time are applicable.
- The date of implementation of revision of pay is January 2016.

## **Recruitment and Qualifications**

- The direct recruitments for the post of Assistant Professor, Librarian, Director of Physical Education and Principal is made on the basis of merit through an All India advertisement followed by a duly constituted selection committee as per the provisions of Haryana Affiliated Colleges (Security of Services) Act 1979 and the rules framed hereunder by the Govt. from time to time.
- The minimum qualification required for the post of Assistant Professor, Librarian, Director of Physical Education and Principal have been specified in these regulations.

## **Qualifications**

- No person shall be appointed as Assistant Professor, Librarian, Director of Physical Education and Principal in any of the affiliated colleges recognized under clause (f) of Section 2 of the University Grants Commission Act, 1956 under Section 3 of the said Act if he/she does not fulfill the requirements of the qualifications for the appropriate post as provided in these regulations.

## **College Principal**

- All posts of college Principals in Govt.-Aided Colleges shall be filled through direct recruitment according to the existing system for selection as per their service rules under Haryana Affiliated Colleges (Security of Service) Act 1979 and the rules framed there under by the Haryana Government from time to time.

Thus, the overall procedure of selection in the college is transparent and objective Credible weightage is given to the performance of the candidate based on different relevant parameters and his/her performance on a grading system performa, based on API score. However, the existing Govt. criteria for

selection issued from time to time by the Director General Higher Education are being followed.

In all the Selection Committees of direct recruitment of teachers and other academic staff in the college provided herein, if any of candidates belonging to Scheduled Caste/Scheduled Tribe/BC/Minority/Women/ Differently-Abled categories is the applicant and if any of the members of the selection committee does not belong to that category he/she shall be nominated by the Vice Chancellor of the University to which the college is affiliated.

### **Duty Leave, Study leave and Sabbatical Leave**

The existing rules namely Haryana Civil Services (Leave) Rules 2016 and Haryana Affiliated College (Leave) Rules 2002 or as amended from time to time shall apply for availing Duty leave, study Leave and Sabbatical Leave.

### **Appointment on Contractual Basis**

The teachers are appointed on contractual basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid-down norms. The qualifications and selection procedure for appointing them is the same as applicable to a regular teacher. They are being paid fixed emoluments. However, the existing practice continues for other service conditions.

### **Teaching Days**

In this context, the College follows the rules & regulations laid down by the UGC, New Delhi and DHE Haryana. These must be at least 180 teaching days in an academic year, i.e. there shall be a minimum of 30 weeks of actual teaching, a week consisting of 6 days. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular and sports activities, 8 weeks and 2 weeks may be attributed to vacations and various public holidays respectively.

## **Work-Load**

The work-load of the teachers in full employment should not be less than forty hours a week for thirty working weeks (180 teaching days) in an academic year. It is necessary for the teacher to be available for at least five and half hours daily in the college as per existing regulations. However, in the academic interest of the institution and the students, the Principal may retain the teachers beyond the minimum stay hours and it shall be obligatory on the part of the teachers to comply with any such orders. Direct teaching hours shall be as per the existing rules irrespective of the post of Assistant Professor or Associate Professor and as prescribed by the State Government from time to time.

## **Allowances and Benefits**

Allowances and benefits, such as House Rent Allowance and Dearness Allowance for all the staff members including teaching and non-teaching staff is applicable as per the relevant rules notified by the State Government from time to time.

Pension and Gratuity benefits are applicable to the teaching and non-teaching staff members as per the relevant rules notified by the State Government from time to time.



(Dr Ashima Gakhar)  
Principal



(Sushil Kumar)  
Convener  
IQAC



(Dr Kushal Pal)  
Incharge  
Quality Policies