

SIES College of Management Studies

Human Resource Management (HRM) Policy and Plan

1.Objective:

For an academic institution, human resources play a key role. This is particularly true for the cadre of faculty members who are the nerve center of an educational institution. They drive the entire academic initiative of the institute. Hence, SIES College of Management Studies (SIESCOMS) has a specific Human Resource Management Policy and Plan in place for the staff with particular reference to faculty members.

This policy / plan takes care of the existing as well as future needs of the institute, keeps in mind the future expansion plans / perceived academic initiatives of the institute, competencies that are needed in the continuous changing environment, student feedback about the faculty quality / deliverables, corporate feedback about their expectations from the students, among others. The institute also investigates the changing paradigm of education in view of technological expansion and tries to ensure that the faculty members are not only good teachers but also good counselors in the changing context.

2. Scope: The policy / plan takes care of the following three specific issues:

- a. Faculty recruitment
- b. Faculty Development & career incentives
- c. Faculty retention

3. Policy

Faculty Recruitment:

The institute has a structured approach towards recruiting both core as well as visiting faculty. Core faculty are those who are on the role of the institute drawing salary from the institute whereas the visiting faculty are those who are not permanent employees of the institute but are engaged in taking specific courses as per the requirements of the institute.

There is a specific policy narrating the recruitment process for both categories of the faculty and it is available separately at the institute.

Induction:

Every staff including a faculty is given a structured induction under the supervision of a senior faculty / HOD about the rules / regulations and culture and values of the institute. To make the new faculty comfortable, he / she is accompanied and introduced in the first class. Induction is also given about teaching pedagogy, preparation of session plan, methodologies to keep the students engaged, etc.

Faculty Development, Career Incentives and Retention:

- a. The institute has a feedback mechanism policy at the end of every year based on which the incentives, promotion, special designations, etc. are considered by the management. The process is as per the guidelines of the UGC as well as University of Mumbai. In special cases, deviations may also be allowed with justifications.
- b. The institute also has a well-defined Research / Publication Policy, and Consulting Policy for faculty members. Some of the important pointers of the policy are given below:

Research Policy:

The SIES has a comprehensive research Policy at the apex level that contains provisions relating to:

- a. Facilities while doing doctoral work
- b. Reward / recognition on getting PhD
- c. Cash incentives for different types of publication including article processing charges (APC)
- d. Incentives / facilities to attend research conferences
- e. Incentives / facilities towards attending faculty development programs (FDPs)

All the above are aimed towards development of the teaching acumen of the teaching faculty and help in their total development as faculty as well as individuals.

The SIES also has a central capacity building institute known as "SIES School of Learning and Leadership Development (SIESLLD)" that takes care of many of the internal training & developmental requirements as well both for teaching as well as non-teaching staff.

Consulting Policy:

- For research / consulting activities secured through the efforts of the institute and executed under the banner of the institute, the revenue sharing will be in ratio of **70: 30** for the institute and the faculty on the **net revenue basis** (after deducting all the direct & indirect expenses). The word faculty here includes the research associate as well.

- A faculty member may be allowed to undertake research / consulting assignment of his / her own only after taking permission from the institute Head under special circumstances. Such work cannot hamper the regular work of the faculty at the institute. The faculty also cannot use institute resources for such work. In such cases, the faculty must share **30 per cent** of the gross revenue with the institute.

General Benefit Policies:

SIESCOMS is a progressive business school that takes care of the general well being of its staff through institutional provisions like PF, gratuity, medical insurance, liberal leave policy and always projecting the perception of an employer with a human face.

Future HRM Plan:

The future HRM plan including recruitment, development and thrust on the faculty core competencies must be aligned with the strategic goals of the institute for next 5 years. These include:

1. Strengthening the corporate acceptability of the programs through increasing skill & application focus including analytical ability and aptitude to think radically.
2. Bringing more social sensitivity along with enhancement of ethical standards among students who are going to be part of the corporate sector in an extremely competitive environment.
3. Internationalization of the programs
4. Augmenting research focus
5. Increase focus on executive education programs

Getting and retaining the right talent of faculty for driving the change is going to be one of the biggest challenges for the institute. The institute, therefore, aims to create appropriate compensation packages along with liberal revenue sharing models for MDPs / consultancy schemes so that the right talent is attracted. Focus would be to get the talent that is young, dynamic, digitally literate, best qualified, avid researchers and have publications in indexed / high

impact journals. Since the core job would be combination of teaching and research, competencies in both the areas would be given equal weightage. Going forward during the next five years, the institute looks forward to having a student-teacher ratio of 15:1, if not better, for all its courses put together. The institute also plans to have around 10 percent of its faculty from industry as "Professors of Practice" who will supplement the theoretical exposition by the core teaching faculty in various subjects.



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