# BAJSS

## Arts and Commerce College for Women

Gayatri Campus, Halageri Road,
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Affiliated to Akkamahadevi Women's University, Vijayapur



# HUMAN POLICY MANUAL BOOK

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Arts & Commerce College for Wom
Halageri Road,
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B.A.J.S.S. Arts & Commerce College for Women
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PRINCIPAL
BAJSS. Arts & Commerce College For Womens
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Human resource is an important component of every institution. it is essential for integrating institutional activities for purposeful plan of action and implementation. Hence the success of every institution depends on the quality of human resources. Human resource policy relates to the handling of employment issues such as recruitment, training promotion pays and health and safety in the workplace.

BAJSS Institute always follows standard procedures for human resource concern the following are the policies and practice of the institution.

- Appointment of qualified skilled & staff.
- provision for promotion at appropriate time
- training facility
- career advancement provisions
- regular and timely disbursement of salary
- timely submission of leave encashment
- propose timely submission of pension proposal
- provision for maternity leave
- special leave provision in case of illness
- compensatory basis appointment

with these effective practice institutions ensures good working condition




Open Air Theatre



Prnicipal & Staff