

HUMAN RESOURCE POLICY



विद्यया ऽ मृतमश्नुते



एन सी ई आर टी
NCERT

REGIONAL INSTITUTE OF EDUCATION
(NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING)
BHUBANESWAR, ODISHA - 751022

Human Resource Policy Handbook

Overview

Regional Institute of Education (NCERT) Bhubaneswar, a constituent unit of National Council of Educational Research and Training (NCERT), New Delhi under the Ministry of Education, Government of India is the apex body to advise on various aspects of school education. The institute started functioning from 5th August ,1963,as Regional College of Education and it was renamed as Regional Institute of Education (RIE) with effect from 18th April , 1995. This premium Institute strategically located in the heart of holy city ,Bhubaneswar to provide pre-service academic program to students of Odisha, West Bengal, Bihar, Jharkhand, Assam, Nagaland, Tripura, Arunachal Pradesh, Meghalaya, Mizoram, Sikkim, Andaman & Nicobar Island and, in- service teacher training programs to teachers of Odisha, Bihar, Jharkhand and West Bengal. All the programs offered by RIE, Bhubaneswar are approved by National Council of Teacher Education (NCTE), New Delhi.

Talent Management Policy

The vision of RIE, Bhubaneswar is to build a holistic approach to optimize the skill of all its faculties and staff members to achieve excellence in its overall performance. It aims to achieve the national standard in academic activities as well as to establish a national culture through integrated talent acquisition, professional development and deployment processes that are aligned to the institutional goals.

Talent management includes Recruitment and Selection, Orientation and Training, Faculty and Administrative staff development program, Professional development program for faculty members etc. These procedures aim to foster continuous development of skill and competencies of both academic and administrative staff to achieve institutional long term goals and objectives.

The programs offered by the Institute and the approved number of seats against each courses are as shown in the Table-I

No	Name of Programme	No. of Seats
1.	2 Yr. B. Ed.(Arts/ Sc.)	110
2.	4 Yr. B.A. B.Ed	55
3.	4 Yr. B.Sc. B.Ed	110
4.	2 Yr. M.Ed	36
*5.	1 Yr. M.Phil In Edn	10
6.	Ph.D	15

(i) Recruitment and Selection:

The recruitment and selection is of paramount importance in order to recruit staff with proper skill, attitude and attributes to enable the institution to fulfill its objectives. The process of recruitment for all permanent academic and non- academic staff are done by NCERT, New Delhi following GOI guidelines and recruitment rules and policies. The recruitment for appointment of academic faculties at the level of Assistant Professor on contractual basis is done at by RIE, Bhubaneswar adhering the latest UGC guidelines.

(ii) Orientation Program :

The orientation programs & refresher courses for newly recruited academic and non- academic staff members are conducted both at HQ level and at institutional level.

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(iii) Professional Development of Faculty Members :

Faculty development plan is very fundamental to a faculty member's professional growth and successful performance in teaching, research,

development and various other scholarly activities. NCERT along with RIE Bhubaneswar has developed number of well defined program/ facilities for professional development of it's academic staff members.

- Academic faculties regularly attend Refresher Courses in various disciplines organized by Academic Staff Colleges of different state and central Universities(recognized by UGC) and also at NCERT ,New Delhi.
- Faculty members are provided financial support (subject to conditions) to participate in various national and international seminars and conferences to share their research findings and utilize the research results of in their profession.
- Each faculty member prepares his/her own profile which details his/her, research publications, creative publications, book publications, articles , list of conferences, seminars, workshops etc. attended by them and the same is uploaded at the institute website for global exposure and sharing.
- Two periods in the weekly timetable have been ear marked for faculty members to discuss and present their research findings, to discuss contemporary topics related to educational program and policies etc. for feedback suggestions and further progress.
- Faculty members undertake various research projects like ERIC project, DST project, UGC project, University project etc. and publish their research findings in UGC referred, peer reviewed, SCOPUS rated national and international journals.
- Every year staff tournament is organized at any one of four RIEs or at NCERT HQ for promoting sports and athletics skills of faculty members .

Regular Yoga camps and spiritual discourses are organized in the campus to strengthen of physical and mental health of the faculty members.

- Faculties are being assessed and evaluated by HODs and higher authorities yearly through Self- appraisal. The various parameters include number of classes taken, research, training development and extension work done during the assessment year, etc. attended, administrative work done etc.
- Opening of a service book of each faculty members with basic documents like appointment letter, passport size photographs, pan card, etc. are mandatory for each faculty member and updating the same periodically is done at admin level on priority basis.
- After joining the institute each faculty member is needed to open a salary account with State Bank of India (SBI), Campus Branch, Bhubaneswar - 22 and submit the account number to Accounts Section of the institute.

(iv) Administrative Staff Development Programs:

Administrative staff development program ensures effective functioning of all the stakeholders, maintaining healthy environment for quality academic growth and campus decorum in line with the vision and mission of the institute .

- All the admin staff members undertake regular training both at HQ level and at institutional level on (i) Modern office management (ii) e-governance (iii) Hindi as official language (iv)*
- They participate in various competitions organized during Hindi Pakhwada to enhance their skill of using Rajbhasa Hindi in official communications.

- Staff members also participate in institutional as well as outstation competitions to get exposure for becoming skilled workforce in the field of administration.
- Annual staff tournament is organized at any one RIE of NCERT or at NCERT HQ on rotation basis for sustaining the interest and motivating staff members in the field of sports and athletics. This also helps to nurture culture fraternity among all the employees of NCERT.
- By deputation to outside Agencies.

(v) Attraction and Retention Policy

RIE, Bhubaneswar is committed to talent retention to maintain its reputation and to attract the quality manpower in the institution. Apart from latest Pay scale and statutory benefits; the employees are treated with proper workload, job security, clarity in role and recognition, sufficient resources and above all, the best practices in employee management. The following benefits are provided by the institute:

- a. There are near about 146 number of residential quarters within the campus of RIE for all categories of employees starting from group C & D employee to A .
- b. One dispensary with two doctors and three supportive medical staffs are employed to take care of residents of the campus and students staying at hostels around the clock.
- c. Leave Travel Concession (LTC) to any place of India and LTC to home town for the employee and his/her family is provided by the institute as per rules.
- d. Reimbursement of the cost of medicine bill, reimbursement of the cost of expenditure for hospitalization, surgery, treatment etc. at referral hospitals and other health benefits are provided to employees and dependant family members as per GOI rules.
- e. Various advances like (i) Medical Advances, (ii) House Building Advances (iii) Computer Advances are also provided to employees as per rules.

- f. Reimbursement of News Paper bill , reimbursement of telephone bill to eligible employees.
- g. Children Education Allowance and Reimbursement of tuition fee scheme for two eldest surviving children is also admissible to all employee.
- h. Provision for purchase of office bag/purchase to eligible employees.
- i. Provision Laptops to all eligible faculties teacher and all Dept./Sections.

Faculty and Staff Pay Scales :

The pay scale of all the faculties and staff members are fixed as per the last Pay Commission (7th Pay) laid down by GOI. The pay scales for designated faculties and staffs are as shown here under Table II.

Table-II Pay Scale of Faculty

Designation	Pay scale
Professor	37,400 -67,000 + AGP 10,000
Associate Professor	37,400 – 67,000 + AGP 9,000
Assistant Professor	15,600 – 39,100 + AGP 6,000

Leave Rules

Kinds of Leave :

The following kind of leave are admissible to employees of Regional Institute of Education , Bhubaneswar:

1. Casual leave
2. Earned Leave
3. Special Casual Leave
4. Study Leave
5. Half Pay/ Commuted Leave
6. Child Care Leave
7. Restricted Holiday.
8. Maternity/Paternity Leave
9. Academic Leave.

Leave is not a matter of right. When the exigencies of the service so require, discretion to refuse or cancel leave of any description is reserved with the competent authority .

1. Casual Leave :

- (i) Casual leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not interrupted. The maximum number of casual leave in a calendar is 8. Two days of restricted holiday as decided by the HQ can be availed by any employee.
- (ii) Sundays and other holidays may be prefixed, inter-fixed and suffixed with the casual leave.
- (iii) Casual leave cannot be combined with any other kind of leave.
- (iv) On transfer to other RIEs or to HQ the balance casual leaves are carried over.

2. Earned Leave :

- (i) The teaching and non-teaching staffs of RIE Bhubaneswar are eligible for 15 days of earned leave on every six months i.e. 30 days of EL per year. On 1st of June and 1st of January of the running year, EL is credited to the account of the employee.
- (ii) EL can be availed by any employee during the Calendar Year without causing any academic disturbance on prior approval of the highest authority and need to be forwarded through proper channel. After returning from EL submission of a joining report in an appropriate format is mandatory for each employee .
- (iii) Un-utilized and balance EL can be encashed at the time of retirement of the employee.
- (iv) On transfer to other RIEs the balance days of ELs are carried over.
- (v) EL cannot be inter- fixed with Sundays or any other holidays.
- (vi) At a time, maximum of 180 days of EL if due, can be availed.

3. Compensatory Casual Leave :

- (i) Compensatory casual leave may be granted to the non academic employees in lieu of work done on closed day(s) and can be availed within 30 days of working.

4. Study Leave

- (i) The teaching staff of RIE may be granted study leave for advancement of their qualification or for their professional development in India or abroad under specific terms and conditions.
- (ii) The study leave or any other travel grants etc are sanctioned at HQ level as per rules.
- (iii) The faculty proceeding on leave must have completed minimum of three years of regular service and should have 05 years of service left .He/She is eligible for 100% pay during such leave absence.

5. Medical Leave :

- (i) 20 days of medical leave or commutation leave per year is admissible to all employees. Unutilized medical leaves are carried over the next successive years and can be accumulated till retirement.
- (ii) This leave can be availed only on medical grounds i.e. hospitalization or serious illness for more than three days.
- (iii) Documentary evidence is required to avail this leave.
- (iv) The leave can be combined with CL/EL for hospitalization or serious illness.
- (v) The employee can resume his/his duties only after submission of Medical Fitness Certificate.

6. Academic Leave :

Academic leave and sabbatical leave may be granted to academic faculty members as per UGC guidelines

7. Maternity Leave/ Paternity Leave

- (i) Female employees of RIE may be granted maternity leave for a period of 6 months. Leave application is to be supported by a certificate of a registered medical doctor.
- (ii) Maternity leave can be combined with other kinds of leave except casual leave, but any leave.
- (iii) Maternity leave is to be granted to a female employee provided she has less than two surviving children.
- (iv) Male staff members are eligible for 15 days paternity leave within 06 months of delivery of child.

8. Child Care Leave

- (i) Women employees and single male employees having minor children may be granted Child Care Leave (CCL) by the competent authority at HQ to grant leave for a maximum period of 730 days during their entire service for taking care of up to two eldest surviving children, whether for rearing or to look after any of their needs like examination, sickness etc.
- (ii) Child Care Leave can be availed only after prior sanction.
- (iii) In respect of a child with a minimum disability of forty percent, it is permitted for an off spring of any age subject to submission of certificates.
- (iv) CCL may not be granted for less than five days at a time; and shall not be granted for more than three spells in a calendar year.
- (v) Intervening holidays will count as CCL as in the case of EL.
- (vi) CCL cannot be debited against leave account.
- (vii) CCL may be combined with leave of any other kind. Leave of the kind due and admissible (including commuted leave not exceeding sixty days and leave not due) may be allowed for the third year in continuation of CCL without production of medical certificate.

(viii) An employee with CCL may be permitted to leave headquarters with prior approval of competent authority.

Residential Accommodation :

The Institute has campus of near about 100 Acres of land. The campus is Wi-Fi enabled and it includes the physical facilities like one dispensary, one canteen, one children park, State Bank of India (SBI) and Post Office etc. as immediate requirements of its residents. All care has been taken for fire safety.

Residence facilities at campus are provided to the faculty members as per Government of India norms. The number of quarters available for all categories of employees are as given in the table. Total = 146

Table- III

Type of Accomodation	Number
Type- V	08
Type-IV	24
Type-III	32
Type-II	40
Type-I	42
Total	146

Allotment of quarter is done on the basis of availability and category of employee. For availing campus accommodation, The individual should give an application along with a copy of appointment order/joining report for processing, allotment and approval of competent authority.

Research and Development :

One of the maxims that RIE, Bhubaneswar guarantees for its faculties/scholars is “Learning is Celebration”. To institutionalize this principle of learning, RIE, Bhubaneswar has devoted itself to extend extensive opportunities for its faculties to pursue research and development activities.

RIE Bhubaneswar's Commitment to advance research in the area of General Education, Special Education, Educational Technology and Science Education etc. has nurtured it as an excellent and Innovative Center for Research in Education. RIE, Bhubaneswar conducts six month course work program of Utkal University in the discipline of Education. As a matter of institutional policy and approval of Utkal University every academic year 15 number of Ph.D students join this institute for obtaining doctoral degree in the discipline of Education.

Being apart, RIE also encourages all its faculty members to carry on research in their field of interest as well as to undertake inter-disciplinary research. Reimbursement benefits for attending International/National conferences to present their research works are also extended to faculty members as per rules. The faculty members are also encouraged to avail the International research fellowships like Fulbright, etc. and admissible fringe benefits are also provided to them.

Moreover, every academic year faculty members undertake research projects approved by PAC, NCERT, New Delhi. The results of research findings are usually published in UGC referred and peer reviewed journals and the reports are submitted to NCERT, New Delhi.

Epilogue

RIE, Bhubaneswar has almost completed 59 years of its successful existence. It has always shown its scholarly excellence in the field of pre service teacher training program , in -service teacher training program, development of school textbooks , development of teaching learning materials and consultancy in the field of plan/policy of school education. The staff members of this institute have been unanimously putting their efforts to make this institute more vibrant, more effective and more influential mentor of school education.


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