

Human Resource management of DISS

Administration of the Children's Home

Approved service rules of the Daffodil Family Human Resources Department will be followed to properly manage the administrative activities of the children's home. The overall activities of the children's home have been successfully implemented policies to be followed:

- To take steps to recruit any staff / staff of the Children's Home subject to the approval of the Head Office.
- To take measures for annual increment promotion of employees / officers as per the rules of the government.
- Everyone will be bound to abide by the goals and objectives of the children's home. In case of any misconduct by the staff / staff, the Children's Home Authority will be able to investigate and take administrative action.
- According to the rules of the organization, the weekly holiday of the children's home will be on Friday. Office activities will be conducted from 9.00 am to 5.00 pm for the remaining 7 days.
- According to the rules of the organization, on-leave staff / officers and residents will enjoy. As per 24/6, weekly leave and working hours of the employees will be changed as required for the benefit of the children.
- Staff / Officers of DISS will receive travel allowance / TA / DA (as per the rules of the organization) subject to the approval of the travel schedule of the authority of the children's home for the implementation of the program activities.
- There will be public training to improve the quality of life of the residents of the children's home and to improve the skills of the staff officers.
- As per the rules of the organization, all the listed employees / officers can avail the facilities provided by the organization such as provident fund, other benefits.
- Procurement activities will be conducted through the committee subject to the approval of the head office of all types of purchases, service delivery and subject matter of the children's home. Annual report of fixed assets and stocks to be submitted. Government approved procurement policy will be followed.
- Resident staff / officers of the children's home must maintain a movement register in case of travel outside and the head of the unit of the children's home must have prior approval for travel
- In order to increase the financial income and fund of the children's home, income generating projects / activities can be taken up.
- All communication with the children's home at the head office will be given more priority to e-communication.

Manpower of children's home

DISS Dhaka office based manpower for three thousand disadvantaged children will be Director, Documentation Officer, Admin and accounting officer. In addition, the DISS

Development Committee will act as a public consultant to review various aspects and progress. The manpower to run each children's home will be as follows:

The number of manpower will be determined based on the child:

- **Project Director**
- **Senior Asst Director**
- **Asst Director**
- **Home manager/Coordinator**
- **Senior Officer/teacher**
- **Psychosocial Counselor**
- **Technical and general education teachers**
- **Trainers - Sports, Art, Music, Dance, Agriculture, Fishing, Cattle, Poultry**
- **Caregiver**
- **Chef**
- **Cleaner**

Child caring and maintenance

- Number of caregivers per age group and children (girls and boys)
- For every 18 people aged 5-9 years, one room will be under the care of a residential caregiver (mother);
- For every 14 children aged 10-13 years will remain in 1 room under the supervision of a residential caregiver.
- Children aged 14-16 will be supervised by 6 people in each room but they will select a team leader for each month by discussing themselves;
- The residential caregiver will address the male staff as 'ভাইয়া' and the female staff as 'আপা'.
- The age of the residential caregiver should be at least 30-40 years, husband abandoned, widows who have no backwardness will get priority.
- Caregivers will nurture children in a motherly and family sense.
- The caregiver must be sweet-spoken and his manners must be elegant and Sober
- To be an educational addition you must pass at least SSC.
- Residential caregivers will be responsible for the child's day-to-day work. Who is like a guardian, keep an eye on them all the time with affection and love and ensure all kinds of residential discipline.

Manpower for agricultural Farm management

The farm has one agricultural supervisor, one veterinary surgeon, three field assistants and on-demand workers.

They will cultivate income-generating crops, poultry, goats, cattle and fish on agricultural land. These products will help to meet the needs of children.

Older children will cooperate in the work of the farm and work hand in hand Will learn.

Recruitment system, promotion and salary structure

The recruitment process and promotion of the children's home will be conducted in accordance with the policies of the Human Resources Department of the Daffodil family.

Employee leave, transfer duty, bonus overtime service will be conducted following the policy.

Behavior of staff, Code of Conduct in accordance with child protection policies

Because of working with children, all staff will follow and adhere to child protection policies. According to the policy, no one can ever misbehave with children in any way. Upon receipt of appointment each worker will also sign the organization's child protection policy code of conduct. 6 children protection workers.

The Code of Conduct is as follows:

(Employees, Representatives, Members, Vendors)

- Will give equal height to every child;
- Will listen to the child attentively and attentively;
- Do not establish unhealthy, unsafe relationships with the child;
- Do not behave indecently with the child;
- Will not shame or insult the child;
- Will not distort the baby's name and look down on him;
- Will not present that comparison among children;
- will not discriminate between children;
- Do not beat or physically abuse children;
- Do not show children pornography or images of extreme violence or their inappropriate websites;
- Do not give inappropriate language, words, behaviors, opinions or suggestions to the child;
- Don't make fun of the child's own values, language and religion;
- Will not do what the child can do on his own;
- Enabling children to express their rights, form opinions and express their views;
- Will not influence the child in problem solving and decision making rather will help;
- Do not spend too much time alone with the baby, which would be considered inappropriate;
- Do not sleep with the child in the same room or in the same bed without supervision and without the permission of the authorities;
- Do not take or publish / promote any negative image of the child that may confuse him or her;
- Do not take pictures of the child against the child's wishes or without signing the consent form;
- Will not publish the name and picture of the child in the media without the permission of the child and the guardian / authority.

Yearly Appraisal Policy

Employee Skill Assessment for increment /promotion:

Each employee of DISS will be assessed once a year according to the "Annual Performance (Progress) Assessment" provided by the HR department. There will be recommendations for training etc. The staff's attitude towards children, their relationships with local people, higher authorities and colleagues, their dress code, and their behavior motivated to make any new contribution to the children's home, etc. will be seen as a special qualification of the staff.

RESIGNATION, TERMINATION AND RETIREMENT

INTRODUCTION.

An employee's service may be terminated in persuasion of a reduction or revision of establishment due to financial constraints, changes in the organization of the School or any other unavoidable grounds .However, such employee shall be furnished with minimum fifteen days 'notice .However, GB may terminate the service of any teacher or employee for inefficiency or on disciplinary ground without any early notice.

TERMINATION OF SERVICE.

A probationer's service will automatically be terminated if he/she does not qualify. Cases of inefficiency that severely affect the school climate may be dealt with seriously and a termination case be prosecuted by the Principal .No formal proceeding is required to be drawn for this purpose and no previous notice is required to be given .No pay will be given on termination of service in case this is a probation case.

RESIGNATION.

Contractual employees are not expected to resign within the contract period. If one Contractual employee leaves the job within the contract period, she/he has to surrender two months' gross salary to the authority. Full-time employees have to

give a notice of resignation to the authority at least two months before from the date s/he expects to leave the job; otherwise she/he will have to surrender two months' gross salary to the authority.

RETIREMENT .

An employee shall retire from service on attaining the age of fifty seven years .The GB may extend the service of a teacher up to three years on the medical certificate issued by a competent authority and his/her performance.

DISMISSAL.

An employee will be served with warning, explanation/show because etc before dismissal .An employee will be subjected to dismissal if he/she indulges in one or more of the followings:

- **Remain absent from the organization without permission for more than 20 days.**
- **Violates school rules and Code of conduct to an extreme level.**
- **Gets convicted by any courts of the country.**
- **Gets convicted by school authority for gross violation and moral turpitude Case.**
- **Involves in professional misconduct frequently.**
- **Fails to show professional competence.**

Termination Letter

https://docs.google.com/document/d/19ZCwOX96Aq9_5QOuN04PcsIb5lQZYI4bIUERZ_1kYxU/edit?usp=sharing

Appointment Letter

<https://drive.google.com/file/d/17kR5oTeKb8BEgovTHKynPXVajxFVQ8X6/view?usp=sharing>

Recruitment policy

Recruitment is the process of identifying that the organization needs to employ someone up to the point at which application forms for the post have arrived at the organization. Selection then consists of the processes involved in choosing from applicants a suitable candidate to fill a post.

2. Replacement will be by Director but CC to Chairman Office always

3. All recruitment (New/ Replacement) must be approved by Chairman Sir after completing an interview by the committee.

Human Resource Department of Daffodil Institute of Social Sciences

Recruitment Policy for Academic Employees:

1. Requisition Process:

A notice will be served from the School authority asking for submission of requisition for teachers according to the need. **Any new position must be approved by Chairman Sir first with proper job responsibilities before going for recruitment. School authority will then submit their requisition to the corporate office in written form through respective Chairman.**

2. Advertisement:

On the basis of the requisitions submitted by the Home Authority and upon proper verification of the HR/Administration department DISS's HR/Administration and Admin people will make arrangements to advertise accordingly through AD.

3. CV Short-Listing:

When the last date of CV submission is over, the very next day (if not a holiday) all the CVs will be categorized subject wise and short-listed only those applications which meet the minimum appointment criteria.

4. Interview board and Schedule & Communication with the Candidates:

DISS supposed to have a formal recruitment body consisting of DISS relevant official + 2 representative from Chairman Office and 2+DISS authority

- **A**
- **B**
- **C**

Note [This same committee will see promotion + yearly increment issue]

HR/ Administration department will communicate with the short-listed candidates to inform them about their exact interview schedule as finalized/approved by the DISS management. If needed relevant subject experts and members of the selection board will be invited/communicated by the HR/ Administration Department.

5. Selection Process:

Selection process must be completed in a single day following the steps given below:

Step-i: An aptitude test will be taken initially to identify the candidate's academic knowledge and analytical ability. Time limit will be 30 minutes. Aptitude test will be organized by HRDI. Total marks for Aptitude test will be 10.

Step-ii: A viva-voce /interview will be taken by the defined selection board. Total mark of viva-voce will be twenty (20). Each board member will have to give marks individually based on the performance of the candidates.

Step-iii: After completion of the viva/interview we take written exam as per rules of DISS

Step-iv: A final result sheet will be prepared (Format enclosed) after calculating average marks achieved by each candidate. However the remarks of the aptitude test and written will be taken under consideration for proper evaluation.

Step-v: The final result sheet (with all the original evaluation papers) along with the recommendation of DISS authority will be placed before the Honorable Chairman, BOT, and **Daffodil Institute of Social Sciences** for final decision as approval.

Step-vi: On the basis of the approval of the Honorable Chairman, offer of appointment will be issued by DISS

Final Evaluation Sheet (Academic)

Subject: _____ Position: _____ Faculty: _____

S L	Candidate's Name & Contact	A. Marks of Aptitude Test (Out of 10)	B. Average marks obtained in Interview/Vi v a (out of 20)	C. Average marks obtained in Written exam(out of 10)	Final Result A+ B+ C	Final Remarks
1						

Recruitment Policy for Administrative Employees in DISS:

1. Requisition Process:

A notice will be served from the DISS authority asking for submission of requisition for teachers according to the need. ***Any new position must be approved by Chairman Sir first with proper job responsibilities before going for recruitment. DISS authority will then submit their requisition to the corporate office in written form through respective Chairman.***

2. Advertisement:

On the basis of the requisitions submitted by the principal and upon proper verification of the HR department, will make arrangement to advertise accordingly through AD

3. CV Short-Listing:

Candidates will be short-listed on the basis of appointment criteria according to DISS service rules as well as the needs of specific position (s).

4. Interview board and Schedule & Communication with the Candidates:

DISS supposed to have a formal recruitment body consisting of DISS relevant official + 2 representative from Chairman Office and 2+ DISS authority

- **A**
- **B**
- **C**

Note [This same committee will see promotion + yearly increment issue]

HR/ Administration department will communicate with the short-listed candidates to inform them about their exact interview schedule as finalized/approved by the DISS management. If needed relevant subject experts and members of the selection board will be invited/communicated by the HR/ Administration Department.

5. Selection Process:

Selection process must be completed in a single day following the steps given below:

Step-i: Candidates will sit for a written test which will include General Knowledge, English and Analytical Ability. This written test will have a total of twenty five (25) marks. Time duration for the test can be thirty (30) minutes.

Step-ii: After the written test the candidates will have to sit for a computer test. The test will be of fifteen (15) marks and will not take more than 30 minutes.

Step-iii: After completing both the written test and computer test a fifteen minutes break will be given.

Step-iv: After the break the candidates will have to face viva-voce which will contain 10 marks. The viva committee will be pre-decided.

Step-v: The final result sheet (with all the original evaluation papers)[Format enclosed] along with the recommendation of Authority will be placed before the Honorable Chairman, BOT, Daffodil Institute of Social Sciences for final decision as approval.

Step-vi: On the basis of the approval of the Honorable Chairman, offer of appointment will be issued by the HR

Final Evaluation Sheet (Academic)

Subject: _____ Position: _____ Admin: _____

S L	Candidate's Name & Contact	A. Marks of Aptitude Test (Out of 10)	B. Average marks obtained in Interview/Vi v a (out of 20)	C. Average marks obtained in Written exam(out of 10)	Final Result A+ B+ C	Final Remark s
1						

Promotion Procedure

- Press Conference

- Leaflet
- Newspaper advertisement
- Banner

Staff Training

Training Needs Assessment (TNA):

The purpose of a training needs assessment is to identify performance requirements and the knowledge, skills, and abilities needed by an agency's workforce to achieve the requirements. An effective training needs assessment will help direct resources to areas of greatest demand. The assessment should address resources needed to fulfill organizational mission, improve productivity, and provide quality products and services. A needs assessment is the process of identifying the "gap" between performance required and current performance. When a difference exists, it explores the causes and reasons for the gap and methods for closing or eliminating the gap. A complete needs assessment also considers the consequences for ignoring the gaps.

- **Training Needs Assessment at DISS:**

TNA is kind of an essential part of an organization to develop their employees. t **DISS** will take this initiative in future according to the necessity

- **Training & Development activities in DISS:**

Human Resources (HR) unit of **Daffodil Institute of Social Sciences** generally organize different types of training programs for the employees and faculty members which are mentioned below:

- **Induction Training for New Admin people:**

DISS organizes an induction training program for the newly joined admin officials after their joining. By this training program newly joined officials know the rules & regulation, management, know the working system/process, use of e-mail, job tracking system, forum, early evaluation, increment, promotion, interaction with related sections/people.

- **Participatory Engagement Training (PET):**

Newly joined all Admin members also need to join a special training program named Participatory Engagement Training at their first joining. This is a specialized

training program and it is conducted by the Honorable Vice Chancellor of the university. Those PET training has 3 parts, such as:

1. **Face to Face Lessons:** In 1st stage all newly joined faculty members need to join the PET training where they get some specific instruction for their teaching style face to face from the supervisor of the training.
2. **Online Teaching:** In the 2nd stage, the faculty members know the online teaching techniques as they will conduct their class via online in class. After this stage, faculty members need to submit an assignment on practical teaching based on the face to face & online training to their supervisor.
3. **Viva:** In this 3rd stage, faculty members need to face an interview board to prove their learning and capacity for teaching.

After viva good quality faculty members receive certificates from the School and go for teaching in class. The weak teacher receives more training until improvement.

Other Training programs:

DISS authority organizes different kinds of training for its employee & faculty members time to time or based on necessity. Some of the training information mentioned below:

- **Training on Forum**
- **Training on Job Tracking System or Learning Feedback System (LFS)**
- **Training on Social Media Marketing (SMM)**
- **Training on Risk management**
- **Training on BERP/SAAS Module**
- **Training on Student management**
- **Training on research**
- **Training on writing Articles or Journal**
- **Training on student maintenance**
- **Training of coordination Officers**

All over the explanation above it's observed that DISS does not have a proper Training Needs Assessment system or process, but they do will arrange some training as an initiative

for making TNA available in their system so that they can make proper training and development programs based on needs of their human resources.

KPI

[Key performance Indicator for DISS](#)