

Document	Policy and Procedures manual		PSGR Krishnammal College for Women	
Department	HR			
Doc Code	HR/P&P/01 (01) For MBA	Issue No	2	
Issue Date	01.04.2019	Effective date	01.04.2019	
Topic	Recruitment Policy			

1. Purpose

- 1.1. The purpose of this policy is to identify capable people and recruit them for appropriate job positions on time.
- 1.2. To establish suitable terms and conditions of employment and ensure that the employee understands all the clauses of the terms of employment and adheres to them while in the service of the organization.

2. Scope

- 2.1. This policy applies to recruitment of all employees on the rolls of GRGSMS, PSGR Krishnammal College for Women.

3. Policy

- 3.1. **Manpower Planning:** A process of reviewing the current manpower and determining the right number of persons required at every position, keeping in mind the plans for the academic year.

- 3.1.1. Manpower planning will be an annual exercise initiated by the Director during the month of April after finalizing the overall academic plan for the following year.

3.1.2. Manpower Planning Procedure

Faculty members and staff are employed based on the guidelines laid down by regulatory bodies All India Council for Technical Education (AICTE) and University Grants Commission (UGC). The Teacher – Student ratio recommended by AICTE is 1:20. The cadre ratio recommended by AICTE is 1:2:6 (Professor: Associate Professor: Assistant Professor).

Advertisements for faculty positions are released in national news papers like 'The Hindu' and also in our website whenever vacancies occur. Applications received by the office will be scrutinised for eligibility. The shortlisted candidates will be called for an interview. The interview panel



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consists of Chief Mentor, Director, Experts from Industry, and subject experts. Selected candidate will appear for the final interview with the Chairperson. Upon approval from the Chairperson, the selected candidate will receive a formal appointment order that gives details about their probation period and rules to be adhered.

3.2. Recruitment & Selection Process

- 3.2.1. The Director shall initiate the recruitment.
- 3.2.2. Mode of recruitment – internal reference, data bank, Advertisement through website /other relevant social media /paper.
- 3.2.3. Any mode that has cost implications shall be decided by the chairperson based on recommendations from the Director
- 3.2.4. The Director scrutinizes the applications and the shortlisted candidates are called for an interview.
- 3.2.5. The Interview process involves three rounds
 - Technical interview by Selection Panel constituting the Chief Mentor and Director
 - Class Room Teaching
 - Personal Interview with Chairperson
- 3.2.6. Successful candidates who have cleared all three rounds will be given the offer letter.

3.3. Joining Formalities

- 3.3.1. The new recruit shall submit the joining letter on the day of joining to the HR department duly authorized by the Director.
- 3.3.2. Verification of Credentials and one Original copy is retained with the College as a security document. (The same shall be returned at the time of separation,

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once the employee has served the required notice, duly handed over the responsibilities to the successor and cleared all dues with the college).

3.3.3. At the time of Joining, the faculty member shall sign the Faculty Code of Conduct (Appendix 1).

3.3.4. Director shall explain the institutional policies and procedures and also introduce the new recruit to the other faculty members

3.3.5. Arrangements made to include the Staff in the Attendance monitoring software and ID card details collected and processed at the earliest

3.3.6. HR explains all relevant Bank and statutory forms to the new recruit and the form filling exercise is completed.

3.3.7. Executive Secretary shall ensure that the faculty member is included in the institution website.

3.3.8. A personal dossier is created for the new recruit where all the employee records as per the requirements are checked and filed properly.

3.3.9. The Appointment Order is generated by HR for the new recruit on the date of Joining and issued after getting the same signed from the authorized signatory the Chairperson. (Appendix 2)

3.4. Induction

GRGSMS has a faculty code of conduct, which is duly signed by each faculty at the time of joining GRGSMS. An induction Program is organized for the new faculty members to introduce them to the system and processes of GRGSMS. Induction program broadly focuses on the following modules:

- Overview of the institution
- Culture and values
- Work norms
- Faculty advisory system

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- Administrative policies and procedures
- Academic system and process
- Faculty appraisal system
- Administrative responsibilities
- Orientation towards technology
- Opportunities to pursue research
- Funding Opportunities

3.5. Probation and Confirmation

The newly recruited faculty member shall be on probation for 6 months.

3.6. Working Protocol and Leave

The working protocol and leave policy are detailed as separate policies.

3.7. Separation

There are three types of Separation through resignation; Separation through Retirement; Separation through Termination

3.7.1. Separation through resignation

- On any employee's resignation, the Director shall enquire the reasons for the same and try to retain the employee. In case the employee still wishes to resign, the resignation letter will be forwarded to Director and based on their approval the date of reliving shall be decided as per the policy, recorded in the resignation letter and then forwarded to HR
- HR will conduct an exit interview as per the *Exit Interview Checklist*.
- HR will ensure that all the handing over procedures is complete and the separating employee clears all dues.
- After appropriate clearances in the *Handing over Form* and *No dues Certificate* the employee's full and final settlement shall be worked out.

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3.7.2. Separation through Retirement

- HR shall send an intimation letter three months in advance to the employee who is retiring from the services of the institution. HR will check with the Director and Chairperson if they wish to extend the services of that particular employee.
- In case of extension, the Director shall make a request in writing regarding the extension and the Chairperson shall approve the same after deliberating the necessity of such extension and also ensuring compliance with regulatory bodies.
- Proper succession planning shall be initiated 3 month in advance and the successor shall spend minimum 1 month with the retiring employee and get familiar with the work, roles and responsibilities.
- Exit Interview process, Handing over process and No due settlement process shall be followed for the retiring employees as well.

3.7.3. Separation through termination

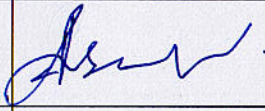
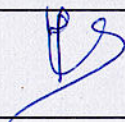

- Separation through termination shall be implemented in case of a major misconduct - Theft, breach of confidentiality, sexual harassment, Lack of Financial integrity, dual employment, Stealing intellectual property, sharing important information with unauthorized people, chronic alcoholism and misbehaviour at office, Chronic and unreasonable absenteeism.
- Necessary enquiries shall be conducted by the enquiry committee and by authorized personnel as per the statutory and legal requirements
- Recommendations on terminating the employee shall be taken by the enquiry committee and decision by the chairperson.

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- In case of termination the final settlements can be withheld as per the statutory regulations.

4. Documentation

- Manpower request Form
- Interview Evaluation Sheet
- College Application form
- Salary fitment Approval
- Offer Letter
- Appointment Letter for permanent positions-
- Employee Reference Check
- Joining Report
- Exit Interview format
- Handing over of responsibilities check list
- Clearance certificate

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Designation	Sr Executive – HR	Sr Manager - HR	Chairperson
Signature			
Date			

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Appendix 1: CODE OF CONDUCT FOR FACULTY

I, a member of the Faculty of GRGSMS commit to the following Code of Conduct.

I shall:

1. Be committed to my profession and academic integrity. I shall not compromise on standards of academic performance.
2. Involve myself with and contribute to all the activities and programmes conducted by our institution.
3. Assume responsibility for the academic performance of my students and enable development of holistic personality of the students. I shall proactively encourage all my students to participate enthusiastically in all co-curricular and extra-curricular activities.
4. Discharge my duties diligently toward fulfillment of all the three components of my academic profession – teaching, research and publication, and academic administration. The proportion and quantum of these will be determined at the beginning of each academic year by mutual agreement between the Director and me.
5. Adopt a judicious mixture of pedagogical tools and techniques for the delivery of the Courses assigned to me. I shall use not only lectures, but also presentations, case discussions, role plays, simulations exercises, group discussions, experiential learning methods, practical applications, project assignments and similar tools as may be appropriate for my Courses.
6. Be responsible for evaluation and grading of students for my Courses. I shall comply with all the requirements of the Bharathiar University and the Controller of Examinations in this regard.
7. Be responsible for maintaining the attendance registers and all related administrative documents for all the Courses assigned to me.

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8. Use technology-enabled learning management systems (such as Moodle) extensively to enhance the teaching-learning process.
9. Prepare well for each of my classroom sessions such that the delivery of the Courses assigned to me is of acceptable standards.
10. Be responsible for completion of the entire syllabus stipulated for my Courses. I shall ensure compliance with all academic requirements for my Courses.
11. Be responsible for arranging guest lectures for the Courses assigned to me. Such guest lectures shall be aimed at providing industry exposure to students and practical orientation to theory, and shall be limited to 20% of scheduled number of sessions for each Course.
12. Not cancel / reschedule / re-assign scheduled classes unless it is unavoidable. Even in these unavoidable circumstances, I shall obtain prior approval of the Director.
13. Deliver seminars, participate in national and international conferences and workshops, and publish articles and papers in leading academic and general journals and magazines in order to constantly enhance my professional accomplishments.
14. Not absent myself from work and/or avail leave of any kind unless such absence / leave is absolutely essential and unavoidable. I shall obtain prior approval of the Director in all cases of absence / leave. Even when such absence / leave is availed by me, I shall be responsible to assign my work to a colleague with the latter's concurrence.
15. Work as a team with cooperation, collegiality, and trust among all my colleagues.
16. Maintain professional decorum and personal conduct in all my behaviour at all times and shall not indulge in any act that may adversely impact the reputation of my institution. I shall always be committed to the core values of the institution and shall always act with integrity.
17. Respect individual dignity of all my students and colleagues and not engage in talks or behaviour that may cause loss of collegiality.



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18. Be responsible for security, proper upkeep, and maintenance of institutional property.

I agree that I shall be solely responsible for consequences of any violation of the above by me at any point of time.

Name:Signature:

Date:

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Appendix 2: ORDER OF APPOINTMENT

Date:

To,

_____,
_____,

ORDER OF APPOINTMENT

- Please refer your application for employment and the subsequent interview(s) you had with us.
- We are pleased to appoint you as an _____ in _____ **Department** of this college at a monthly salary of Rs. _____/- on the following terms and conditions:-
 - You would be on probation for a period of 6 months from the date of joining. The management reserves the right to extend the probation period, if found necessary, for a further period of 6 months to 1 year. Your performance during the probation period would be assessed by the management, and if found wanting, your service is liable to be terminated without any notice or compensation. If at the end of the probation period you are found suitable, your appointment may be confirmed by us in writing, subject to there being vacancies.
 - Your appointment is subject to your medical fitness. If you are found medically unfit, this appointment would stand automatically cancelled.
 - During the period of employment with us, you shall not, either directly or indirectly engage yourself in any other profession, employment, business or trade in any capacity whatsoever.

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- d. The management may, if considered necessary, send you for training or to attend seminars/workshops/conferences, either within the country or abroad. Terms and conditions for these would be decided mutually.
 - e. Your performance would be appraised every year and your growth in the institution would be based on these appraisals.
 - f. You are liable to retire on attaining 58 years of age or earlier if your performance is not satisfactory or if found medically unfit to continue.
 - g. If you propose to resign, you shall give 2 months notice to the management, failing which you are liable to pay 2 months salary to the institution.
3. At the time of joining, please bring the following documents in original along with photocopies of the same :-
 - a. Proof of age (SSLC or equivalent document)
 - b. Qualification Certificate
 - c. Experience Certificate
 - d. Two recent passport size photographs
 4. You shall abide by the rules and regulations which are in vogue and as amended from time to time, governing the terms and conditions of your service / employment.
 5. Please sign in the designated space below as having accepted the terms and conditions given above

We look forward to a long and mutually rewarding association with you.