



Document	Policy and Procedures Manual		PSGR Krishnammal College for Women		
Department	Human Resources				
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Topic	Recruitment and Terms of Employment				

1. Purpose

- 1.1. The purpose of this policy is to identify proficient 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 Institution.

2. Scope

- 2.1. This policy applies to recruitment of all employees on the rolls of the Self Financing Division as well as the Aided division for certain positions only (Principal and HOD of the Institution).

3. Policy

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

- 3.1.1. Manpower planning will be, an annual exercise initiated by the Principal during the month of February after finalizing the overall academic plan for the following year. HR shall facilitate the process

- Overall plan for the academic year
- Current courses and new additional courses
- Adequacies and inadequacies in current teaching and non teaching staff.

- 3.1.2. The Manpower Approval Form is prepared by the HR Department, validated by the Principal / Secretary and approved by the Chairperson.

- 3.1.3. Before recruitment of every person in the organization, Manpower Request Form would be filled by concerned HODs, validated by HR and approved by the Principal and Secretary based on the approved plan.



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3.1.4. Special approval is required from the Chairperson incase of deviation from the approved manpower plan. This shall be done based on the justifications given by the Principal and recommendations from the Secretary and HR Department.

3.2. Recruitment & Selection

3.2.1. Recruitment shall be initiated by HR based on the approved Manpower request form.

3.2.2. Mode of recruitment – internal reference, data bank, advertisement through website / other relevant social media / Newspaper.

3.2.3. Any mode that has cost implications shall be decided by the Chairperson based on recommendations from the Principal / Secretary.

3.2.4. Initial sourcing, screening and preliminary interview shall be done by HR.

3.2.5. Technical Interview and applicable technical tests shall be administered by the HODs and Final Interview will be held by the Principal and Secretary.

3.2.6. All interviews conducted by the HR, HOD, Principal and Secretary shall be recorded in the Interview Evaluation Sheet as per the prescribed format.

3.2.7. Selection of Teaching Staff

- Initial sourcing and screening shall be done by HR
- Preliminary interview will be done by HR
- Technical Interview and applicable technical tests will be administered by the HODs
- Final Interview will be done by the Principal and Secretary.

3.2.8. Selection of Non-Teaching Staff

- For below Manager Positions, the preliminary interview panel would be HR, the concerned HOD and Admin Head. Final Interview shall be done by the Secretary where required the Chairperson may also be involved in the interviewing process.
- For Manager and above positions, in addition to the Secretary, the Chairperson will also be involved in the final interview and selection process of all such positions.



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3.2.9. Selection of Principal Aided

- As these are govt. posts – Applications shall be circulated as per the Govt. Regulations.
- The Secretary shall scrutinize and shortlist the applications and discuss the same with the Chairperson.
- An appropriate psychometric tool shall be applied to the shortlisted candidates and the results are considered as one of the parameters for evaluation.
- Technical written tests and evaluation will be administered.
- Candidates will be presented to the recruitment panel – Chairperson, Secretary, Representation from the University and the Committee members as per the statutory requirement.
- Final interview will be done by the panel and decision will be taken as a team.

3.2.10. Selection of HODs Aided / Unaided

- Applications shall be received from the eligible candidates, who have a minimum 10 yrs of teaching experience, 5 yrs of research experience and recognised guideship for Ph.D. preference can be based on seniority.
- The Principal / Secretary shall scrutinize and shortlist the applications and discuss the same with the Chairperson.
- An appropriate psychometric tool shall be applied to the shortlisted candidates and the results are considered as one of the parameters for evaluation.
- Technical written tests and evaluation will be administered.
- Candidates will be presented to the recruitment panel – Chairperson, Secretary, Principal and External personnel.
- Final interview will be done by the panel and decision will be taken as a team.



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3.2.11. Once the candidates are selected for any position, an order of Appointment will be given duly signed by the following authorized Signatories.

- Teaching Staff - Principal to initial and Secretary to sign
- Non-Teaching Staff Below Managers - Secretary
- Non-Teaching Staff Managers & above - Chairperson
- Principal and all Aided staff – As per the rules and regulations of the affiliated University.

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 his / her HOD, Principal and Secretary.

3.3.2 Verification of Credentials will be done.

3.3.3 At the time of Joining, the employee shall sign the Institution Application form with all the personal particulars and proof of the same.

3.3.4 HR shall explain the Institutional policies and procedures and also introduce the new recruit to the relevant HODs and Department members.

3.3.5 Arrangements will be made to include the Staff in the Attendance monitoring software by issuing an employee no. for the new joiners and ID card details collected and processed at the earliest.

3.3.6 Once the employee ID is issued, new joiners will be directed to System department for obtaining their respective Institutional mail id.

3.3.7 All relevant Bank and statutory forms are explained to the new recruit by HR and form filling exercise completed.

3.3.8 HR shall instruct the respective HOD to ensure that the staff is included in the Institution Website.



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

3.3.10 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 signatories.

3.4 Induction

3.4.1 An induction programme will be organised for new faculty recruits by the HR Department in conjunction with IQAC once they join the Institution. For the nonteaching, the HR Department will induct the new joiners as and when they join. The induction programme helps the new recruits to understand about the Institution thoroughly and its policies, rules and regulations.

3.4.2 In the Department, the concerned HOD's shall explain the Job and share the written Job responsibilities to the new recruit.

3.4.3 The Performance expectation and Measures of performance shall be clearly explained to the staff. Where applicable, the KRA's and goal sheets shall be set by the HOD with the support of HR department.

3.4.4 The Department's procedures and practices, work plans, curriculum schedule etc. shall be clearly explained to the new recruit by the HOD.

3.4.5 The relevant written documents and records shall be shared with the new recruit.

3.4.6 The New recruit has a session with all the relevant cross functional team members with whom he / she has to interface on a regular basis.

3.4.7 Certain specific tasks / assignments are allocated to the new recruit and shall be evaluated at end of 6 months.

3.5 Probation and Confirmation

3.5.1 The Appointment order will be issued once they join the Institution duly signed by Principal and Secretary for the teaching staff and Secretary / Chairperson for Administration Staff.

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- 3.5.2 All staff in the self-financing team of the Institution shall be on probation for 6 months.
- 3.5.3 They will be evaluated on the overall suitability and competence by the end of 6th month.
- 3.5.4 The HOD shall monitor the performance of the new recruit very closely and make observations frequently.
- 3.5.5 In case of non satisfactory performance, they may extend the probationary period for 3 more months beyond which the employee shall be terminated from the services of the Institution if he / she is still observed to be exhibiting dissatisfying performance.
- 3.5.6 The probation and confirmation of the Aided Staff shall be as per the rules laid by the University.
- 3.6 **Working Protocol and Leave:** The working protocol and Separation policy are detailed as separate policies.

4. Responsibility

- 4.1. The HODs are responsible for following as per the guidelines given in this policy regarding Manpower planning, Recruitment, Joining, Induction, Probation and Confirmation and Separation.
- 4.2. The Principal and Secretary are responsible for reviewing all matters pertaining to this policy and taking appropriate decisions / making appropriate recommendations.
- 4.3. HR is responsible for ensuring implementation of this policy across the Institution and ensuring quality employees within the organisation. They are also responsible for complying with the statutory requirements applicable to the employees and ensure proper documentation and maintenance of appropriate records as specified in this policy.

5. Documentation

- 5.1. Manpower request Form
- 5.2. Interview Evaluation Sheet



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- 5.3. College Application form
- 5.4. Provisional offer Letter
- 5.5. Appointment Letter for permanent positions
- 5.6. Joining Report
- 5.7. Confirmation Letter

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