

Document	Policy and Procedures Manual	R.D.ENGINEERING COLLEGE, GHAZIABAD
Department	Human Resources	
Topic	<b>Recruitment Policy and Terms of Employment</b>	

### 1. Purpose

The purpose of this policy is to identify capable people and recruit them for appropriate job positions on time. 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

This policy applies to recruitment of all employees on rolls of the R.D.ENGINEERING COLLEGE, GHAZIABAD.

### 3. Policy

**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.

Manpower planning will be, an annual exercise initiated by the Director during the month of June 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.

  
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The Manpower requirement is prepared by the HR Department, validated by the HOD / Director and approved by the chairperson. This shall be done based on the justifications given by the HOD and recommendations from the Director and HR department.

#### **4. Recruitment & Selection**

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

Mode of recruitment – internal reference, data bank and Advertisement through website /other relevant social media.

##### **Selection of Teaching Staff including HODs**

- 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 Director and Chairperson.

##### **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 Director where required the chairperson may also be involved in the interviewing process.
- For manager and above positions, in addition to the Director and Chairperson will also be involved in the final interview and selection process of all such positions.

#### **5. Joining Formalities**

The new recruit shall submit the joining letter on the day of joining to the HR department duly authorized by his / her HOD and Director.

##### **Verification of Credentials will be done by HR Department.**

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

HR shall explain the institutional policies and procedures and also introduce the new recruit to the relevant HODs and department members.

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

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

## 6. Induction

- The Concerned HOD's shall explain the Job and share the written Job responsibilities to the new recruit.
- The Performance expectation and measures of performance shall be clearly explained to the staff. Where applicable the "Self Appraisal Form" and goal sheets shall be set by HR department with input from HOD.
- The Department's Procedures and practices, work Plans, Curriculum Schedule etc. shall be clearly explained to the new recruit by the HOD.
- The relevant written documents and records shall be shared with the new recruit.
- 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.

## 7. Separation

There are two types of Separation through resignation and Separation through Termination.

### Separation through resignation

- On any employee's resignation, the HOD 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 the 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 ensure that all the handing over procedures is complete and all dues are cleared by the separating employee.
- After appropriate clearances in the *No dues Certificate* the employee's full and final settlement shall be worked out.

  
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### **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 misbehavior 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.
- In case of termination the final settlements can be with held as per the statutory regulations.

### **Joining Formalities**

On the date of joining the HR in charge shall receive the new employee and verify all the documents mentioned below:

- Service certificate from the previous place of employment
- Original mark sheets from College and School
- Additional Qualifications
- Last drawn salary slip / salary certificate
- PAN Card details Passport details where applicable
- Proof of address and date of birth




### **Jurisdiction Clause:**

Dispute, if any, will be subjected to **District GHAZIABAD** jurisdiction only

  
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**Documentation:**

- College Application form
- Offer Letter
- Appointment Letter for permanent positions
- Service Certificate

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