

## **RECRUITMENT AND SELECTION POLICY**

HGAMS offers equal employment opportunity for all qualified persons without discrimination against any applicant on the basis of race, color, religion, gender, age, nationality, disability, or any other protected status. This Recruitment and Selection policy covers details related to recruitment, selection and conditions of employment. In the interpretation of any policies and procedures covered in the policy, the Director's decision will be final and binding on all employees of the Institute.

### **1. Classification of Teaching Staff, Technical Support Staff & Non-Teaching Staff:**

Employees are classified into different categories based on nature of appointment and roles. Classification based on nature of employment.: Regular Employee is one who is employed against a regular / permanent post.

- a. Probationer:** Probationer is an employee who is provisionally employed on a regular post and is required to complete the probationary period to the satisfaction of the management before regularization of his/her appointment.
- b. Part Time & Adjunct:** A part-time employee is engaged for work for less than normal working hours (minimum 50 hours per semester). Part-time/Adjunct employees are ordinarily not entitled to the benefits provided to fulltime employees. They are allowed such benefits provided as are specifically determined by the management.
- c. Fixed Term Employment (Contract):** The tenure of employment of an employee on contract is for a specified period of time (normally one academic year) and he/she is entitled to only the benefits specified in the contract of appointment. Such an employee shall have no right to claim regularization of his/her employment after expiry of

the specified period.

## **2. Classification based on Role of employment.**

### **Teaching Staff**

- a. Core Faculty:** The employee appointed by the organization on regular basis for teaching one or more course papers with a teaching work load of minimum 12- 16 hours per week. They are given added responsibilities to ensure the growth of self, students and the organization as a whole.
- b. Visiting Faculty:** The employee appointed by the organization on part time basis for teaching. He/ she is also responsible of contributing towards the activities related to their subjects and academic administration like, setting up of question papers and answer sheet checking, uploading the attendance, etc. (as and when required by the management). They are appointed for a semester at a fixed pay per hour. The existing Visiting faculties can continue teaching in the fresh semester only if there is any requirement and with the approval of the management for the same. They are not entitled to any benefits of a regular employee in the organizations.
- c. Adjunct Faculty:** The employee appointed by the organization on part time basis as a Retainer for teaching for the assigned course and teaching work load as per the statutory regulations. Adjunct Faculty members are engaged for work for less than normal working hours (minimum 50 hours per semester). Adjunct employees are ordinarily not entitled to the benefits provided to fulltime employees.

## **3. Teaching Staff designations:**

There shall be only three designations in respect of teachers, namely, Assistant Professors, Associate Professors and Professors.

#### **4. Planning for Manpower requirement**

Planning for manpower requirement is initiated by the concerned department by filling the MRF (Manpower Requisition Form). A proposal duly approved by the concerned Chairperson, wherever applicable has to be sent to HR. The MRF should capture all the details such as pay level, tenure of employment etc. A separate MRF should be filled for each position. According to the position required, the appropriate MRF for Permanent / Tenure Based Scaled Contract / Temporary / Outsourced employee should be filled.

#### **5. Recruitment Process**

The proposal would have a brief description of the job to be assigned to the position. It should also include a justification for the creation of the position. The HR Manager will discuss the proposal with the MBA Coordinator and obtain the approval of the Director for filling up the position. Once the approval is granted, the HR department will initiate the recruitment process. Advertisement inviting applications will be released in newspapers identified for the purpose.

#### **6. Processing of Applications:**

The HR Department will be responsible for segregating the resumes received against the advertisement. The compiled statement showing the details of the applicants will be sent to the concerned department for shortlisting as per eligibility criteria.

#### **7. Interview Panel**

Interview Panel for selection of candidates will be constituted by the competent authority. Following will be the constitution of the interview panel:

**a. Post – Professor:**

1. Chairman
2. Secretary
3. Academic Advisor
4. Director, MBA
5. Chief Administrative Officer
6. HR Manager
7. External Subject Expert

**b. Post – Associate Professor:**

1. Chairman
2. Secretary
3. Academic Advisor
4. Director, MBA
5. Chief Administrative Officer
6. HR Manager
7. External Subject Expert

**c. Post – Assistant Professor:**

1. Chairman
2. Secretary
3. Director, MBA
4. Chief Administrative Officer
5. HR Manager

**d. Post – Non-Teaching Staff:**

1. Secretary
2. Director, MBA
3. Chief Administrative Officer / HR Manager

## **8. Interview & Selection process**

Personal Interviews will be fixed as per the convenience of the interview panel members. Candidates shortlisted for test/interview will be notified about it by an email. The candidates will be directed to the venue for test/interview. Forms that are needed to be filled like qualification details etc, will be done at this stage. The interview structure may involve skill test, personal interview, and/or test class. The HR department will ensure that after the interview, each of the panel members provide their feedback in writing about the performance of the candidates. HR will also play an active role in salary negotiation & fixation. The HR will collect feedback from references as needed.

## **9. Final Selection**

Final selection is made upon acceptance of the selection committee's recommendations.

### **a. Appointment Order**

An appointment letter duly signed by the Appointing Authority is issued to the selected candidate. The copy of Appointment should be signed by the employee as a sign of acceptance.

### **b. Joining Report**

On joining, the candidate should give the joining report duly filled and if the candidate joins at the department, especially in case of part time, contract, guest/ visiting faculty, the joining report should be accepted and countersigned by the person in-charge and forwarded to the HR department.

### **c. Personal File**

A personal file shall be opened for all employees by HR department containing the following:

1. Bio-data
2. Certificates of education and experience

3. Personal details of employees like permanent / current address
4. PAN Number / Bank Account details
5. Blood group
6. Experience certificate from the previous employer or last employer
7. Certificates for any commendable achievements like Funded Research, Post-Doctoral fellowship, if any
8. Details of Paper / article publications with copies of articles published.
9. Certificates of Seminars / Workshops attended.
10. Certificates of Paper presentations

A service book shall be maintained in respect of each employee of the college where all his/her service particulars shall be recorded.

### **10. Joining Procedure**

Joining process involves the following: Collection of primary details in the prescribed form. Document of the following certificates and testimonial submitted by the candidate will be verified with the originals. a. Mark sheets from 10th to last qualified exam (educational & professional) b. Passing certificates of exams c. Present and Permanent address proof d. Copy of Aadhar card / PAN card / passport / driving license / election identity card / any other photo identity proof issued by State/Central Government. e. Two photographs

### **11. Collection of joining report.**

Joining Report, duly filled and signed, will be collected by HR Department at time of joining on duty and kept in the candidates file.

## **12. Issuing Identity card**

Every employee will be provided with an identity card which, besides the name of the employee, will have an employee code number, photograph, and other relevant personal details. Identity cards are not transferable and should be carried by the employee whenever he/she is on Institute's duty either inside or outside the premises of the Institute. Loss of the identity card should be immediately reported so that any possible misuse can be avoided and a replacement card issued. Loss of I-card on more than 2 occasions shall be viewed as a misconduct on the part of the employee. Employees are required to surrender their identity cards, badge, etc. on leaving the service of the Institute. Surrender of I-card is a requirement for final settlement of dues.

## **13. Office Hours**

The Institute timings are from 9:00 am to 4:30 pm (Monday to Saturday) Fifteen minutes of grace period is given to each employee in case of delay due to unforeseen circumstances. This period of grace time may be condoned unless it becomes a matter of frequent habit. For the staff working on shift-basis, the timings will be decided by the HoD, according to the nature of work in the department. The shift timings, if different from the regular timings, should be shared with the HR Office by every 1st day of the month. The staff take a lunch break during specified hours (i.e. between 1:00 pm to 1:45 pm). The staff punch their presence via the biometric system in the terminal nearest to their department. Late attendance up to an hour for not more than two occasions in a month may be condoned by the Director. Half-a-day Casual Leave will be debited for reporting late on the third occurrence. If the CL balance of the particular employee is nil, it will lead to deduction of EL.

If an employee does not improve on his/her punctuality; the institute may initiate disciplinary actions against the concerned employee in addition to debiting of half-a-day's casual leave to his/her account. It will be the responsibility of the HoD to inform the HR office regarding subordinates who remain absent from duty without informing or prior permission of the concerned authority. Such unauthorised absence, if not condoned, can mean break-in-service. The HoD should inform the HR Office, if an employee has obtained permission to attend late or to leave the office early.

**14. Notice Period:**

In the case of resignation / termination from employment, the notice period of one month or the period mentioned in the Appointment order holds good. Notice period may be waived by salary in lieu of failure to give sufficient notice from the part of Management.

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