

# **12. HR POLICY**

## **12.0 DEFINITIONS & CLASSIFICATION OF EMPLOYEES**

### **12.1 DEFINITIONS**

- (a) Employee means any person employed by the Institute in any Teaching and Non-Teaching capacity.
- (b) Faculty means those who engage in regular assignments like Instruction, Research, Projects and all other academic related activities, either directly or indirectly involved in imparting knowledge to the Students and /or Employees of this Institute.
- (c) Staff means those who engage in Administrative assignments which directly or indirectly support the core Academic works that are carried on by the Institute, and shall include those who provide technical support for all Academic / Non Academic related works.
- (d) Establishment means and includes all the Schools / Centres & Departments of the Institute
- (e) Habitual means anything done thrice in a period of 3 consecutive calendar months
- (f) Month means a calendar month in the English Calendar
- (g) Premises means and includes the Institute's buildings, any other land owned within compounds and any place in the Institute or leased by the Institute where it performs or undertakes its work, including residential accommodation provided by the Institute, and its precincts thereof.
- (h) Registrar means any person duly appointed as Registrar of the Institute or any person, who for the time being is authorized to exercise the functions of the Registrar on behalf of the Institute.
- (i) Institute means the SRM Institute of Science and Technology - main campus and such other campuses.

### **12.2 CLASSIFICATION:**

Employees shall be classified as follows:-

- (a) Apprentice / Trainee;
- (b) Casual;
- (c) Probationers;
- (d) Permanent;
- (e) Project Employee;
- (f) Temporary.
- (g) Contract

- (a) An '**Apprentice or Trainee**' is one who is engaged essentially in learning any work, provided that the period of such learning shall not exceed one year for those with prescribed technical qualification, provided the candidate fulfills the evaluation criteria and three years for others. The completion of training does not entitle such person to automatic employment in the Institute. He may be paid stipend as may be fixed by the Institute.
- (b) A '**Casual Employee**' is one who is employed for some unexpected or unforeseen or occasional work for an odd period which is not likely to last continuously.
- (c) A '**Probationer**' is one who is engaged to fill permanent employment by the Institute for an initial period of 12 months. This may be extended when considered necessary by the VC/ Registrar. The probationary employee continues to be on probation until a letter of confirmation or discharge of probation is given to him. If a permanent employee is appointed to a different post on probation, he/she may at any time during or after completion of probation period, if not yet confirmed in his/her new post, be reverted to his/her previous permanent post with whatever wages / salary he/she would be eligible at that time had he not been on probation in the new appointment.
- (d) A '**Permanent Employee**' is one who is employed on a permanent basis and whose appointment has been confirmed in writing by the Registrar or other Officer authorized to do so and includes any person who has satisfactorily completed the prescribed period of probation in the same or higher or equivalent category in the Institute, and the completion of such period is confirmed in writing by the Registrar or other Officer of the Institute authorized to do so, to be a permanent employee.
- (e) A '**Project Employee**' is one who is employed for any particular project for a specified period of time
- (f) A '**Temporary Employee**' is one who has been employed for work which is of an essentially temporary nature likely to be finished within a specified period or on any particular project for tenure until completion of such project.
- (g) A '**Contract Employee**' is one who has been employed by a manpower contractor or employed by the institute on contractor basis for a specific period.  
(The singular term used herein shall include the plural and the masculine shall include feminine as may be applicable.)

### 12.3 APPOINTMENT/TRANSFERS. etc.

The Institute's selection & recruitment procedures are based upon the principles of appointment on merit and equal employment opportunity. The Institute aims to appoint the candidate who is the best fit for the vacant position, and the Institute does not discriminate against potential appointees on any grounds.

#### 12.3.1 Recruitment Procedure

Whenever a need arises, the vacancy of the requirement is notified to the Registrar Office by the Deans of the School/Heads of Sections along with the Manpower Requisition Form. The Manpower Requisition Form will be scrutinized by comparing the forecasted workload for the forthcoming semester. After forecasting, if the requirement is justified, the final sign off will be given by the Pro Vice Chancellor & the Vice Chancellor and the same will be considered by the Registrar's Office for further processing

- **Advertisement:** The Registrar Office co-ordinates with the respective stakeholder for advertising in all leading newspapers and SRMIST website.
- **Acknowledgement:** Applications are received by post / e-mail / in person in response to such advertisements and are duly acknowledged by automated mail.
- **Scrutiny and Screening:** The selection committee constituted for the purpose is to scrutinize the applications and furnish a list of eligible candidates who may be called for interview.
- **Interview Schedule:** The Registrar's office in consultation with the Vice-Chancellor & the Pro-Vice Chancellor finalizes the interview schedule.
- **Call for Interview:** The Candidates who fulfill the eligibility criteria are sent an interview intimation (e- mail / phone) indicating the date and time of the interview.
- **Selection Committee:** A Selection Committee is constituted by the Vice Chancellor as per the norms prescribed by the UGC.
- **Verification of Certificates and Letters of Reference:** The verification of certificates is done before the interview by the Committee. Similarly letters of reference certifying the conduct and character of the candidate are also verified as to the authenticity of the facts submitted.
- **Interview Process:** To test the teaching skills, a team comprising senior Faculty members who would assess the incumbent's performance on various criteria like,
  - i. Subject knowledge
  - ii. Presentation
  - iii. Communication skills

- ***Offer of Appointment:*** The HR interview is conducted by the selection committee. Overall performance is assessed and ranked based on the assessment on the criteria mentioned as above. Depending upon the requirement and also on the merit of the candidate, they are short-listed and appointment orders are issued.
- ***Acceptance:*** A candidate who has been selected for appointment has to give his/her acceptance by signing on the copy of the provisional appointment order. He/ She has to report for duty on the date mentioned in the order. In case he/ she is not able to report for duty on the prescribed date, he/ she has to inform the Registrar Office or the respective Dean/ Director/ Sections Head in writing prior to the said date of joining.
- ***Failure to Report for Duty:*** If any candidate has received the appointment order fails to report within the particular time frame fixed, then the next candidate in the order of merit will be considered for the appointment. The appointment order stands valid ONLY for 3 weeks from the date of the order unless otherwise notified.

### **12.3.2 Procedure to be followed by new recruits:**

Every employee while joining shall:

1. Submit the following to the respective Head of the Faculty/Office
  - a. Joining Report
  - b. All original degree certificates, marks cards, experience certificates (which will be returned after due verification) etc. along with the photocopy of the same.
  - c. Two recent passport size photograph (for his / her personal file)
  - d. Application for ID card, and opening bank account with Pan Card.
  - e. Fitness Certificate after undergoing complete medical examination at the SRMIST Health Centre
  - f. Relieving order from the previous employer
2. Take charge of all materials, files etc., from his (or) her predecessor / Deans / Directors / Section Heads and report the fact to the Registrar's Office through the concerned HoD/Dean.
3. To encourage research and to help in academic activities.

4. After joining, the Employee will receive a mail from Registrar Office with a link for providing all the personal, professional details. All the Employees have to furnish the required info sought for in the link.
5. Newly joined faculty have to undergo an induction programme organized by the Director (Faculty Affairs)/ respective departments,
6. The above procedure shall be followed even in respect of all appointments.

#### **12.4 PROBATIONARY PERIOD:**

The probationary period of a newly appointed candidate is normally one year from the date of joining unless otherwise notified

#### **12.5 APPOINTMENT**

- i. No person shall be deemed to be employed at SRMIST until and unless she/he has received a letter of appointment. If the person is engaged as casual employee then no such letter is necessary.
- ii. The full address and any change of address must be notified in writing to the Registrar by every employee.
- iii. Every employee shall be immediately on appointment furnish satisfactory evidence of his/her date of birth, Aadhaar card, PAN card and the highest qualification degree certificate and experience certificate.
- iv. All recruitments shall be subject to certificate of fitness for employment by the Doctors of SRMIST Health Centre. SRMIST may at any time require any employee to be examined medically. If the examination shows that employee is suffering from any disease likely to be infectious to other Employees or to the health of other employees, or continuous ill- health for an unknown period of cure, the Institute may terminate the employment of the employee on medical grounds.
- v. All employees thus terminated will not be eligible for re-employment until his medical condition is found satisfactory and or non-infectious at two consecutive medical tests conducted at three months interval.

#### **12.6 ADDRESS & DATE OF BIRTH**

- i. Any request for change in date of birth shall not be entertained after a period of one year of appointment.