

C.V. RAMAN POLYTECHNIC HR POLICY - 2022

This policy is referred to the Human Resource Policy (HR Policy) and is a part of service rule of the Institution. It applies to all the employees (teaching & non-teaching) of the institution.

This shall be effective from 01st January 2022

Recruitment and Promotional Policies:

Classification of Employees:

1. The employees can be broadly classified under following categories –
 - a) Academic
 - b) Technical
 - c) Administrative
 - d) Miscellaneous

2. The policy does not take into account the personnel of outsourced services like House Keeping and Security etc.

Recruitment:

3. Creation of Data Bank A data bank of prospective candidates is maintained by HR Cell through following modes –
 - a) Advertisement: Advertisement published in the leading newspaper 2-3 months before the academic session or as and when the need arises.
 - b) Naukri.com: We have a tie up with the service provider, and they provide us with large database as and when needed.
 - c) Through 'career' link: Our website link may be used by the prospective employees.
 - d) Through personal references:
 - e) Through social media network: FaceBook, LinkedIn, Pharma Tutor and Others

4. **Short listing of Resumes:**
 - a) A requirement for a faculty / staff will be initiated by the department concerned with full justification to HR Cell. This will be processed for approval of the Chairman, CVRP.
 - b) On approval, the HR Cell shall take out a list of eligible candidates from the data bank as per the eligibility criteria. The criteria as laid down by the regulatory body for faculty for appointment of Assistant Professor, Associate Professor and Professor respectively is followed. For the rest of the categories, eligibility criteria as laid down based on the ground needs. The list forwarded to the Screening Committee.

5. **Screening Committee:**

- a) The committee will comprise of –
 - I. The Principal, CVRP
 - II. Administrator, CVRP
 - III. Concerned HOD
 - IV. HR Team
- b) The committee will look into following parameters –
 - I. Complete academic record of the candidate including the institute candidate graduated from. The candidates from premium institutes will be given preference.
 - II. Honours and awards.
 - III. Research publications (Conference and seminars), etc.
- c) After final short listing, the candidates will be called for interview by a Selection Committee.

6. **Composition of Selection Committee:**

- a) The committee will be composed as under –
 - I. Chairman - Principal
 - II. Member 1 - HOD
 - III. Member 2 & 3 - Two subject experts from
 - IV. Convenor - HR Team

7. **Selection Process:** The candidate will undergo a three tier validation system (Online/Offline/Hybrid Mode) -

Stage 1 : Technical Interview

Stage 2 : Demonstration of the teaching skill

Stage 3 : Personal Interview

8. **Recommendations of the Committee:** All the Selection procedure of the Selection Committee shall be completed immediately after the Selection Committee meeting. Minutes will be recorded, which will be processed by HR Cell for final appointment.

9. **Appointment Letter:**

- a) After final selection, the employee shall deposit his educational documents in original (High School Certificate/ Marks Sheet, and Highest qualification certificate and all other educational proof) for one month with HR Cell for verification. In addition, photocopies of all documents including experience certificate will also be deposited for records.

- b) A formal appointment letter signed by the Administrator of CVRP shall be issued by the HR Cell.
- c) All employees have to sign Code of Conduct Policy, kept at HR Cell to the effect that they shall follow it in letter and spirit.

10. **Period of Probation:**

- a) The minimum period of probation shall be twenty-four months for Teaching and 12 months for supporting and non-teaching staffs, extendable by a maximum period of one more year in case of unsatisfactory performance.
- b) The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.

11. **Salary Details:**

- a) Pay Scale for teaching and non-teaching positions will be as per Institute Norms with reference to the regulatory body and on practice during that time.
- b) The Management reserves the right to offer special pay to deserving employees.
- c) Other Allowances like transport allowance, house rent allowance etc. shall be as per the policies laid down by the Institution duly approved by the Management.
- d) Regular Salary disbursement every month.
- e) Salary based on Biometric Attendance system integrated with an HR automation software.

12. **Increment Procedure:**

- Call for self-appraisal from staff every year as per Institution format.
- Performance appraisal takes into consideration, Teaching and learning activities, Research & Development activities, various Co-curricular and Extracurricular activities, Students' Feedback, HOD's and Principal's recommendations.
- Based on the Performance Appraisal Committee members' recommendations, increment will be sanctioned Self-appraisal.

13. **Promotional Policies:**

Following points will be taken into consideration–

- Service record – Background, with respect to discipline and integrity.
- Feedback, Warnings, Counselling in last two years.
- Honours and awards
- Research papers (Conference and seminars), Book Writing, and Case Writing, Ph. D Guidance etc.

The Assessment of the performance of the teachers for the promotion is based on the following criteria:

- Teaching-Learning and Evaluation
- Personal Development Related to Teaching and Research Activities:
- Administrative Support and Participation in Students' Co- curricular and Extra-curricular activities.

14. Assessment Process:

- The following three-step process is recommended for carrying out assessment for promotion under that all levels:
 - **Step 1:** The teachers shall submit to the institute an annual self-appraisal report in the prescribed Proforma. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.
 - **Step 2:** After completion of the required years of experience for promotion and fulfillment of other requirements indicated below, the teacher shall submit an application for promotion.
 - **Step 3:** A Promotion shall be granted as per policy.

15. Benefits:

- EPF is applicable for the staff within the wage ceiling as per the Act.
- Maternity leave, paternity leave and medical leave.

16. Service Rules:

- Leave rules for the staff members are implemented as per the Institute Norms.
- Sponsorship for higher Studies, subject to the approval of the management.
- On duty for Conference / Seminar / Workshop / STTP, Examination duties and Paper Valuation
- Financial assistance to faculty members for presenting paper in seminars / conferences or publishing in journals on receiving request from the faculty.