

RECRUITMENT POLICY & PROCEDURES
MANGALAM EDUCATIONAL INSTITUTIONS (MEI)

PREAMBLE:-

This policy will support the Institution to attract and retain motivated staff who will embrace the future with energy, creativity and will be focused on the quality of education and growth of students

OBJECTIVE:-

To enable selection and induction of the right candidate in the right position and aim to ensure:

- Effective & Efficient Recruitment Process
- Selection Process based on merit
- All new staff is inducted appropriately

SCOPE:-

This procedure applies to the recruitment and selection of candidates to all vacant positions across the functions, levels and hierarchy based on manpower requisitions

SELECTION PROCESS

1. All selection recommendations will be made by a Selection Committee. The final decision will be on the basis of the Minutes of the Selection Committee meeting
2. Selection Committee will use various methods to make their decisions, including:
 - a. review of curriculum vitae
 - b. behavioral interviews
 - c. assessments (for example, presentations, interview, performance-based tasks, psychometric assessments)
 - d. External references
 - e. If the position requires the staff member to have a mandatory background check (for example, a Working with Children check or police verification etc.) this will be conducted by HR Dept. at the final stage of the selection process. The offer will be subject to successful completion of these background checks.

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THE SELECTION COMMITTEE

1. Chairman
2. Governing Board Member(s) /Management Representative
3. Principal
4. HOD
5. Subject Expert
6. HR Head

PROCEDURE STEPS AND ACTIONS

Procedure	Responsibility
1. Identify Manpower need <ul style="list-style-type: none">• Has an established position become vacant, or is there a demonstrated need for a new position?• Get approval from the Delegated Authority of the Mangalam Educational Institutions (MEI) to start recruitment process.	Academic Head/HOD
2. Seek approval of the following from Delegated Authority of MEI <ul style="list-style-type: none">• recruitment and advertising request• updated position description• selection panel composition• advertising preferences	Human Resource Department
3. Sourcing and advertising <p>The position can also be advertised through:</p> <ul style="list-style-type: none">• online websites• print media (newspapers, magazines, journals)• referrals /word of mouth	Human Resource Department
4. Shortlist candidates for interview <p>Short listing can be done by the:</p> <ul style="list-style-type: none">• Human Resource Department• Department authorities	Human Resource Department/HODs

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Procedure	Responsibility
6. Recommend preferred candidate (s) This will be the candidate (s) who best meet (s) the selection criteria.	Selection Committee
7. Make a verbal offer <ul style="list-style-type: none"> Finalize the terms and conditions of the offer Obtain approval from the Delegated Authority of MEI to generate offer of appointment Extend a verbal offer of appointment to the preferred candidate once the offer has been approved. 	Human Resource Department
8.Contract offer and acceptance <ul style="list-style-type: none"> Prepare the letter of offer (as per the agreed & approved terms and conditions) Send the letter of offer to the selected candidate. Receive signed letter of acceptance of the offer from selected candidate. 	Human Resource Department
9. Commence induction The HODs will be notified that the staff member has signed the contract and will be advised of the start date and induction.	Human Resource Department

INDUCTION

Objective: To support the successful alignment of new staff with the Institutions strategic direction and ensure that:

- Staff members are inducted effectively into the area of their expertise and understand their role and responsibilities
- Understand the culture, working environment, and organizational structure
- Have satisfactorily completed the mandatory joining formalities,
- Understand their obligations, and are committed to Equal Opportunity and Health and Safety in the workplace
- Are aware of key policies and procedures

SCOPE:-

All staff members appointed

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PROCEDURE STEPS AND ACTIONS

Procedure	Responsibility	Timeline
1. Preparation of local induction HR Dept. informs the department regarding the new staff member's commencement date. HR Dept. is responsible for completing the following before the new staff member commences: <ul style="list-style-type: none"> • Co-ordinate with facility manager for facilitating workstation • Consider assigning a team member as a buddy/mentor for the new staff member. 	HR Dept.	Before the new staff member commences
2. Reporting on joining formalities HR Dept. monitors and reports on the completion of staff joining formalities as per the entry check list	HR Dept.	Within 4 days
3. Local induction meeting HR Team undertakes local induction meeting with the new staff member. <ul style="list-style-type: none"> • Introduce the new staff to key persons • Explain the staff member's role and responsibilities • Explain the probation process • Issue the staff member ID card • Collects the Bank details and Pan Card details • Enable Bio-matrix attendance registration • Provide the staff member with the required/appropriate information about leave policies and other formalities • Give occupational health and safety information: show where the first aid box and fire extinguisher are kept; introduce the new staff member to the local first aid officers 	HR Dept.	Within first week of employment
4. Initial induction Undertake initial induction & review of appointment	HR Dept., HOD Principal and Management of MEI	At the commencement of employment and not later than 4 weeks from commencement of employment.
5. Induction events The new staff member will be enrolled into the induction events of Mangalam	HR Dept.	Next available session

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QUALIFICATION/ EXPERIENCE/PAY:

Norms:- The qualification, experience and pay for the faculty positions are as per the AICTE/UGC/ Relevant Regulatory/Statutory norms/guidelines as applicable

SALARY POLICY

Salary will be as per the AICTE/UGC/ relevant statutory/regulatory norms/guidelines. The salary policy is governed by the following principle.

- **Competitiveness:-** Mangalam Educational Society aim to pay salary which are competitive in the market for similar jobs
- **Individual Profile:-** External Experience in relevant field, research, Additional qualifications are given due advantage while fixation of salary.
- **Internal Equity:-** Designations are categorized and same salary ranges with appropriate variations as per Individual profile is applied

PAY REVIEW & INCREMENT

Pay reviews are conducted every year based on performance appraisal.

Annual Increment according to the scale applicable to the employee will be granted after every year if the service of the employee is reported to be good as per Appraisal report. The annual increment will be withheld as a disciplinary measure if the Appraisal report is not satisfactory. Special Increment is granted in exceptional cases.

In case of promotion to higher level, the increment of the employee promoted will fall due after he completes one year of service in the higher post.

In case the employee is on loss of pay leave, the increment date will be postponed in proportion to the number of days the employee is on leave.

VACATION SALARY

Vacation salary will be on the same scale as granted during the preceding month

CONTRACT/PROBATION

The selected candidate will be initially on probation/contract. Regularization is based on the performance appraisal. In case, the appraisal report is not satisfactory, extension of probation/contract period may be effective.

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RETIREMENT

Every teaching and Non teaching staff of Mangalam will retire from service after 58 years of age respectively. After retirement, Physically fit employees whose service are considered as beneficial to the Institution, may be appointed on contract service.

RESIGNATION

The employee who decides to resign must submit notice of resignation to the Principal through the HoD in the prescribed format. The approved letter shall be submitted to the HR department. However, the teaching staff shall not resign from their post during the midst of an academic year/semester. Any member of the faculty in the permanent service shall give three months notice as a mandatory requirement for resigning from their service. Alternately, the employee shall pay three months' salary in lieu thereof. Teaching faculty will not be relieved in the middle of the semester.

The Management of Mangalam Educations Institutions reserves the right to recover outstanding dues (if any) and or value of the goods/property issued to the resigned employee (if any) prior to relieving.

TERMINATION OF SERVICE

The service of an employee are liable to be terminated with one month's pay in lieu of the notice period in the event of subordination, dereliction of duty, professional misconduct and other undesirable activities, unsatisfactory appraisal report or the position is non-existent due to closure of the department/function by the Management of MEI.

The service of the temporary employee is liable to be terminated at any time without assigning any reasons whatsoever.

ABANDONMENT OF SERVICE

If an employee does not attend the duty for a period of 7 days or more without informing the authorities, the absence will be treated as unauthorized absence and will be considered as abandonment of service voluntarily from the date on which his absence exceeds seven (7) consecutive working days.

GENERAL CONDITIONS

A personal file shall be maintained for each employee maintaining all the documents in regard to their employment and service with the Institution/Group.

The Mangalam Education Society/Management of Manglam Educational Institutions is the authority for introducing, repealing or amending any service rules necessary for day to day administration of the Group Institutes

The service conditions of the incumbent will be governed by the rules and regulations of the Mangalam Group Institutions amended and issued from time to time.

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PROMOTION POLICY

Mangalam Education Society aims in providing career advancement opportunities to develop and utilize their potential whenever possible, while at the same time recognizing the outstanding performance.

Selection for Promotion to a higher level of service as per the Cadre defined by AICTE/UGC /relevant statutory/regulatory agencies shall be made subject to the availability of posts and eligibility of staff on the basis of:-

- Seniority
- Competence & Potential
- Performance Appraisal (includes feedback)
- Quality of work
- Additional academic qualification for the job
- Commitment
- Dedication of the staff to the all round development
- Improvement of Corporate ambience of the Institution

PERFORMANCE APPRAISAL

Introduction

The objective of the performance appraisal system is to constantly monitor progress of the capabilities and achievements of faculty members, to facilitate the ongoing development of them and to identify when a faculty member has demonstrated readiness for greater responsibility. The Performance Management System is designed to measure and recognise the contribution of individuals and help the organisation to be established as a quality education provider. Appraisal is done semester wise.

TEACHING STAFF

The Appraisal System is based on the following parameters.

1. Academic Performance
 - Engagement of class
 - Extra Knowledge provided and Innovations Used
 - Students Result
 - Support extended to conduct co-curricular, extracurricular and skill development activities
 - Application of set standards for academic growth
 - Contribution towards enforcement of discipline in class & Campus
 - Feedback from Students

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2. Student Support

- **Extra Teaching duties for weak students-Tutorial Systems**
- **Support and Participation in Extra Curricular Activities**
- **Support for innovations/Inventions**
- **Contribution to students participation in co-curricular, skill development etc.**
- **Guidance to Placement Activity**
- **Support Students Preparation in GATE, IRSE etc**
- **Counseling**
- **Grievance Redressal Forum**

3. Research Contributions, Publications & other Developmental activities

- **Referred/non-referred journals & conferences**
- **Publication of Books**
- **Review of Books**
- **Research Projects**
- **Consultancy Projects**
- **Project Output**
- **Research Guidance**
- **Patents**

4. Self Development Activities

- **Membership in University & Additional Qualification**
- **Stage of progress in PhD**
- **Training Programmes attended**
- **Paper Presentation & Talks**
- **Membership in Professional Bodies**
- **Awards/Honours received**

5. Institutional Development Activities (Admissions, Accreditation, Laboratory/Infrastructure Development, Academic administration, Government/University liaison etc)

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NON TEACHING STAFF

The Self Appraisal System based on the following parameter is designed to monitor the progress and capabilities of the non-teaching staff for the support and management of Administrative as well as Academic activities.

Intelligence- the extent to which the employee understands and handles the new and difficult situation

Accomplishments - the extent to which the employee meets expectations in performing the job functions of his/her position .

Service & Relationships - the extent to which the employee's behaviors are directed toward fostering positive working relationships in a diverse workplace, respect for one's fellow workers, and cooperation with students, visitors, suppliers and other external agencies.

Accountability & Dependability - the extent to which the employee contributes to the effectiveness of the department and the overall mission of the Institution

Resilience - The ability of the employee to with stand pressures, stress and setbacks.

Adaptability - the extent to which the employee exhibits openness to new ideas, programs, systems, structures and use the delegated power to achieve the goal.

Decision Making & Problem Solving - the extent to which the employee makes sound and logical job-related decisions that are in the best interest of the Institution.

Leadership and Drive - the extent to which the employee takes initiative and responsibility to share the information for accomplishing the team work

Motivation & Development - the extent to which the employee is motivated and take extra efforts by sharing Knowledge & inputs innovative ideas for Institutional development as well as for self development.

Self Development Activities - the extent to which the employee is motivated and take extra efforts to acquire additional qualification and attend short term sponsored/non-sponsored programmes for improvising skill & Knowledge

GENERAL CONDUCT RULES

All Employees shall maintain absolute integrity and sincere devotion to duty and loyalty to Mangalam Educational Institutions and their profession and shall not do nothing that would tarnish the image or reputation of the Group/Institutes

All staff shall carry out their duties and responsibilities assigned to them and willing to perform the duties assigned from time to time.

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