Purpose of HR Department

To ensure effective management of human resources by establishing standardized processes for recruitment, onboarding, performance management, payroll, compliance, employee relations, and separation in line with the institutional mission & vision.

Scope

These SOPs apply to:

- Teaching Staff (Professors, Associate & Assistant Professors, Lecturers)
- Management Staff (Administrative, Technical, Support staff)
- Non- Management Staff

HR Organizational Responsibilities

- Policy formulation and implementation
- Recruitment and staffing
- Employee records management
- Training and development
- Compliance with labor and education regulations
- Employee welfare and discipline

Recruitment

Planning

- Department submits manpower requisition to HR.
- HR reviews against approved staffing plan and budget.
- Management approval obtained.
- Job description finalized (role, qualifications, experience)
- Vacancy logged and recruitment initiated.

Recruitment Process

- Vacancy advertised (website, portals, newspapers).
- Applications screened by HR.
- Shortlisted candidate profiles forwarded to concerned department.
- Interviews conducted (written/demo/technical as applicable)
- Collection of documents (academics, experience, ID proof, residential proof, medical examination etc)
- Panel interviews & presentation has been conducted

- Selection committee submits recommendation.
- Offer letter issued by HR.
- Joining date confirmed.

Employee Onboarding & Induction

- Issue appointment letter and employment contract.
- Create employee file
- Assign employee ID and system access.
- Conduct orientation:

  - Institute policies
  - Code of conduct
  - Academic rules
  - Campus Tour

- Departmental induction by HOD.

Employee Discipline & Grievance Handling

- Misconduct reported to HR.
- Preliminary inquiry conducted.
- Show-cause notice issued if required.
- Explanation reviewed.
- Disciplinary committee hearing.
- Action taken as per policy.
- Records maintained confidentially.

Employee Records & Documentation

- Maintain personal files
- Update records for:
  - Promotions
  - Transfers
  - Salary revisions
- Ensure confidentiality and data security.
- Retain records as per legal requirements.

Separation, Resignation & Exit

- Resignation submitted by employee.
- Notice period verified.
- Acceptance issued by HoD or Line Manager.
- Exit formalities checklist completed

- Conduct exit interview to develop best practices to maintain work place culture, employee retention.
- Handover completed.
- Final settlement processed.
- Experience/relieving letter issued.
- Records archived.

Confidentiality & Ethics

- HR staff must maintain confidentiality.
- No unauthorized sharing of employee data.
- Conflict of interest to be disclosed.
- Ethical conduct enforced at all levels.