

6.2.2 Manpower Planning

MANPOWER PLANNING

Preamble

This exercise is undertaken once in a year in the month of Jan/Feb before the budget is finalized. The Director is required to assess the manpower requirement both in terms of Faculty and Non-teaching staff based on the current teaching load, new courses to be introduced, size of sections, usage of technology, new core competency needs to be added, regulatory requirement and the overall quality parameters. The typical process to be adopted is explained below for compliance.

Process Description

Assessing the Need of Teaching Faculty and Non Teaching staff

- Director in consultation with the senior department faculty members is required to assess the need of the faculty based on the overall work load for the various programs. A faculty meeting may be convened for the purpose.
- A skill audit is also carried out to provide the identification of the gap that may exist among the faculty.
- The Director forwards the Manpower requirement to the COO/ Chairman along with workload of the department.

Approval of Manpower

- Director examines the manpower requirement along with the workload and accordingly recommends the same for consideration by a committee. The HR department coordinates and documents the discussion and takes it to Chairman for approving the manpower requirement planning.
- HR department takes the approval from the Chairman for notification of the vacancy.

Assessing the Need of Non-Teaching Staff

- The Director identifies the vacancy and tries to fit in the internal staff in sharing the workload in case a need occurs to get an additional staff.
- The Director prepares the manpower requirement request form and forwards it to the COO/ Chairman along with workload in the department and of committee recommendation is taken before presented to COO/ Chairman



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- HR department takes the approval from the Chairman for notification of the vacancy.

Annexure1 - Manpower Requisition Form

EMPLOYEE RECRUITMENT & SELECTION PROCESS

Process Description

The HR Department starts sourcing the CV and Profiles internally and externally through various sources including Advertisement, Referrals, website advertisement, consultants etc.

The Job Description, specification, KRA sheet for the particular post needs to be prepared before the process is started for more clarity

The shortlisting of CV will be facilitated by HR In charge and the Director will help HR to close the shortlisting of candidates to be called for selection process.

The HR will send the interview communication mail, letter to candidates, facilities to conduct the interview as per the schedule.

In case of Faculty, the candidates need to make a demo presentation to the faculty committee and the faculty senior member committee will interview the shortlisted candidate

The criteria to be considered include the technical, cultural and compensation fit as per the prevailing system. The weightage will be given to the candidates with higher qualification like UGC NET, MPHIL/ MBA and PhD with adequate and relevant experience.

The demos assessment will be given by the committee members individually and the interview comments will also be given individually by the panel members. Based on all the above-mentioned assessment, the final round of interview will be conducted by the senior management chaired by the chairman.

The final selection and rejection of candidates will be recorded and send to HR department for issuing final letters

The HR will check the selected candidate reference and the comments would be recorded and finally the Offer of appointment letter will be issued

Annexure 2 – Demo session assessment Form

Annexure 3 – Interview Evaluation Form

Annexure 4 – Final assessment comments by the Chairman

Annexure 5 – Template of Offer letter



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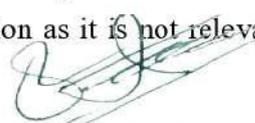
Induction and On Boarding

- Once the final approval of the right candidate is approved, offer letter is prepared.
- The terms and conditions and other requirements are explained in detail.
- The acceptance of the offer letter has to be authorized by signing in the copy of it.
- Required credentials are collected from the employee. All statutory forms required for the organization records have to be filled. For the proof of address valid document like passport copy, Aadhar, voter ID or driving license has to be produced.
- The selected candidates are required to submit the original qualification document or they will deposit one-month salary to be kept as deposit and the same can be taken back at the time of leaving the Institute.
- Once the preliminary requirements are done, on the day of joining Appointment letter is given and authorized copy has to be signed and preserved with other documents. A personal file is maintained for each employee by the HR department. Subsequently employee appraisal forms, salary revision, leave records etc will be added to the personal file as the employee continues in the organization.
- A formal request is sent by the HR department for the creation of Biometric ID and for employee identification card.
- All the information regarding the employees will be strictly kept confidential under the supervision of the HR personnel.
- All the new joiners will have to undergo 3 days well planned induction programme including the ISO and regulatory compliance details

Probation and Confirmation

- An employee shall be on probation for a period of six months from the date of joining. The probation can be extended at the discretion of management on account of non-satisfactory performance. The employee will be confirmed in the services based on the satisfactory completion of probation and or any extended period thereafter. The confirmation will be issued in writing by the designated authority.
- The similar procedure is adopted for appointing the non-teaching Staff members also and the only exemption is waiving of demo or practical session as it is not relevant for them.




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The employee shall be on probation for a period of six months from the date of joining the Institution. During this period the work performance and general suitability will be assessed and if it is satisfactory, the employment will be continued in writing. However, if the work performance is not up to the required standard or you are considered to be unsuitable for the position to which employee has been appointed, the institution may either take remedial action or terminate the employment without recourse to the disciplinary procedure. At the end of the probationary period, the employee will again be assessed and, if satisfactory will become a member of the regular staff. If the employee has not reached the required standard, institution may either extend the probationary period in order that remedial action can be taken. Full terms and conditions in relation to the probationary period are provided in the Employee Handbook to which the employee should refer.



A handwritten signature in blue ink, appearing to be "S. J. S.", written over a set of horizontal lines.

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INTERVIEW - TECHNICAL ASSESSMENT

Date: _____

Name of Candidate: _____

Department: _____

Position Applied For: _____

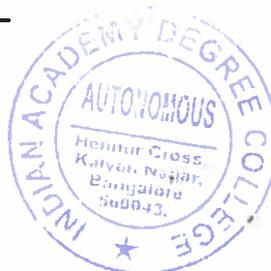
HOD's Input:

Assessment	Excellent	Very Good	Good	Average
Subject Knowledge				
Confidence				
Answering Ability / Interaction				
Overall Performance				

General comments on the candidate by Interviewer	
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Name of the evaluator: _____

Signature: _____



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HOD's Input:

Assessment	Excellent	Very Good	Good	Average
Subject Knowledge				
Confidence				
Answering Ability / Interaction				
Overall Performance				

General comments on the candidate by Interviewer	
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Interviewed by: Name: _____

Signature: _____

Department: _____

Designation: _____



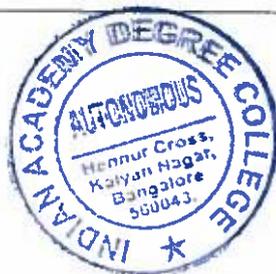
FINAL ROUND

Name of the candidate:

Date:

Department:

Designation:

CHAIRMAN'S REMARKS/OBSERVATION ON THE CANDIDATE:**FINAL DECISION ON CANDIDATE:**Selected On Hold For ture Consideration Rejected **REMARKS:****DESIGNATION:****SALARY:****CONDITION (If any):****SIGNATURE:****DATE:**

Faculty Evaluation Form- Demo

Name of the Candidate: _____

Date: _____

Specialization: _____

Name of the evaluator: _____

Assessment criteria		Excellent	Very Good	Good	Average	Poor
Subject knowledge						
Confidence						
Presentation skills:	Logical sequence					
	Summing up					
Interaction						
Answering ability						
Body language						
Oral communication						
ICT / Board usage						
Diction, Clarity, Language						
Overall performance						

General comments on the candidate by evaluator:

Signature of the evaluator:

