RECRUITMENT POLICY

Academic Session: 2015-16

Chandigarh Group of Colleges,

Sector 112, Greater Mohali-140307, Punjab

Approved by AICTE, New Delhi &

Affiliated to IKG Punjab Technical University, Kapurthala
Recruitment Policy

1. DEFINITIONS OF FACULTY/STAFF

1.1) Faculty

Faculty means a person employed in Chandigarh Group of Colleges, Landran as an Assistant Professor, Associate Professor, Professor, Deans, Director-Principal

1.2) Staff

Staff means a person employed in Chandigarh Group of Colleges at any position other than those covered under the definition of faculty.

2. PLANNING

Human Resource Planning

2.1 The staff requirements for the subsequent academic year are assessed by the Director-Principal of each College in the month of April/May every year and at the end of odd semester as per request.

2.2 The Director-Principal will obtain the faculty and staff requirements from all the HODs and arrive at the number of faculty members and staff required with the following guidelines in mind:

- The Director-Principal will consider appointing a competent faculty in consultation with Management/Management representative to be the Head of every department (in case of requirement/replacement), besides the number of Assistant Professors, Associate Professors and Professors required in accordance with the teacher student ratio.
- Technical staff like Lab Instructors/ Lab Technician/ Workshop Superintendent / Workshop Instructor, and Non-Teaching staff like Office Assistant, Lab Attendant and Peons etc, required in accordance with regulatory bodies.
- The teacher student ratio as prescribed by AICTE/UGC/Regulatory body from time to time.

2.3 The minimum teaching load during the week for each category shall be maintained as per AICTE Norms/UGC and respective regulatory body norms.
3. **SALARIES & PAY SCALES**

3.1 Each college of The Chandigarh Group of Colleges comprises of following positions of hierarchy:
   - Director-Principal
   - Special positions including Deans/Directors
   - Heads of Department
   - Professors
   - Associate Professors
   - Assistant Professor

3.2 In addition, each Department shall have Technical staff like Lab Instructors/ Lab Technician/ Workshop Superintendent / Workshop Instructor and Non-Teaching staff like Office Assistant, Lab Attendant and Peons etc.

3.3 The Administrative Department comprises of the following positions of hierarchy:
   - Registrar
   - Deputy/ Joint Registrar
   - Accounts Officer/ finance Manager
   - Office Superintendent
   - Office Assistants

   The scales of pay for various staff positions will be as per AICTE/Affiliated University/ State Government norms/ Regulatory body norms.

In addition to the basic salary, other allowances shall be extended to all the faculty and staff members as per the CGC Policy in sync with regulatory bodies’ norm.

4. **RECRUITMENT PROCESS**

   a. The HR Department based on the requirements and recommendations received from different department through competent authorities shall prepare a job description and job specification for the candidates to be recruited.

   b. The prescribed minimum qualifications and experience requirements for the various teaching posts will be on the norms of AICTE and IKG Punjab Technical University/ UGC/ Regulatory bodies. For Technical and Non-teaching post requirements will be based on the department’s need and request. The minimum qualification and experience will be as prescribed by regulatory bodies.

   c. The entire Requirement process will have following

4.1 Appointments:

The Management/ Governing Body/Management representative is the competent authority to appoint any employee. The appointment orders shall be issued by Head, HR on behalf of the Director-Principal and the Management.
The decision of management is final in all appointments.

4.2 Faculty & Staff Strength:

a) The Teaching faculty strength shall be as per AICTE/UGC/Regulatory body Norms.

b) The Non-Teaching staff strength shall be as per Punjab State Government/University Norms/Departmental Requirements

4.3 Qualifications:

The qualifications, age, experience etc., shall be as per AICTE/UGC/Regulatory body Norms in respect of faculty and as per Punjab State Government/University norms in respect of staff.

4.4 Selection:

a. The rules prescribed by AICTE/UGC/Regulatory Body for selection of employees from time to time of shall be followed.

b. Faculty selections are made by the Recruitment Committee constituted by the HRD in consultation with Director-Principal. Selection committee for recruitment in each discipline will have a minimum of the HOD of the respective department, two senior Faculty members. Other members of the committee will be as per the guidelines of AICTE/Affiliating University from time to time.

c. A post shall be filled up by direct recruitment through open advertisement or by percolation of information amongst qualified and eligible internal candidates.

d. The HR shall advertise vacant position in following channels to call applications:
   - Advertisement in the newspaper
   - Online and E-mail
   - Social Media sites if required.

e. Screening and short listing of applications/resumes sent by applicant will be done by HR department.

f. Shortlisted candidates shall be called for personal interview by HR department

g. The selection committee shall short list the candidates as per the following process.
   - Class room demonstrations
   - Personal interviews
   - Domains Knowledge
   - Communication Skills
   - Personality & Confidence

h. The committee shall finalize the short listed candidates and submit their recommendations along with the comments of the candidates to the Director-Principal who in turn will give recommendations of appointment to HRD for issuing offer letter/appointment letter after obtaining due approval from the management.

i. Verification of documentation shall be done at the time of joining.
5. Probation:

5.1 The initial appointments to posts in CGC shall ordinarily be made on probation for a period of one year. For special cases like Persons appointed to a higher post by promotion / selection, probation period may be relaxed/ waived off depending on the merit and credentials of the candidate.

5.2 The Management upon the recommendation of the Director-Principal for valid and sufficient reasons may extend the probation period of an employee as may be found necessary or discontinue his/her services after due notice.

5.3 After completion of probation, the appointee shall hold the office till the age of superannuation.

5.4 If a person having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date of joining in the regular post. No application of the employee seeking employment elsewhere shall be forwarded during the probation period.

5.5 The rules governing probation shall not apply to appointments made on temporary/contract/contingent basis.

5.6 The services of any candidate appointed on temporary can be terminated at any time after serving one month notice. For contractual staff, the service will be treated as automatically terminated after the expiry of contract until and unless it is renewed further.

6 Orientation Programme

6.1 Every faculty and staff member appointed in the Group shall be given a brief introduction about the College by the Director-Principal or his nominee on the day of his/her joining.

6.2 The Director-Principal shall take/send him/her to the Department of his/her work & introduce him/her to the Head of the Department.

6.3 The HOD will give a brief introduction of the Department and will introduce the new incumbent to all the teaching & non-teaching members of his team.

6.4 The HOD will also take him/her on a tour to the campus, explaining him/ her, the various codes of conduct observed in availing the facilities in the college.
6.5 The HOD will also ensure that all the registration formalities, including submission of joining report, opening of bank account, library membership etc are completed. A personal data sheet will be filled by all the employees & maintained by the concerned department.

6.6 The HOD will introduce the new faculty member to the first class he/she is going to handle.

6.7 It is mandatory for all the new incumbent to undergo a 2 week orientation programme organized by CGC usually in the last week of June with first week concentrating on pedagogical initiatives and second week focuses on departmental/program/course specific training.

7. **Promotion:**

   The institute gives due opportunities to all competent and eligible employees to apply for promotion fulfilling all necessary requirements. The process is strictly as per Promotion Policy drafted by HR Department for the purpose and as per requirements/needs, which is in line with AICTE/UGC/IKGPTU/ any other regulatory bodies.

8. **Leaves and Other Facilities:**

   All employee of the college are entitled for leaves (Casual, Medical, Earned, Compensatory etc.), holidays (Gazetted/Non-Gazetted/Summer and Winter Vacations etc.) and other related facilities (Special leaves/Study Leave, maternity leave etc.) as per policy and guidelines specified by HR Department from time to time.

9. **Support for Qualification Up-gradation, R&D, FDPs and other related activities:**

   CGC provides financial and leave support for such activities as per guidelines describe in R&D Policy. Support is also provided for Qualification Up-gradation as per CGC Qualification Up-gradation policy.

10. **Free Accidental Insurance Policy and other Social Initiatives:**

    CGC provide accidental insurance policy as per designation, the details of the same can be obtained from HR Department. In addition to this, a Staff Welfare Fund has been constituted.
with nominal contributions from the employee along with share of management every month to provide financial assistance in case of any inadvertent eventuality like death of the employee/self accident etc. This fund is also used to provide financial support for self marriage/marriage of dependents interest free loan to any employee as per his need. The details of the same can be obtained from HR Department on request.

11. Resignation:

a. A person who resigns has to give one month notice failing which he/she has to deposit one month’s salary in lieu of notice.

b. The provision of paying Gratuity as per applicable rules for entitlement is also there on leaving the institution/group.

Prepared & Recommended By: [Signature]
Head – HR

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Campus Director