

Introduction:

Human resource management is an essential function of any organisation. Among the HR practises, recruitment is the basic function where employees enter into the organisation.

While recruiting new employees, we will:

- Follow the good practice recommendations;
- Not to discriminate unlawfully against any person;
- Select the best candidate for the job in terms of qualifications and abilities.

To achieve these aims, we have set up a selection, recruitment and promotion policy. No position in the organisation will be filled unless this procedure has been followed.

Recruitment may be initiated for

- A vacancy arising due to resignation, termination, retirement or demise of an employee;
- An approved position;
- A prior approved position decided at the start of a new academic year.

Procedure for Recruitment

A. Request

- Identify the need of human resource through the various departments.
- Receive the request from the concerned unit approved by the heads of departments.

B. Advertisement through leading newspapers

C. Shortlisting

- Download relevant applications in specific folder and provide them to the Head HR for further shortlisting.
- After receiving the shortlisted CVs from Head of Dept., an interview assessment sheet will be filled.

D. Interview

- Interview (Personal/Skype) will be setup in consultation with the Panel members and considering the availability of the candidates.
- The panel will interview and write their comments in the interview assessment sheet along with their recommendations.
- Selected candidates those who have successfully cleared the interview and writing assignment have to provide 2 references of their last employers for background check. The details of references should include name, designation, phone number and email Id.

E. Background Check

- An offer of employment is contingent upon satisfactory background and security checks including reference checks from previous employer, educational qualifications verifications and criminal background check.

F. Making an offer

- After completing all above processes, an offer letter will be send over email for acceptance. Thereafter, an appointment letter will issued to the candidate along with CUTS Code of Conduct.

G. On Boarding

- Before the joining of a candidate, an orientation plan will be developed in consultation with all concerned departments and IT department will be requested to arrange a system and create the official email Id.

H. Probation:

- All appointees will be on probation for a period of 3 months, which may be further extended depending upon the performance. Confirmation of an appointment will be based on the assessment of the performance by the line managers. The probation shall continue until the appointee will receive a regularisation letter by the organisation.

Promotion Policy

A sample promotion policy states that employees will be considered for promotion based on consistent high performance in their current role, demonstrated skills relevant to the new position, positive work conduct, and a minimum tenure as per norms of MSBTE, Mumbai, DTE, Maharashtra and AICTE New Delhi. The promotion decisions are made transparently and fairly by management, considering factors like performance reviews and career development goals.

Promotions under Career Advancement Scheme may be considered by referring to the Minimum Requirements for promotion of teachers in Diploma level Institutes specified by DTE, Mumbai time to time. The factors which are considered include “Service and Qualification Requirements”, along with “Minimum Academic Performance Requirements, Annual Confidential Report (ACR) grading and Screening/ Selection Criteria”