

# **HUMAN RESOURCE (HR) & RECRUITMENT POLICY**

**Institution Name:** Shree Geet Law College

**Policy Code:** HRP-14

**Effective From:** 1 July 2025

**Approved By:** PRINCIPAL

**Next Review Due:** One year from the date of approval

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## **1. Preamble**

The Institution recognizes that qualified and competent human resources are essential to academic excellence and institutional growth. This HR & Recruitment Policy establishes a transparent, merit-based, and fair framework for recruitment, appointment, and management of teaching and non-teaching staff in accordance with statutory norms.

Recruitment and service conditions shall be governed by applicable guidelines of the University Grants Commission, affiliating university, and relevant regulatory authorities.

## **2. Objectives**

1. To ensure merit-based and transparent recruitment.
2. To attract and retain qualified and competent professionals.
3. To promote equal opportunity and non-discrimination.
4. To maintain compliance with statutory and regulatory norms.

## **3. Scope**

This policy applies to:

- Teaching Faculty (permanent, contractual, visiting, guest faculty).
- Non-teaching staff (administrative, technical, support staff).
- Any other personnel appointed by the Institution.

## **4. Manpower Planning**

1. The Institution shall periodically assess staffing requirements based on student intake, academic programmes, and regulatory mandates.
2. Sanctioned posts shall be approved by the Governing Body.
3. Vacancies shall be filled in a timely manner to maintain academic standards.

## **5. Recruitment Procedure**

### **5.1 Advertisement**

- Vacant positions shall be advertised through appropriate media, including the institutional website and newspapers, where applicable.
- The advertisement shall clearly specify eligibility criteria, qualifications, experience, pay scale, and application procedure.

## **5.2 Eligibility**

- Teaching positions shall meet minimum qualifications as prescribed by UGC and affiliating university norms.
- Non-teaching staff shall meet prescribed qualifications and experience requirements.

## **5.3 Selection Process**

1. Applications shall be scrutinized for eligibility.
2. A duly constituted Selection Committee shall conduct interviews and/or other selection procedures.
3. The Selection Committee shall include subject experts and management representatives as required.
4. Selection shall be based on merit, qualifications, experience, and performance in interview.

The recommendations of the Selection Committee shall be placed before the Competent Authority for approval.

## **6. Appointment**

1. Appointment letters shall specify designation, pay scale, probation period, and service conditions.
2. Selected candidates shall submit required documents for verification prior to joining.
3. All appointments shall comply with applicable reservation policies and statutory norms.

## **7. Probation and Confirmation**

1. Newly appointed employees may be placed on probation as specified in the appointment letter.
2. Performance shall be reviewed before confirmation of service.

## **8. Equal Opportunity and Non-Discrimination**

The Institution shall provide equal opportunity in recruitment without discrimination on the basis of gender, caste, religion, disability, or any other legally protected category.

## **9. Performance Evaluation**

1. Faculty performance shall be evaluated periodically based on teaching, research, and institutional contributions.

2. Non-teaching staff performance shall be assessed based on assigned responsibilities and efficiency.

Performance appraisal outcomes may be considered for increments, promotions, and professional development.

### **10. Professional Development**

The Institution shall encourage participation in faculty development programmes, workshops, seminars, and training sessions to enhance professional competence.

### **11. Termination and Resignation**

Service termination, resignation, or disciplinary action shall be governed by applicable service rules and contractual terms, following principles of natural justice.

### **12. Record Maintenance**

All recruitment and service records shall be maintained systematically and made available for audit or regulatory inspection.

### **13. Monitoring and Review**

The Internal Quality Assurance Cell (IQAC) shall review HR practices periodically to ensure compliance and effectiveness.

### **Declaration:**

The Institution affirms its commitment to transparent, fair, and merit-based human resource practices that uphold academic standards and institutional integrity.

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