

Documents Title	Numbers of Pages	Date of Implementation
HR Processes	07	17/08/2020
Prepared By	Checked By	Approved By
HR Department	Registrar, SOU	Management, SOU

- 1. OBJECTIVE:** To streamline processes & documentations from hire to exit in the form of hassle free employee services
- 2. SCOPE:** Entry to Exit of all employees hiring across Silver Oak University
- 3. TARGET:** As per activity wise TAT (Turn Around Time)
- 4. PERFORMANCE CRITERIA:**
 - Proactive positive approach
 - Completion of personnel file
 - Completion of employee master MIS
 - Zero Employee Grievances
 - Maintaining TAT

5. PROCESS STEPS:

Steps	Actions	Accountability	TAT
Recruitment	<ol style="list-style-type: none"> 1. On receiving of MRF / position Hiring Request, get clarity of the required competencies. 2. Start screening of profile (Portals, References, Advertisement, etc....). 3. Shortlist candidate and schedule interview. 4. Inform the concerned HOD about the scheduled candidate <u>a day before</u>. 5. Send mail /message / call to candidate(s) about the date / time / venue they have to report, the documents they have to carry, the level of interview they have to go through. 	HR Centralized	

	<p>6. On the day of Interview, on arrival of candidate, give them the Candidate Information Application.</p> <p>7. Enclose the duly filled form along with resume and send them for demo (coordinate with HOD).</p> <p>8. Post receiving the remarks of Demo and Personal Interview with HOD, make their interview with HOI / Advisor / VC / Deputy VC.</p> <p>9. Final Interview with HR</p> <p>10. On completion of all rounds, get the approval of the management on the documents to issue offer letter.</p> <p>11. Place the assessment hard copy of interviewed candidates accordingly, Waitlisted / Not Suitable properly in separate folders for future references.</p>		
Offer Letter	<p>1. Once all level of Interview is done, get approval from the management, prepare and print offer letter.</p> <p>2. Get it signed by the signing authority.</p> <p>3. Scan the signed copy and send it to the candidate through mail (in case of hand to hand giving, take the acknowledgement on Xerox and file it in record.</p>	HR Centralized	On day of approval by the authority
Pre Joining	<p>1. Recall offered candidate through mail / call and confirm their joining.</p>	HR Centralized	1-2 days before of expected DOJ

	2. Post getting confirmation share the information to the respective department HOD.		
On Joining	<ol style="list-style-type: none"> 1. Give Joining Form / kit to the new member. 2. Guide them where they have to go through their document verification. 3. Send request to server room for mail ID creation. 4. Post completion of new members' document verification, collect the verified Xerox self-attested from them and file in their personal file. 5. In case of any missing documents (mention the same to new members). 6. Share with new members that their Appointment letter would be issued subject to completion of entire joining formalities / verification. 7. Post completing all basic formalities from HR, introduce them with Registrar / VC / Dean / VP and all major respective key members. 8. Take them to their respective department and introduce the new member to HOD / HOI. 9. Mention the New Employees name in muster register. 	HR Centralized	On day of Joining

ID Card	<ol style="list-style-type: none"> 1. Share the ID card form to the concerned department for printing. 2. Collect the printed card from the concerned department. 3. Call new employee to collect their card. 4. Issue the card and take their acknowledgement. 	HR Centralized	2-3 days after joining
Mail ID	<ol style="list-style-type: none"> 1. Collect the created official mail ID from the concerned department. 2. Share the user ID and password to the New Employee. 	HR Centralized	1-2 days after joining
Business Card	<ol style="list-style-type: none"> 1. Post creation of official mail ID, give request to print of Business Card to the concerned department (subject to the profile & position). 2. Post printing of card, hand over to employees. 3. In case of outstation, make sure that the concerned department has shared the format to get it printed at local end. 	HR Centralized	2-5 days after joining
Document shared with New embers	Share the induction checklist hard copy with the new members on day of their joining.	HR Centralized	Last working day of joining month

Welcome Mail	<ol style="list-style-type: none"> 1. Draft the introduction of New Employees. 2. Paste their photo in draft Mail. 3. Share the welcome mail at SOU family about new employees. 	HR Centralized	1-2 days after joining
Share Employee Hand Book	Share the soft copy of employee handbook with the new employees.	HR Centralized	1-2 days after joining
Employee Master	<ol style="list-style-type: none"> 1. Enter the entire details of employee in employee master data. 2. Cross verify the details from Personnel Files / Documents. 	HR Centralized	1-7 days
Appointment Letter	<ol style="list-style-type: none"> 1. Post cross checking all joining processes, prepare and print appointment letter. 2. Focus if any additional remarks mentioned in their joining which need to be added in appointment letter, draft and do necessary amendment accordingly. 3. Get signatures of the management signing authority. 4. Take photo copy of the appointment letter. 5. Inform the new employee to collect their appointment Letter from HR department. 6. Issue original and take signature on the photo copy. 7. File the acknowledged copy in individual personal file. 	HR Centralized	5-10 days after joining

Leave Form	Prepare and print leave application form and give it to the new employee.	HR Centralized	5-10 days after joining
Induction (Every Last Saturday)	<ol style="list-style-type: none"> 1. Induction will take place on 2nd or 3rd Saturday of the month. 2. Make a list of all new employees joined (Cut-off date would be 15th Day of the Month). 3. Complete the formalities of booking venue / Hall. 4. Induction will take place on every last Saturday of the month. In case if last Saturday falls on Public Holiday, then it would be a day before plan. 5. Share the Invitation to the new employees <u>a week before</u> through mail with CC to their HOD / HOI. 6. Get ready with the basic things required for induction (Pad, Pen, Pet Bottle, Chocolate and Attendance Sheet). 7. Invite 2-3 members from the key management team. 8. Post session of induction, get and compile the received feedback. 	HR Centralized	Last Saturday of the Month
Appraisal	<ol style="list-style-type: none"> 1. The faculty members are asked to submit the duly signed self-appraisal report in the prescribed format. 2. The program coordinator fills the summary details of feedback collected from the students. 3. The head of department (HoD) reviews and endorses the report 		

	<p>with required suggestions.</p> <p>4. It is then sent to the head of institute (HoI) / Principal for his / her inputs.</p> <p>5. The report is then forwarded to Performance Appraisal Committee (PAC) for suggesting suitable action required.</p> <p>6. The PAC submits its remarks to the HR department for further action.</p> <p>7. The HR department takes approval of governing body and proceeds for the intimation to the concerned faculty member.</p>		
Separation	<p>1. On receiving of employee resignation acceptance, issue the No dues Clearance Form.</p> <p>2. On receiving the duly cleared remarks on "No Dues" on the Last Working day, issue the relieving letter.</p> <p>3. Issue Experience Letter to those who have completed minimum 6 months duration.</p> <p>4. File all related documents in the respective personal file and place the file in ex-employee slot.</p> <p>5. In the Employee Master Data sheet, update the exit employees' details.</p>	HR Centralized	1-2 days of employee exit

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