

# Quantum University, Roorkee



## Recruitment Policy and Promotion Policy



  
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# **Recruitment, Promotion and Termination Policy and Procedure**

## **1.1 Recruitment Policy**

1. All faculty recruited should be able to fulfill Vision, Mission and University goal.
2. Towards achieving our goal the University is committed to train and develop our teachers and provide all facilities to them to grow to their potential. Our HR policies are directed towards this goal.
3. In terms of our policy, faculty requirement is decided well in advance of academic year/semester by the Directors of each school in consultation with Heads of Departments and Coordinators of various streams.
4. Rigorous procedure is put into operation so that we are able to locate the best talent. Our recruitment procedure is in line with UGC requirements.

## **1.2 Recruitment Procedure**

### **Regular Appointment**

1. Advertisement inviting applications are given in the prominent newspapers / portals.
2. Applications received are screened by the Registrar in terms of qualification and other requirements. Potential candidates are invited for an interview before interview panel.
3. Interview panel for faculty consists of Vice chancellor, respective Director, Subject Expert, Respective Head of Department, and Chancellor Nominee.
4. Candidates cleared by the panel are asked to undertake demonstration lectures on the subjects he/she is comfortable with.
5. A merit list is prepared on basis of panel recommendation.
6. The candidate finally selected is briefed about the policies and rules of the university and salary is fixed as per university norms/ negotiation.
7. An offer letter is issued to the finally selected candidates mentioning designation and



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the date of joining.

8. Once the candidate decides to join the university his/her application is forwarded to Registrar for appointment and completion of joining formalities.
9. The final appointment letter is issued to the candidate at the time of joining which contains the final terms and conditions of employment.
10. All new faculty members shall be on a probation basis for a minimum period of 2 years.
11. It shall be the responsibility of the employee to apprise himself / herself of all service rules & regulations at the time of appointment.

### Adhoc Appointments

1. Respective Director and Head of Department and Coordinators decide the requirement and search from their own contacts/ old resumes available/ website etc.
2. Stray Applications received by the office also come into help.
3. Located candidates are interviewed by the Director, HOD and an internal subject expert. Candidates are asked to carry out demonstration lectures.
4. Once the candidate is accepted by the Panel his/her name is recommended for appointment on adhoc basis.
5. If the performance and feedback of such candidates found good then on the recommendation of the HOD the candidates have to go through the regular recruitment procedure. The services of adhoc candidates may be regularized on the recommendation of regular selection panel.

### 1.3 Documents to be submitted after recruitment (self-attested)

1. Copy of Curriculum Vitae
2. Photocopy of your all testimonials
3. Proof of Date of Birth
4. Five passport size color photographs (taken recently)



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5. Photocopy of Experience Certificate (s), if any
6. Photocopy of PAN Card
7. Photocopy of Aadhar Card
8. Salary Slip of last organization, if any
9. Relieving Slip from Previous Organization, if applicable
10. Photocopy of Passbook of HDFC, if available

### 1.31 Termination Policy

A faculty can be terminated from his / her service if they are found involved in any of the following but not limited to:

1. For Violation of Academic standards.
2. Violation of codes of conducts, rules & regulations of the Universities.
3. Misrepresentation of fact & figures.
4. For Non-performance.
5. Indulging in acts that bring disrepute to the University.
6. For any other unethical conduct.
7. For harming the interest of the students in any manner.
8. For coming social or community disharmony both on & off the campus.

### 1.4 Promotion Policy

A process, involves identification of particular internal individual faculty member as the possible successors to the key or senior position if it is vacant. In this process Assistant Professor may be promoted as Associate. Associate Professor may be promoted as a Professor as per the guidelines of UGC and Quantum University policy.

### 1.5 Mandatory Probation:

Probation: Probation means an appointment made on trial on specified conditions



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for a stipulated period to a post for determining one's fitness for the job. With the exception of certain positions, all regular faculty members serve a minimum of the two years of employment on probation.

1. Temporary appointment: It means appointment made purely on temporary basis either for a permanent post or against a temporary post. With the exception of certain positions, all regular faculty members serve the first two years of employment on a probation basis.
2. Evaluation in Probation Period: Probation period allows the respective Director and department head to evaluate the ability, suitability, and potential for success of the faculty. It also allows time for the faculty to decide whether or not the job is satisfying. Fifteen days prior to the completion of probation period, Director and Head of the Department, based on his/ her evaluation, will intimate faculty member and to Registrar about his performance. Registrar will put all non performing evaluation reports to Vice Chancellor and if Vice Chancellor agrees with the evaluation, the candidate shall be terminated from service.
3. Continuance of Probation: If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remain in a probationary status should be forwarded by the Director/ Head of the Department to the Registrar. In all such instances, the faculty member must be counseled and notified in writing regarding the extension of the probationary period.
4. Voluntary Resignations and Termination: Resignations may be accepted in lieu of termination. Unless notified all job offers are on a permanent requirement with a probation period. Termination of employment, or other disciplinary action, during the probationary period, is not subject to progressive discipline and the grievance procedure.



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## 1.6 Resignation Policy

1. Employee wishing to resign should inform his /her Head of the Department and tender his/her resignation in writing to the Director through HOD. He/she should state clearly the date from which he/she wish the resignation to become effective, bearing in mind the notice period required. It is often helpful if employee who intends to resign gives the reasons for doing so.
- 2 Director/ VC/ Registrar conducts the Exit Interview.
- 3 Employee doubtful of the effective date of resignation, contractual notice period, contacts the Director/ Registrar for advice.
- 4 Employee leaving without a notice period does not receive his/ her salary equivalent to notice period or have to deposit amount equivalent to notice period salary. Employees interested in resigning cannot utilize any leaves except OD and only due CL.
- 5 Employee who resigns during academics semester is released after academics sessions keeping in mind the interest of the students or they may be released only in exceptional cases.
- 6 University at the prerogative of the management may retain employees who resign.

### 1.6.1 Handing Over

Before being relieved all employees should hand over charge to the appropriate person on consulting the Head of Department and inform the same to the Director. Head of Department is responsible for initiating the necessary action to ensure that all University property, data and equipment are returned safely. It is mandatory that A 'No Dues Certificate' is obtained from all the concerned persons on or before the last day of working and submit to Director/ Registrar. The process of relieving the employee shall remain incomplete without this.



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