MALLA REDDY VISHWAVIDYAPEETH
(DEEMED TO BE UNIVERSITY)

Recognised Under Section 3 of The UGC Act, 1956, Vide Notification No.9-4/2024-U.3(A) by Department of Higher Education, Ministry of Education, Government of India.

Ref. No: MRV/Policies/021 **Date: 05.10.2026**

NOTIFICATION

In pursuance of the resolution passed by the Executive Council at its meeting held on 03/10/2026 **vide Resolution No. EC-08-07 as adopted on 3rd October 2026.**

It is hereby notified for the information of all concerned that **Malla Reddy Vishwavidyapeeth**, has published the **"HR Policy"** for information to all concerned. The **HR Policy Document** mainly comprises the following parts:

- **HR Intent & Employee Classes**
- **Joining & Induction**
- **Work Norms & Professional Demeanour**
- **Performance Appraisal**

The **HR Policy Document** will serve as detailed guidelines and will be useful to all concerned. It will come into force with immediate effect.

Registrar

MALLA REDDY VISHWAVIDYAPEETH ★ Suraram Hyderabad ★ (Deemed to be University)

Copy to

1. Hon'ble Chancellor, Malla Reddy Vishwavidyapeeth
2. Hon'ble Vice Chancellor, Malla Reddy Vishwavidyapeeth
3. Pro Vice Chancellor, Academics & Accreditation, Malla Reddy Vishwavidyapeeth
4. Pro Vice Chancellor, MRTC, Malla Reddy Vishwavidyapeeth
5. Deans/ Principals/ Directors/ of all Constituent Colleges/Schools of Eminence, Malla Reddy Vishwavidyapeeth
6. Director (Research), Malla Reddy Vishwavidyapeeth
7. Controller of Examinations, Malla Reddy Vishwavidyapeeth
8. Finance Officer, Malla Reddy Vishwavidyapeeth
9. IQAC Coordinator, Malla Reddy Vishwavidyapeeth
10. Web master for uploading on the Malla Reddy Vishwavidyapeeth Website.



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MRV HR POLICY

HUMAN RESOURCE (HR) POLICY

(For Teaching, Non-Teaching, Administrative, Technical, Research and Clinical Personnel)

1. Preamble

Malla Reddy Vishwavidyapeeth (MRV), hereinafter referred to as "the University", recognises its employees as essential to the achievement of its academic, research, clinical, administrative and institutional objectives. The University is committed to maintaining a professional, ethical, inclusive, safe and performance-oriented work environment. This Human Resource (HR) Policy establishes an integrated framework for workforce planning, recruitment, appointment, service administration, employee development, welfare, performance management and separation.

This policy consolidates the principles contained in the University's existing HR, Recruitment and Selection, Teaching Staff Leave and Non-Teaching Staff Leave policies. Detailed procedures and entitlements contained in separately approved policies shall continue to apply. Where a matter is governed by applicable law, UGC regulations, statutory council requirements or the University's Statutes and Ordinances, those provisions shall prevail.

2. Objectives

- Provide a consistent and transparent framework for managing employees throughout the employment lifecycle.
- Attract, select and retain qualified, competent and ethical employees through merit-based processes.
- Ensure compliance with applicable UGC regulations, statutory council requirements, labour and employment laws and University instruments.
- Promote equal opportunity, non-discrimination, dignity, inclusion and a safe workplace.
- Support employee performance, professional development, research, innovation and career progression.
- Provide clear procedures for attendance, leave, service records, employee grievances, discipline and separation.
- Strengthen employee engagement, welfare, accountability and institutional effectiveness.

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3. Scope and Applicability

This policy applies, as relevant to their terms of engagement, to:

- Teaching faculty, including Professors, Associate Professors, Assistant Professors, Tutors, Demonstrators and other academic staff.
- Officers and administrative employees, including statutory and other University officers, subject to their governing provisions.
- Non-teaching, technical, laboratory, library, IT, accounts, support and maintenance personnel.
- Medical, dental, nursing, paramedical, allied-health and other clinical/hospital personnel.
- Research, project and grant-funded personnel, subject to the terms of the relevant project or funding arrangement.
- Contractual, temporary, ad-hoc, visiting, guest, adjunct and part-time personnel, to the extent specified in their appointment or engagement terms.

Students, research scholars who are not employees, consultants, outsourced personnel and third-party workers shall be governed by the relevant rules or contractual arrangements applicable to them. This policy shall not be interpreted as creating an employment relationship where none exists.

4. Governing Framework and Order of Precedence

The policy shall be implemented in conformity with the following, as applicable:

- UGC Act, regulations and notifications, including prevailing minimum qualification and career advancement requirements for teachers and academic staff.
- Applicable regulations, standards and directions of AICTE, NMC, NCAHP, DCI, INC, PCI and other statutory/professional councils relevant to the programmes and roles of the University.
- Applicable central and Telangana laws relating to employment, wages, social security, maternity benefits, workplace safety, disability rights, equal opportunity, data protection and prevention of sexual harassment.
- MRV Memorandum/notification, Statutes, Ordinances, Regulations, approved service rules, delegation of powers and decisions of competent statutory authorities.
- Appointment orders, employment contracts and separately approved University policies.

In case of inconsistency, applicable law and binding statutory/regulatory requirements shall prevail, followed by the University's approved Statutes, Ordinances and service rules. The more specific approved policy shall govern its subject matter, unless it conflicts with a higher-ranking instrument.

5. HR Governance and Responsibilities

- The competent University authority shall exercise powers assigned to it under the Statutes, Ordinances, regulations and approved delegation of powers.

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- The Registrar shall perform HR-related administrative and supervisory functions assigned under the University's governing instruments and approved orders.
- The HR Department shall coordinate recruitment administration, employee records, onboarding, attendance and leave administration, payroll inputs, appraisal processes, training, employee welfare and HR reporting.
- Heads of Departments, Deans, Principals, Medical Superintendents and Unit Heads shall identify manpower requirements, supervise attendance and performance, recommend leave and support employee development within their delegated authority.
- Finance and Accounts shall process salary, statutory deductions, benefits and settlements in coordination with HR and in accordance with approved financial procedures.
- Employees shall comply with their appointment conditions, University policies, lawful instructions, professional standards and applicable laws.

6. Employee Classification

For administrative purposes, employees may be classified by role, cadre, nature of appointment and applicable pay structure. The following broad groupings are indicative and shall be read with the University's approved establishment and service records:

Classification	Indicative positions / engagement
Group A	Senior academic and administrative officers and equivalent posts, as classified by the University.
Group B	Section Officers, Accounts Officers, Superintendents and equivalent posts.
Group C	Assistants, clerks, accountants and equivalent posts.
Group D	Attendants, support, housekeeping and other equivalent posts.
Permanent / Regular	Employees appointed to approved posts through the prescribed process and confirmed in accordance with applicable service rules.
Fixed-term / Contractual	Employees appointed for a specified period, assignment or project under written terms.
Temporary / Ad-hoc	Employees engaged temporarily to meet an approved short-term requirement.
Guest / Visiting / Adjunct	Academic or professional personnel engaged for specified teaching, practical, advisory or specialist assignments.
Project / Research Staff	Personnel engaged against a funded or approved research/project position, subject to project terms.

The classification in this section is for HR administration and does not independently confer statutory status, pay entitlement, seniority or service benefits.

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7. Workforce Planning and Manpower Requisition

Recruitment shall be based on documented institutional need, approved staffing requirements, workload, student strength, programme intake, clinical/service requirements and applicable regulatory norms.

1. The concerned Department/Unit shall submit a manpower requisition stating the post, number of vacancies, justification, duties, qualifications, experience, employment type, reporting line and proposed budget/pay level.
2. The requisition shall be reviewed by the Head of Department/Dean/Principal/Unit Head, as applicable.
3. HR shall verify the job description, cadre, eligibility, establishment position, recruitment method and relevant regulatory requirements.
4. Finance shall confirm budget availability where required by the approved process.
5. The requisition shall be placed before the Registrar, Vice-Chancellor or other competent authority for approval in accordance with the delegation of powers.
6. No recruitment commitment or offer shall be made before the required approvals are obtained.

8. Recruitment and Selection

Recruitment shall be governed by the separately approved MRV Recruitment and Selection Policy. The following core principles and stages shall apply, subject to the detailed policy and statutory requirements.

- Recruitment shall be fair, transparent, merit-based, confidential and free from discrimination.
- Vacancies may be filled through internal promotion or transfer, University website/career portal, job portals, advertisements, campus recruitment, referrals, employment exchanges, recruitment agencies, walk-in interviews or executive search, as approved.
- Engagement may be regular/permanent, fixed-term contractual, temporary/ad-hoc, guest, visiting or adjunct, as appropriate to the requirement and approved terms.
- Applications shall be screened for eligibility; written/skill tests, teaching demonstrations, technical assessments, interviews and reference/background checks may be used as appropriate.
- Selection Committees shall be constituted strictly in accordance with the University Statutes, Ordinances, UGC regulations and relevant council requirements. The generic committee composition in an HR procedure shall not override a statutory composition.
- Selection Committee members shall disclose actual or potential conflicts of interest and recuse themselves where required.
- For teaching appointments, qualifications and selection procedures shall conform to prevailing UGC regulations and applicable professional council norms.
- Reservation and roster requirements shall be implemented wherever applicable under law and binding government/UGC directions, with records maintained by the designated office.

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- No candidate shall be treated as selected until the recommendation and appointment have received approval from the competent authority.

9. Appointment, Documentation and Joining

An appointment/engagement letter shall be issued only after approval by the competent authority. It shall specify, as applicable:

- Designation, department/unit, place of posting and reporting authority.
- Nature and duration of appointment, pay/remuneration, allowances and applicable benefits.
- Probation, confirmation or review conditions, where applicable.
- Working hours, duties, leave provisions, notice period and other service conditions.
- Confidentiality, intellectual property, conflict-of-interest and conduct obligations.
- Conditions relating to transfer, termination, retirement and return of University property.

At joining, the employee shall submit verified educational and professional qualifications, experience and relieving documents, identity and statutory particulars, bank/payroll details, declarations and other documents reasonably required for the role. Medical fitness and police/background verification may be required where relevant to the position, law or institutional safety. Original documents shall be handled and returned in accordance with a documented verification process.

10. Probation, Confirmation and Service Review

All newly appointed employees, including teaching and non-teaching staff, shall be placed on probation for a period of one (1) year from the date of joining, unless a different period is mandatorily prescribed by applicable law or binding statutory/regulatory requirements. The one-year probation period shall be stated in the appointment order. Probation and confirmation shall otherwise be governed by the employee's appointment order and the applicable approved service rules.

- Any extension of probation shall be communicated in writing with reasons and the revised review period, as permitted by the applicable service rules.
- Confirmation shall be issued only by the competent authority after satisfactory completion of the one-year probation period and fulfilment of the prescribed conditions. Confirmation shall not be presumed merely from expiry of the probation period unless the applicable rules expressly provide otherwise.
- Completion of a stated period of service shall not by itself be treated as confirmation unless the applicable rules provide otherwise.
- Fixed-term, visiting, guest and project appointments shall be governed by their written tenure and terms.



11. Induction and Orientation

New employees shall undergo an induction programme appropriate to their role, covering the University's vision, mission, organisational structure, job responsibilities, service conditions, code of conduct, HR policies, statutory compliance, safety and emergency procedures, information security and reporting channels. Clinical, laboratory and technical personnel shall additionally receive relevant patient-safety, infection-control, equipment and professional-protocol orientation.

12. Working Hours, Attendance and Duty Rosters

Working hours, shifts, duty rosters, weekly offs and attendance requirements shall be determined by the University and the relevant constituent unit, consistent with applicable law, regulatory requirements and operational needs.

- Attendance shall be recorded through the approved biometric, AEBAS, HRMS/KEKA or other authorised attendance system applicable to the employee category.
- Teaching and medical faculty, Senior Residents and Junior Residents shall comply with AEBAS requirements wherever mandated by the applicable regulator and University instructions.
- Employees shall observe punctuality, prescribed duty hours, rostered shifts and approved reporting procedures.
- Clinical, nursing, paramedical, laboratory, security and other essential services shall maintain continuity through approved duty rosters and handover arrangements.
- Any shift exchange, night-duty adjustment, work-from-home arrangement or change in duty schedule requires prior approval from the designated authority, except where emergency procedures apply.
- Attendance exceptions, missed punches, late arrivals and field/on-duty assignments shall be regularised through the prescribed HR process with supporting approval.
- Any deduction or leave adjustment for absence or late attendance shall be made only under the applicable approved rules and after verification.

13. Leave and Holidays

Leave entitlements, eligibility, application procedures, approval channels, carry-forward, encashment, loss of pay and special categories shall be governed by the separately notified MRV Teaching Staff Leave Policy and Non-Teaching Staff Leave Policy, as amended from time to time.

The attached leave policies presently record the following broad entitlements for specified categories. These are reproduced as a reference summary only; the detailed approved leave policy and the employee's applicable category shall govern:

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Leave category	Teaching staff (as recorded)	Non-teaching staff (as recorded)
Casual Leave	12 during first year of service; 15 after completion of one year, subject to pro-rata and policy conditions.	12 during first year of service; 15 after completion of one year, subject to pro-rata and policy conditions.
Earned Leave	15 per year; eligibility/ commencement differs by cadre and probation conditions in the leave policy.	15 per year after probation/ confirmation as specified in the leave policy.
Medical Leave	6 per calendar year.	6 per calendar year.
Special Casual Leave	Up to 5 days for specified faculty categories/ approved purposes, subject to detailed rules.	As provided in applicable policy/rules.
Conference Leave	Up to 5 days for specified faculty categories, subject to approval and detailed rules.	As provided in applicable policy/rules.
Maternity Leave	As per applicable law and University rules; the existing policy refers to six months paid leave for eligible faculty.	As per applicable law and University rules; the existing policy refers to six months paid leave for eligible staff.
Compensatory Casual Leave	Subject to qualifying duty, approval and utilisation period in the leave policy.	Subject to qualifying duty, approval and utilisation period in the leave policy.

- Leave should ordinarily be applied for and approved in advance through KEKA/HRMS or the prescribed written channel. Emergency or sickness-related exceptions shall be regularised as soon as practicable.
- Leave accounts are maintained on a calendar-year basis and adjusted pro rata where provided in the applicable policy.
- Leave approval shall take account of academic schedules, examinations, clinical services, patient care, laboratory sessions and other essential operations.
- Unauthorised absence, leave without approval, loss of pay and consequences shall be dealt with under the applicable leave and service rules, after appropriate verification and opportunity to respond where required.
- Statutory leave and benefits shall not be reduced below the minimum required by applicable law.

14. Code of Conduct and Professional Responsibilities

- Employees shall discharge duties honestly, diligently, impartially and in the best interests of the University.
- Employees shall maintain punctuality, professional behaviour, respectful communication and appropriate dress/identification standards applicable to their unit.
- Employees shall protect confidential University, student, patient, employee, research and financial information.

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- Employees shall not misuse their office, influence admissions or examinations improperly, solicit or accept improper gifts/commissions, or use University resources for unauthorised personal benefit.
- Employees shall disclose conflicts of interest and comply with applicable procurement, research, examination, financial and ethics requirements.
- Employees shall comply with ICC (POSH Act), anti-ragging, anti-drug, equal opportunity, campus safety, IT security, patient safety, infection-control and other applicable policies.
- Private tuition, private practice, consultancy, outside employment or paid engagement shall require prior written permission where required by appointment terms, professional rules or University policy.
- Employees shall comply with applicable intellectual property and research integrity requirements and acknowledge University participation as required by the IP policy.
- Employees shall not retaliate against persons who raise concerns in good faith or participate in a lawful inquiry.

15. Performance Appraisal and Performance Management

Performance appraisal shall be conducted under the University's approved Appraisal and Rewards Policy and applicable statutory frameworks. The process shall be role-specific, evidence-based, documented and communicated to employees in accordance with the relevant procedure.

- Faculty appraisal may consider teaching effectiveness, student feedback, research publications, funded projects, patents, consultancy, extension, academic administration and other UGC/council-prescribed indicators.
- Clinical personnel appraisal may consider clinical responsibilities, patient safety, professional competence, service quality, teaching/research contributions and applicable professional standards.
- Non-teaching and administrative appraisal may consider achievement of assigned targets, service delivery, accuracy, timeliness, process improvement, teamwork, compliance and professional conduct.
- Employees may be required to submit self-appraisal reports and supporting evidence within the notified schedule.
- The review may involve the reporting officer, HoD, Dean/Principal/Unit Head and HR, according to the approved appraisal process.
- Appraisal outcomes may inform development plans, recognition, increments or promotion consideration, but do not create automatic entitlement to any benefit.

16. Promotion and Career Advancement

Promotion and career advancement shall be governed by prevailing UGC regulations, applicable statutory council requirements, the University's approved service rules and the Appraisal and Rewards Policy.

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- Eligibility shall be determined by prescribed qualifications, experience, performance, academic/research/clinical contribution and other applicable criteria.
- Career Advancement Scheme (CAS) for teachers shall be implemented only in accordance with the prevailing UGC regulations and applicable institutional procedures.
- Selection or promotion committees shall be constituted with the composition and external experts required by the applicable statutory framework.
- Recommendations shall be submitted to the competent authority for approval.
- No employee shall have an automatic right to promotion solely by completion of a specified period of service.

17. Training, Development and Capacity Building

- Faculty Development Programmes, orientation and pedagogy training.
- Research methodology, academic writing, intellectual property, innovation and grant-management training.
- Medical, dental, nursing and allied-health CME/CDE/CPD programmes and clinical skills training.
- Technical, digital, administrative, financial, communication and soft-skills programmes.
- Leadership, governance, compliance, quality assurance and supervisory development.
- Conference/workshop participation and financial support, subject to institutional norms, availability of funds and prior approval.

HR shall maintain training records and, where feasible, assess programme effectiveness and its application to job performance.

18. Compensation, Payroll and Employee Benefits

Pay, allowances, increments and benefits shall be governed by the approved pay structure, appointment terms, applicable UGC/council norms, statutory requirements and University approvals.

- Salary shall be processed on the basis of approved appointment terms, verified attendance/leave inputs and authorised payroll records.
- Provident Fund, gratuity, maternity benefits, employee insurance and other statutory benefits shall be provided where applicable under law.
- Health insurance, employee welfare support, canteen, transport, childcare or other facilities may be provided subject to approved schemes, eligibility and availability.
- Increments, incentives, awards and other variable benefits shall be subject to approved policy, performance assessment, budget and competent-authority approval.
- HR and Finance shall reconcile employee master data, payroll inputs, statutory deductions and separation settlements periodically.

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19. Transfer, Deployment and Mobility

Employees may be transferred, redeployed or assigned additional responsibilities between departments, constituent colleges, institutes, Schools of Eminence or campuses where permitted by their appointment terms and applicable service rules, and where justified by institutional requirements.

Such action shall be approved by the competent authority, documented and communicated to the employee. Reasonable notice shall ordinarily be provided, except in urgent operational circumstances. Any change affecting designation, pay, location or material service conditions shall be handled in accordance with the applicable rules and law.

20. Employee Grievance Redressal

The University shall maintain an employee grievance mechanism or designate an appropriate grievance redressal authority/cell. The process shall be accessible, impartial, confidential to the extent possible and consistent with statutory complaint mechanisms.

- Employees should ordinarily raise service-related concerns through the reporting officer/HoD, followed by Dean/Principal/Unit Head and HR, as appropriate.
- Where the grievance concerns the immediate reporting officer, the employee may approach the next higher authority or designated grievance channel.
- HR shall acknowledge, record, examine and route grievances to the competent authority for resolution.
- Employees shall be protected from retaliation for raising grievances in good faith.
- Complaints falling within the jurisdiction of the Internal Complaints Committee under the IIC (POSH Act) or another statutory committee shall be referred to that mechanism and not investigated through an alternative HR process.

21. Discipline, Misconduct and Workplace Dignity

Misconduct, harassment, breach of duty, violation of policy or other disciplinary matters shall be handled under the University's separately approved Disciplinary Policy, applicable service rules and statutory requirements.

- Any disciplinary action shall be initiated by the competent authority under the applicable rules.
- The employee shall be informed of the allegations and given an opportunity to respond in accordance with the applicable procedure.
- Where a formal inquiry is required, it shall be conducted by an appropriately constituted and impartial authority/committee.
- Any penalty shall be proportionate, reasoned and imposed by the competent authority after following principles of natural justice.

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- ICC (POSH Act) complaints shall be dealt with under the POSH Act and the University's ICC procedure; other statutory complaints shall be handled by the relevant designated body.

22. Employee Engagement, Health, Safety and Welfare

- Promote a respectful workplace, employee engagement, cultural and sports activities and institutional recognition.
- Facilitate health camps, occupational health measures, mental well-being awareness and access to appropriate support services.
- Maintain safe working conditions, emergency preparedness, fire and laboratory safety, infection control and clinical safety procedures.
- Provide reasonable accommodation and accessibility measures for persons with disabilities in accordance with applicable law and institutional arrangements.
- Support eligible employees through statutory maternity and other legally mandated benefits.
- Promote work-life balance and address workplace concerns through appropriate HR and welfare channels.

23. Confidentiality, Data Protection and HR Records

HR shall maintain complete and accurate personnel records in physical and/or electronic form, with access limited to authorised personnel and legitimate institutional purposes.

- Employee records may include appointment and qualification documents, service history, attendance, leave, appraisal, training, payroll, benefits, disciplinary and separation records.
- Personal data shall be collected and processed lawfully, for specified purposes and in accordance with applicable data-protection requirements.
- Medical, counselling, grievance and disciplinary information shall receive appropriate confidentiality safeguards.
- HRMS/KEKA or other authorised systems may be used for employee master data, attendance, leave, payroll inputs, appraisal and service records.
- Retention, access, disclosure and disposal of records shall follow applicable law and the University's records-retention and information-security procedures.

24. Intellectual Property and Outside Engagement

Intellectual property created in the course of employment or using substantial University resources shall be governed by the University's approved Intellectual Property Policy, employment terms, funding conditions and applicable law. Employees shall disclose relevant inventions, works and research outputs through the prescribed institutional process.

Outside employment, private practice, paid consultancy, private tuition or other professional engagements shall be subject to the employee's appointment conditions, professional regulations and

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prior written permission where required. Nothing in this clause shall override legally protected academic freedom or rights recognised by applicable law.

25. Resignation, Notice, Termination and Relieving

Resignation, notice periods, termination, abandonment/unauthorised absence, handover and full-and-final settlement shall be governed by the appointment order, applicable service rules, separately approved policies and law.

- An employee intending to resign shall submit a written resignation through the prescribed channel and serve the notice period specified in the appointment order or applicable service rules, unless waived or modified by the competent authority.
- The University may terminate employment by notice or salary in lieu where permitted by the applicable appointment terms and law. Termination for misconduct shall follow the applicable disciplinary procedure.
- Absence without authorisation shall be examined under the leave and service rules. No automatic cessation or deemed resignation shall be applied without following applicable law, the governing service rules and a fair opportunity to explain where required.
- The employee shall complete handover of duties, records, keys, identity cards, devices, documents and other University property.
- HR, Finance, IT, Library, Department/Unit and other relevant offices shall complete the prescribed clearance process.
- Full-and-final settlement, including lawful deductions and statutory dues, shall be processed in accordance with applicable law and approved procedures.
- The relieving/service certificate and experience documentation shall be issued in accordance with University policy and applicable law.

26. Retirement and Post-Retirement Engagement

Retirement age and retirement-related benefits shall be governed by applicable statutory norms, the University's approved service rules and appointment terms. Eligible benefits may include gratuity, provident fund settlement, pension where applicable and earned-leave encashment, in accordance with law and approved policy.

Post-retirement engagement may be considered where permitted by applicable regulations and institutional policy, based on expertise, institutional requirement, approved terms and competent-authority approval. Such engagement shall not be treated as automatic continuation of regular service.

27. HR Audit, Reporting and Policy Monitoring

The HR Department shall monitor implementation across the University and its applicable constituent units. Monitoring may include:

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- Annual review of sanctioned strength, vacancies, recruitment, employee turnover and staffing compliance.
- Review of personnel files, appointment documentation, attendance, leave, payroll inputs and statutory records.
- Monitoring of appraisal completion, training participation, grievance disposal and employee welfare activities.
- Periodic employee feedback or satisfaction surveys, subject to approved methodology.
- Coordination of internal/statutory audit observations and timely corrective action.
- Preparation of an annual HR report for submission to the authority designated by the University.

28. Interpretation, Amendments and Review

This policy shall be interpreted consistently with applicable law and the University's Statutes, Ordinances, regulations, service rules and approved delegation of powers. Any clarification, amendment or replacement shall be approved by the competent authority. The policy shall be reviewed at least once every three years or earlier where required by regulatory changes, institutional restructuring or operational need.

The policy shall not be interpreted as authorising HR or any individual officer to exercise powers reserved by the Statutes, Ordinances or other approved instruments to the Chancellor, Vice-Chancellor, Executive Council or another competent authority.

HR Forms and Registers

- Manpower Requisition Form and Job Description Format.
- Candidate Screening and Interview Evaluation Form.
- Conflict-of-Interest Declaration for Selection Committee Members.
- Employee Joining Report and Document Verification Checklist.
- Employee Personal File Index and Service Record Checklist.
- Induction and Orientation Checklist.
- Annual Self-Appraisal and Performance Review Forms.
- Employee Grievance Registration and Disposal Register.
- Resignation, Handover, No-Dues and Full-and-Final Settlement Checklist.
- Exit Interview Form and HR Separation Checklist.

Sd/-
Registrar

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