



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.

MRV HR POLICY



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HUMAN RESOURCE POLICY

1. Preamble

Malla Reddy Vishwavidyapeeth (MRV) recognizes that its faculty members, non-teaching staff, and administrative employees are its most valuable resource in achieving academic excellence, innovation, and holistic student development. This Human Resource (HR) Policy is designed to ensure fairness, transparency, accountability, and continuous growth for all employees across MRV, its constituent colleges/institutes, and Schools of Eminence.

This policy shall be read together with the University's Disciplinary Policy, Leave Rules, and POSH Policy, each of which forms part of the University's overall HR governance framework.

2. Objectives

- To establish structured guidelines for recruitment, selection, training, promotion, and retention of best-fit talent;
- To promote a work culture based on equity, inclusiveness, and professional ethics;
- To ensure compliance with statutory authorities, UGC Regulations, and other applicable regulatory norms;
- To enhance employee engagement, satisfaction, and performance;
- To foster leadership, research capability, innovation, and career advancement;
- To build a diverse and future-ready faculty and staff cadre through structured succession planning and continuous professional development.

3. Scope & Applicability

This policy applies to:

- Faculty Members (Professors, Associate Professors, Assistant Professors, Tutors/Demonstrators);



- Non-Teaching Staff (administrative, technical, and support staff);
- Contractual/Visiting/Guest Faculty;
- Research Scholars/Project Staff engaged under funded projects;
- Hospital and Clinical Staff in Medical, Dental, and Allied Health Colleges.

Where a category of employee is additionally governed by UGC, NMC, NCAHP, DCI, INC, PCI, AICTE, or other statutory council norms, this policy shall operate in addition to, and not in derogation of, such norms.

4. Employee Classification

For the purpose of pay, benefits, and administrative processes, employees of the University shall ordinarily be classified as follows (in line with UGC/applicable Council pay norms):

- Group A — Professors, Registrar, Finance Officer, Controller of Examinations, Associate Professors, Deputy Registrars, Assistant Professors, Assistant Registrars, and equivalent ranks;
- Group B — Section Officers, Accounts Officers, Superintendents, and equivalent ranks;
- Group C — Senior/Junior Assistants, Senior/Junior Clerks, Accountants, and equivalent ranks;
- Group D — Peons, Attendants, Housekeeping/Support Staff, and equivalent ranks.

In addition, employees may be classified by nature of engagement as:

- Permanent Employees — confirmed after successful completion of probation;
- Contractual Employees — appointed for a specific tenure or project;
- Visiting/Guest /Adjunct Faculty — engaged for specific lectures/practical sessions;
- Research Staff — project-based employees engaged under externally or internally funded research projects.

5. Recruitment & Selection

5.1 Manpower Planning

Annual workforce planning shall be undertaken based on academic needs, student strength, sanctioned intake, and workload norms prescribed by the relevant regulatory councils.



5.2 Advertisement & Notification

Vacancies shall be advertised transparently through the MRV website, print media, and digital job portals, allowing candidates reasonable time to apply. Essential and desirable qualifications shall be clearly specified in the advertisement.

5.3 Selection Process

- Screening of applications by HR in consultation with the concerned Head of Department (HoD)/Dean;
- Constitution of a Selection Committee, which shall ordinarily comprise the Vice-Chancellor or nominee (Chairperson), the Dean of the concerned Faculty, the Head of the concerned Department (where a Professor), external subject experts, and the Registrar as Member-Secretary;
- Verification of academic credentials, experience, and regulatory (council) compliance prior to interview;
- Expert panel interviews assessing subject knowledge, teaching/technical skills, research aptitude, and administrative/leadership potential;
- Recommendation of the Selection Committee to be placed before the Board of Management / Executive Council for approval prior to issue of an offer.

5.4 Equal Opportunity

The University follows a strict policy of non-discrimination in recruitment on the grounds of gender, caste, religion, disability, or socio-economic status.

6. Appointment, Induction & Probation

6.1 Offer & Appointment Order

An Offer Letter and formal Appointment Order shall be issued to the selected candidate, specifying designation, pay, tenure, reporting authority, and applicable terms of service, including:

- Requirement to submit original/certified testimonials (educational certificates, experience and relieving certificates, identity documents, and character references) prior to joining;
- A medical fitness examination, ordinarily to be completed within three (3) months of joining;



- A notice period of three (3) months on either side for confirmed employees, or payment of salary in lieu thereof, for termination of service by either party (subject to the specific terms of the appointment order);
- Deemed automatic cessation of service where an employee remains continuously absent without permission for more than thirty (30) days;
- An obligation of confidentiality regarding University records, data, and information, both during and after employment;
- A restriction on private tuition, private practice, or other paid employment without the prior written permission of the competent authority;
- Liability to reasonable transfer between the University's constituent colleges/institutes/campuses based on institutional requirement.

6.2 Probation Period

- 2 (two) years of probation period for Teaching Faculty & Non-Teaching Staff
- The probation period may be extended at the discretion of the competent authority where performance during the initial period has not been satisfactory.

6.3 Induction Programme

All new employees shall undergo a structured orientation covering MRV's vision, mission, code of conduct, HR policies, statutory compliance requirements, and (for clinical staff) hospital protocols.

7. Work Norms & Code of Conduct

- Adherence to prescribed teaching hours, research responsibilities, hospital duties, and administrative roles;
- Punctuality, discipline, and ethical conduct are mandatory at all times;
- No employee shall engage in any activity that harms MRV's reputation, or use their position for personal gain or to influence student admissions;
- Maintenance of professional confidentiality regarding University, patient, student, and research data;
- No acceptance of gifts, commissions, or favours from vendors, contractors, students, or patients' families that could influence official decisions;



- Any intellectual property (inventions, publications, course material, software, or research output) created in the course of employment shall duly acknowledge the University's participation, in accordance with the University's IP policy;
- Dress code adherence as per institutional norms applicable to the respective college/department;
- Compliance with applicable safety, infection-control, and laboratory protocols, particularly for clinical and laboratory staff.

8. Transfer & Mobility

Employees may, due to exigencies of service, be transferred from one department, college, campus, or role to another within the University, based on institutional requirement. Such transfers shall ordinarily be preceded by reasonable notice, save in urgent operational circumstances.

9. Leave Policy

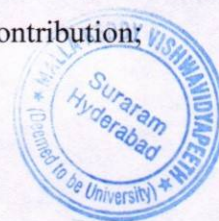
Leave entitlements and procedures for Teaching and Non-Teaching staff shall be governed by the University's separately notified Leave Rules, as applicable and amended from time to time.

10. Performance Appraisal

- Annual appraisal shall be based on teaching, research, extension, clinical service, and administrative contributions;
- Faculty shall submit a Self-Appraisal Report each academic year;
- Review shall be conducted sequentially by the HoD, Dean/Principal, and HR;
- Weightage shall be given to student feedback, publications, funded projects, patents, consultancy, and community service, using the Performance Appraisal Rating Scale;
- Outcomes may include increments, promotions, awards, or individualized professional development plans.

11. Promotion Policy

- Promotions shall be based on statutory norms (UGC/applicable Council Career Advancement Scheme, where applicable) and University policy;
- Criteria include academic qualifications, years of service, publications, Ph.D. guidance, funded research projects, patents, and demonstrated leadership/administrative contribution;



- Selection shall be conducted transparently through duly constituted Promotion/Selection Committees, with external subject experts as required by the applicable regulatory framework;
- Recommendations of the Promotion Committee shall be placed before the competent authority for approval.

12. Training & Development

- Faculty Development Programmes (FDPs);
- Skill Development and Soft-Skills Workshops;
- Research Methodology Training;
- Medical/Dental/Nursing Continuing Education Programmes (CME/CDE/CPD);
- Leadership & Management Development Programmes;
- Financial support, subject to institutional norms, for attending national and international conferences (see Annexure C for nomination process).

13. Compensation & Benefits

- Salary structure as per UGC/applicable Council norms and the University's approved pay scales;
- Annual increments linked to performance appraisal outcomes;
- Provident Fund (PF), Gratuity, and other statutory benefits as applicable by law;
- Health insurance coverage for employees and eligible dependents;
- Employee welfare fund for emergency support;
- Subsidized canteen and transportation facilities, where available;
- Motivational incentives and recognition of outstanding contributions through institutional award schemes.

14. Intellectual Property

Any invention, discovery, publication, software, course content, or other intellectual property created by an employee in the course of, or arising from, their employment with the University shall duly acknowledge the University's participation and shall be governed by the University's applicable Intellectual Property and Research Policy. Prior written consent of the University shall ordinarily be required before an employee applies, in their individual capacity, for a patent or other exclusive right in respect of such work.



15. Grievance Redressal

- Establishment of an Employee Grievance Cell to receive and process complaints
- Confidential handling of all grievances;
- Multi-level resolution pathway: HoD → Dean → HR → Registrar/Vice-Chancellor;
- Protection against retaliation for employees who raise grievances in good faith.

16. Disciplinary Policy

Disciplinary action shall be initiated in cases of misconduct, harassment, or violation of University policy, and shall be governed by the University's separate Disciplinary Policy, which provides for a fair inquiry through a duly constituted Disciplinary Committee and penalties ranging from warning to suspension, demotion, or termination, depending on the severity of the misconduct and subject to the principles of natural justice.

17. Employee Engagement & Welfare

- Annual cultural, sports, and wellness programmes;
- Health camps and mental well-being initiatives;
- Recognition awards for excellence in teaching, research, and service;
- Support for housing and childcare facilities, where applicable and available.

18. Resignation, Notice Period & Termination

- An employee wishing to resign shall submit a written resignation with the notice period specified in their appointment order (ordinarily three months for confirmed employees), or such shorter period as may be mutually agreed;
- The University may likewise terminate an employee's services by serving equivalent notice, or salary in lieu thereof, save where termination follows disciplinary proceedings under the Disciplinary Policy;
- Continuous unauthorized absence exceeding thirty (30) days shall be treated as automatic cessation of service, subject to the employee being given an opportunity to explain the absence;
- A full and final settlement, including clearance of dues and University property, shall be completed prior to relieving.



19. Retirement Policy

- Retirement age shall be as per applicable statutory norms and the University's prescribed retirement ages for various categories of officers, faculty, and staff;
- Retirement benefits include gratuity, pension (if applicable), and encashment of earned leave, as per University policy;
- Option for post-retirement re-engagement may be considered based on expertise, institutional need, and applicable regulatory ceilings on age (see Annexure D for the Retirement Benefits Calculation Format).

20. Digital HR & Record Management

- Implementation of a Human Resource Management System (HRMS) for core HR processes;
- Digital attendance, payroll, and leave management;
- Maintenance of e-files for employee records, appraisal data, and service history, with access restricted to authorised personnel.

21. Compliance

This policy is aligned with, and shall be read subject to:

- UGC Regulations;
- AICTE / NMC / NCAHP/DCI / INC / PCI and other applicable Council Guidelines;
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act);
- The Equal Remuneration Act;
- The Rights of Persons with Disabilities Act;
- Other applicable statutory and regulatory provisions.

22. Monitoring & Review

- The HR Department shall monitor implementation of this policy across all constituent units;
- An Annual HR Audit and Employee Satisfaction Survey shall be conducted;
- This policy shall be reviewed every three (3) years, or earlier as required by regulatory updates.



23. Authority & Amendments

The University reserves the right to modify, amend, or replace this policy, including withdrawal of any provision, at its sole discretion and in accordance with applicable law and regulatory requirements. This policy supersedes all previous versions of the HR Policy issued by Malla Reddy Vishwavidyapeeth.

MRV reserves its rights to modify, amend, or replace this Policy, including withdrawal, at any time.

— Office of the IQAC / HR Policy, MRV-

Sd/-

Registrar



Annexure A: Recruitment Requisition Form

Department: _____

Position Title: _____

Type of Position: ☐ Teaching ☐ Non-Teaching ☐ Administrative

Employment Type: ☐ Permanent ☐ Contractual ☐ Temporary

Number of Vacancies: _____

Justification for Recruitment: _____

Qualification & Experience Required: _____

Pay Scale / Grade: _____

Reporting Authority: _____

Approval by HOD/Dean: _____

Approval by Registrar/HR: _____

Date: _____

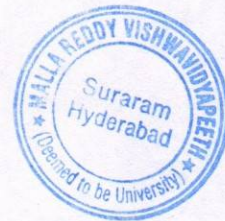


Annexure B: Interview Evaluation Sheet**Candidate Name:** _____**Position Applied For:** _____**Date of Interview:** _____

Criteria	Excellent (5)	Good (4)	Average (3)	Fair (2)	Poor (1)	Remarks
Subject Knowledge	☐	☐	☐	☐	☐	
Communication Skills	☐	☐	☐	☐	☐	
Teaching/Technical Skills	☐	☐	☐	☐	☐	
Confidence & Personality	☐	☐	☐	☐	☐	
Research Aptitude/Experience	☐	☐	☐	☐	☐	
Administrative/Leadership Skills	☐	☐	☐	☐	☐	
Overall Suitability	☐	☐	☐	☐	☐	

Panel Members' Signatures:

- 1.
- 2.
- 3.



Annexure C: Training & Development Nomination Form

Name of Employee: _____

Designation: _____

Department: _____

Proposed Training Programme: _____

Training Objective/Purpose: _____

Training Duration & Venue: _____

Nominated By (HOD/Dean): _____

Employee Signature: _____

HOD/Dean Approval: _____

HR Approval: _____



Annexure D: Retirement Benefits Calculation Format

Employee Name: _____

Designation: _____

Department: _____

Date of Joining: _____

Date of Retirement: _____

Total Years of Service: _____

Retirement Benefits

- Gratuity (as per Payment of Gratuity Act): ₹ _____
- Provident Fund Settlement: ₹ _____
- Leave Encashment: ₹ _____
- Pension (if applicable): ₹ _____
- Other Benefits: ₹ _____

Total Benefits Payable: ₹ _____

Prepared By (HR): _____

Verified By (Accounts): _____

Approved By Registrar/Principal: _____

