Metric 6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures.

LIST OF SUPPORTING DOCUMENTS

SN	Documents
1	Institutional Perspective plan
2	Short term and Long term Institutional plan and execution
3	Institutional Functional bodies and Functioning Organogram
4	Governing Body
	College Development Committee
	Internal Quality Assurance Cell (IQAC)
5	Statutory Committees
6	Institutional Policies
7	Administrative Rules

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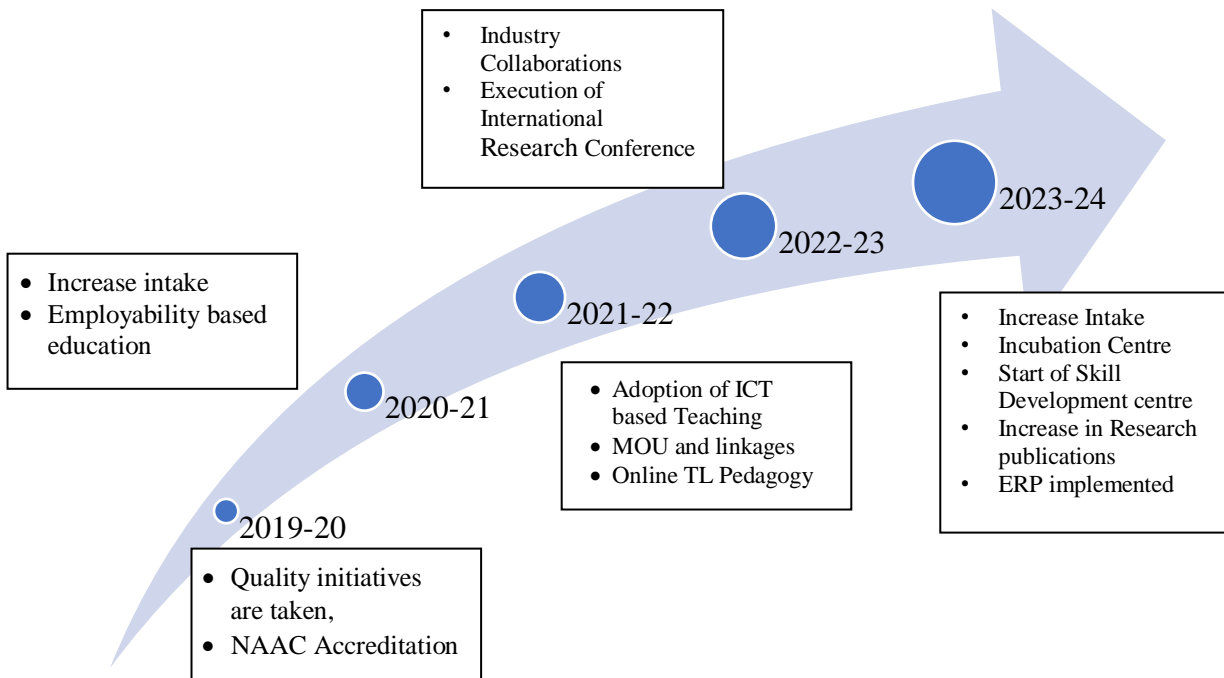PUNE

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Institutional Perspective Plan and Implementation

A Strategic Plan Manual of any Institute defines the process of documenting and establishing the direction of the Institute by assessing both; where the Institute currently stands and where it desires to reach in the future. The plan gives an idea on how the goals and milestones can be covered in a systematic manner.

Strategic Plan Map from 2019 to 2024

2019-20
- Quality initiatives are taken,
- NAAC Accreditation

2020-21
- Increase intake
- Employability based education

2021-22
- Adoption of ICT based Teaching
- MOU and linkages
- Online TL Pedagogy

2022-23
- Industry Collaborations
- Execution of International Research Conference

2023-24
- Increase Intake
- Incubation Centre
- Start of Skill Development centre
- Increase in Research publications
- ERP implemented

Strategic Plan Implantation Status…(2019-2024)

Year	Target as per Plan	Status
2019-20	Quality initiatives, Accreditation planning	NAAC Accreditation is done
2020-21	Institutional Expansion	Intake is increased from 60 to 120
2021-22	ICT based education, Adoption of Technology	Online education and online Teaching Learning Pedagogy adopted.
2022-23	• Industry Collaborations • Developing Research culture	MOUs are done, International Research Conference is organized

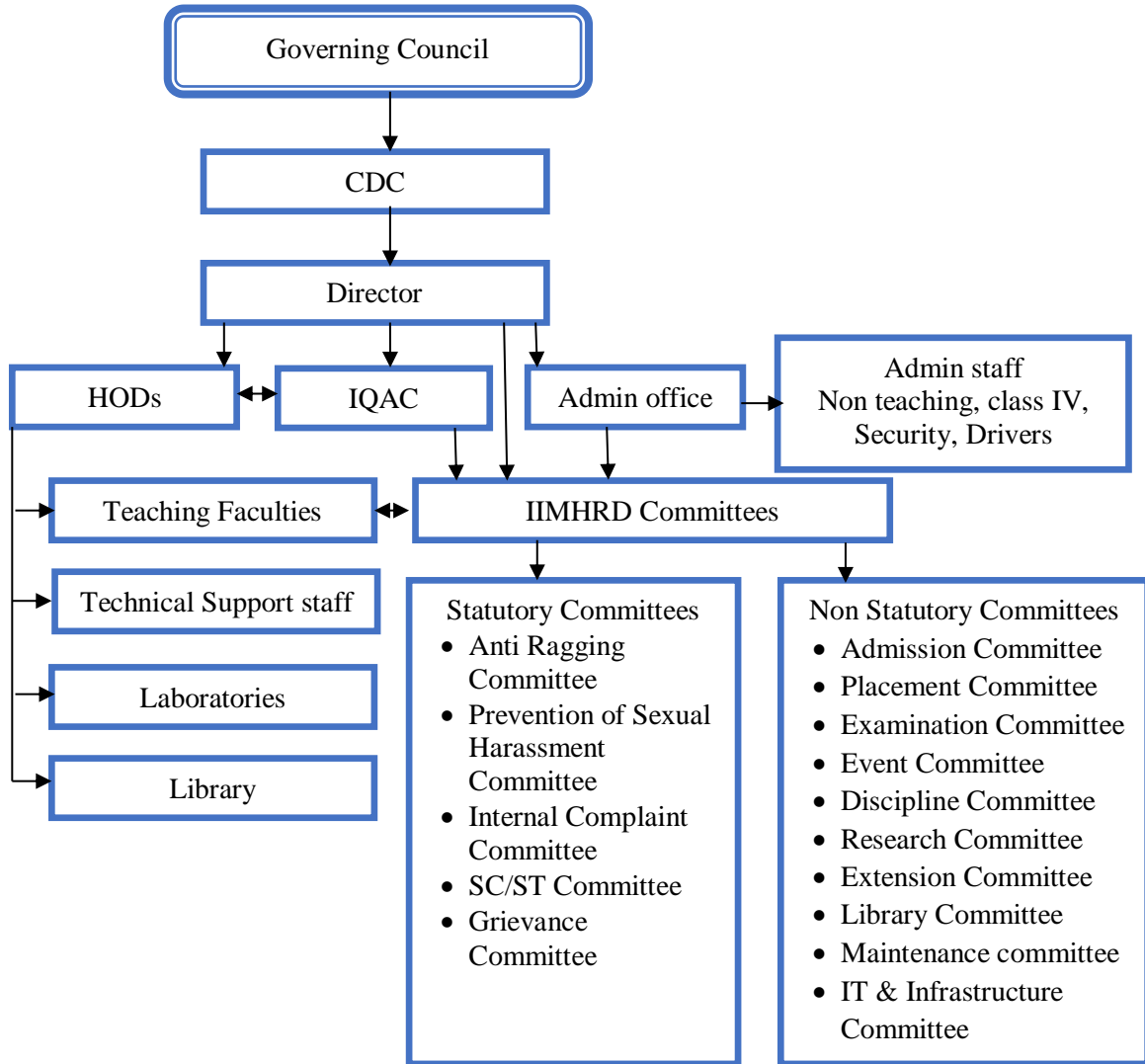| 2023-24 | • Increase Intake | Sanctioned intake is increased from 120 to 180 |
	• Incubation Centre	Incubation Centre is established in association with EduRishi
	• Start of Skill Development centre	Skill development center has been established in association with NSDL
	• Promoting Research Culture	MoE IIC cell Institute Innovation Cell is established
	• Academic - Administrative Automation	ERP is purchased and implemented
2024-25	Patents to be published by teachers	More Application to be filed and approved under KAPILA Scheme
	Start of UG program	Received AICTE approval for BCA program

The strategic plan is implemented by setting the goals. The following table depicts the strategic goals set for the future.

Strategic Goals of IIMHRD(W)

Sn	Broad Strategic Goal	Description
1	Accreditation with Good Grade	To get accredited from NAAC 2nd Cycle with better grade
2	Research & Consultancy and publication	To strengthen the research culture, To increase the number of qualitative publications
3	Industry Connect	To collaborate with Industries
4	Management Development & leadership Centre	To establish the Centre for promoting the MDP and leaderships among budding professional
5	Admissions of Aspiring Girl students	To have admission from all strata and from all over India
6	National and International Collaborations	To organize conferences and collaborative activities at National & International levels. MOU is signed with ACASIA university
7	Employability and startups	To Enhance the overall employability ratio and startups
8	Start of AICTE BCA UG program	To start BCA Women program from 2024-25 .
9	Academic and Administrative Automation	ERP is purchased and implemented
10	IT upgradation	Computer lab is enhanced and 2 smart boards are purchased and executed

Institutional Functional bodies and Functioning

Governing Council

CDC

Director

HODs ⟷ IQAC

Admin office

Admin staff
Non teaching, class IV,
Security, Drivers

Teaching Faculties ⟷ IIMHRD Committees

Technical Support staff

Laboratories

Library

Statutory Committees
- Anti Ragging Committee
- Prevention of Sexual Harassment Committee
- Internal Complaint Committee
- SC/ST Committee
- Grievance Committee

Non Statutory Committees
- Admission Committee
- Placement Committee
- Examination Committee
- Event Committee
- Discipline Committee
- Research Committee
- Extension Committee
- Library Committee
- Maintenance committee
- IT & Infrastructure Committee

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IIHRD Governing Body 2023-24

Board of Governors

Sr. No.	Name of the Members	Association	Designation
1	Prof. M.R. Mundada	Founder President, SBES, Pune (Chairperson of the Management or his nominee)	Chairman
2	Prof. Nirupama Mundada	Founder Secretary, SBES, Pune	Trust Nominee Member
3	Prof. S. Srinivasan	Vice President, SBES, Pune	Trust Nominee Member
4	Mrs. Nirmala Behera	Director HR RSB transmissions	Trust Nominee Member
5	Mrs. Uma Patil	Head Manufacturing Unit, Forbes Marshel	Trust Nominee Member
6	Mrs. Sheetal Kulkarni	Senior VP, Financial services, ThyssenKrupp (I)	Trust Nominee Member
7	Mrs. Vijeta Kulkarni	GM and HR Head, Sahyadri Group	Trust Nominee Member
8	Regional Officer, Western Region Office AICTE	Ex. Officio Member	Ex. Officio Member AICTE
9	Dr Aruna Deoskar	Director, IIMHRD(W)	Member Secretary

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College Development Committee

Sn	Members Name	Designations
1	Prof. Manish R Mundada	Chairman
2	Prof. Nirupama Mundada	Member, Secretary Parent Society
3	Prof. Pooja Karekar	Head, Nominated by Director
4	a. Mrs. Shradha Bansode	Teaching Representative
5	b. Mrs.Sonali Kshirsagar	Teaching Representative
6	c. Mr. Tukaram Telangi	Teaching Representative
7	Mr. Mahesh Jadhav	Non-Teaching Representative
8	a. Dr. Bhushan Agalgatti	Local Member 1, Nominated By Management - Educationist
9	b. Dr. A. B. Rao	Local Member 2, Nominated By Management - Educationist
10	c. Mr. Kailas Jadhav	Local Member, Nominated By Management - Socialist
11	d. Mr. Vijaykumar chole	Local Member, Nominated By Management - Industry Representative
12	e. Ms. Kshitija Kudale	Local Member, Nominated By Management, - Alumni
13	Dr Beena Jibby	IQAC Coordinator
14	Ms. Rutika Rakshe	College G.S.
15	Dr.Aruna Deoskar	Director, IIMHRD(W) Member Secretary , CDC

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IQAC Cell Composition 2023-24

S.No	Name of the Members	Designation
1	Dr. Aruna Deoskar	Chairperson
2	Mr. S. Shrinivasan	Management (Member)
3	Mr. A. Goyal	Member (Local Society)
4	Ms. Ramashiv Kumar	Member (Industrialist)
5	Prof. Nirupama Mundada	Faculty (Member)
6	Prof. Sonali Kshirsagar	Faculty (Member)
7	Mr. Tukaram Telange	Faculty (Member)
8	Prof. Pooja Karekar	Alumni Representative (Member)
9	Ms. Kshitija Kudale	Student (Member)
10	Ms. Rutika Rakshe	Student (Member)
11	Prof. Shradha Bansode	Faculty (Member)
12	Ms. Bharati Vinode	Administrative officer (Member)
13	Dr. Beena Jiby	IQAC Co-Ordinator

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Institutional Policies

SBES IIMHRD Policies

- Faculty empowerment policy
- Research and Consultancy Policy
- Promotion & Appraisal Policy
- Welfare Policy
- Recruitment Policy
- Leave Policy
- Policy for Conduct and Discipline
- Grievance Policy

- Infrastructure & Maintenance Policy
- IT Lab & Maintenance Policy
- Placement Policy
- Anti Ragging Policy
- Policy for Prevention of Sexual Harassment at work place
- Green Campus Policy
- Exam and CCE Policy

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Governing Structure

Decentralized governance is supported at IIMHRD. It facilitates cooperation, speedy resolution, and diversification of decision-making. The Governing Body is the highest level of governance. College Development Committee ensures the yearly planning and execution of Academic and development activities. They have given the Academic Committee comprising of Director, HODs and IQAC Coordinator the duty of reviewing and monitoring the academic activities on regular basis. IQAC has made various functional committees. IQAC in consultation with members frame various policies and take the approval from CDC and Governing Council.

Governing Council Committee @IIMHRD

Sr. No.	Name of the Members	Association	Designation
1	Prof. M.R. Mundada	Founder President, SBES, Pune (Chairperson of the Management or his nominee)	Chairman
2	Prof. Nirupama Mundada	Founder Secretary, SBES, Pune	Trust Nominee Member
3	Prof. S. Srinivasan	Vice President, SBES, Pune	Trust Nominee Member
4	Mrs. Nirmala Behera	Director HR RSB transmissions	Trust Nominee Member
5	Mrs. Uma Patil	Head Manufacturing Unit, Forbes Marshel	Trust Nominee Member
6	Mrs. Sheetal Kulkarni	Senior VP, Financial services, ThyssenKrupp (I)	Trust Nominee Member
7	Mrs. Vijeta Kulkarni	GM and HR Head, Sahyadri Group	Trust Nominee Member
8	Regional Officer, Western Region Office AICTE	Ex. Officio Member	Ex. Officio Member AICTE
9	Dr Aruna Deoskar	Director, IIMHRD(W)	Member Secretary

The BOG meets once a year or more frequently as necessary.

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College Development Committee

The CDC is the Apex body for actualizing academic and student development activities.

College Development Committee @IIMHRD

Sn	Members Name	Designations
1	Prof. Manish R Mundada	Chairman, Founder President SBES
2	Prof. Nirupama Mundada	Member, Secretary Parent Society
3	Prof. Pooja Karekar	Head, Nominated by Director
4	d. Mrs. Shradha Bansode	Teaching Representative
5	e. Mrs.Sonali Kshirsagar	Teaching Representative
6	f. Mr. Tukaram Telangi	Teaching Representative
7	Mr. Mahesh Jadhav	Non-Teaching Representative
8	f. Dr. Bhushan Agalgatti	Local Member 1, Nominated By Management - Educationist
9	g. Dr. A. B. Rao	Local Member 2, Nominated By Management - Educationist
10	h. Mr. Kailas Jadhav	Local Member, Nominated By Management - Socialist
11	i. Mr. Vijaykumar chole	Local Member, Nominated By Management - Industry Representative
12	j. Ms. Kshitija Kudale	Local Member, Nominated By Management, - Alumni
13	Dr Beena Jibby	IQAC Coordinator
14	Ms. Rutika Rakshe	College G.S.
15	Dr.Aruna Deoskar	Director, IIMHRD(W) Member Secretary , CDC

Functions of CDC

- To promote teaching, research and related activities in the Institute, inter-alia covering methods of instructions, evaluation, etc. for improvement in academic standards.

- To make recommendation to the Governing Body through on the proposals received from IQAC for the conferment of degrees or any other distinction or honor of the Institute.

- To consider matters of general academic interest either on its own initiative or on a reference made by the Governing Body or Director and take appropriate actions thereon.

- To approve the syllabi of different certification courses/subjects submitted by the IQAC.
- To approve the Academic Calendar.
- To report or make recommendations on any matter referred to it by the Director or Governing Body as the case may be.
- To exercise such other powers and perform such other duties as may be prescribed from time to time
- To review and approve for any Institutional activities related to faculty need, infrastructure augmentation, student and staff support services.

Academic Committee

The Academic Committee plans and execute the academic and staff-student development activities in consultation with members comprising of Director, HODs and IQAC coordinator. A minimum of one meeting per year must have a quorum of at least one-third of the entire membership.

Academic Committee Members

S. No.	Name of Individual	Description	Designation
1.	Dr. Aruna Deoskar	Chairperson	Director
2.	Dr. Beena Jiby	Member	IQAC Coordinator & HOD Marketing
3.	Dr. Lavkush Singh	Member	HOD Finance
4.	Prof. Pooja Karekar	Member	HOD HR
5.	Mrs. Jaishree	Member	Coordinator

Functions of the Academic Committee:

- The committee will ensure of smooth execution of academic activities as per planning
- The committee will take into account the Area heads' and Faculties' advice on program-related issues and provide the appropriate recommendations and suggestions.
- To examine the CCE components and review the CCE policy in the beginning of each academic session.
- To evaluate the academic results.
- To review the summer internship and placement performances and offer constructive

criticism where necessaryto improve the performance.

- To create a general schedule for the programme and complete the class schedule.

- To oversee the curriculum's implementation and to offer direction onthe assessment and evaluation process.

Service Rules@IIMHRD

The Institute is approved by AICTE, hence adhere to the service rules and regulation given by the Governing bodies from time to time. IIMHRD contains Code of conduct for employees and provisions to be adhered for maintaining good service record. It encompasses Service Rules and Regulations, General Conditions of Service, maintaining service record of employee in Service Book, Leave Rules, Travelling reimbursement Rules, Employee Welfare, Maintenance of Records, Rules of Conduct, and Code of Conduct for Director, Head of Department Academics, Research, Placement Head, Teaching Staff, Non-Teaching Staff, and Code of Professional Ethics for all employees. These policies and procedures are disseminated across the staff and are available in the Admin office as well as with IQAC.

Policies

Policies are framed to bring a systematic approach and for creating a healthy work environment. IIMHRD ensures the effective implementation of all strategies for the qualitative growth of organization. For this IIMHRD maintains and revises its policies from time to time for the benefit of students, employees, organization and its all stakeholders. IIMHRD incorporates all stakeholders' views and suggestions while developing various policies. Following are the policies drafted by IIMHRD and intimated to all stakeholders.

SBES IIMHRD Policies

- Faculty empowerment policy
- Research and Consultancy Policy
- Promotion & Appraisal Policy
- Welfare Policy
- Recruitment Policy
- Leave Policy
- Policy for Conduct and Discipline
- Grievance Policy

- Infrastructure & Maintenance Policy
- IT Lab & Maintenance Policy
- Placement Policy
- Anti Ragging Policy
- Policy for Prevention of Sexual Harassment at work place
- Green Campus Policy
- Exam and CCE Policy

The office has hard copies of all the policies and service guidelines. Any time is a good time to access them. Policies are discussed with staff during their orientation sessions, discussed with students during induction programme.

Faculty Empowerment Policies

IIMHRD has a well-defined faculty development policy to ensure that faculty can deliver quality outputs that meet the standards set by the IIMHRD

Faculty Empowerment

Faculty Development Policies	Faculty Welfare Policies
a) Career Planning b) Acquiring Higher Qualification c) Faculty Development Programs d) Professional Development e) Publication of Research Paper f) Publication of articles: g) Conferences / Seminar / Training Participation: h) Reward/incentives i) Consultancy, Research and Training j) Management Development Program	a) Employee Provident Fund b) Employee Group Medical Insurance c) Women's Grievances Redressal Cell d) Computer/Laptop to teacher e) Jobs on Compassionate Grounds to Family Members of the Staff f) Gymnasium g) Library facilities for the Non-Teaching staff h) Felicitation and appreciation

Professional and Personal Development of

a) Career Planning- Recruitment Policy

At IIMHRD, the normal entry, for the teaching staff, is at the Assistant Professor level depending on the qualification and experience of the candidate. Academic Associates, working with IIMHRD, are promoted to Assistant Professor Level, after they have been trained in handling the academic work, both in classroom and outside. Assistant Professors will be promoted as Associate Professors, in terms of the qualification and experience as prescribed by the AICTE. Similarly, Associate Professors will be promoted as professors.

Whenever an open recruitment is resorted to, the internal faculty members are also given an opportunity to compete. Whenever possible internal recruitment is preferred over the direct recruitment. The organization also provides for opportunity to acquire multiple skills by the teaching faculty by nominating them to the various administrative and organizational roles such as Course coordinators, Event coordinators, mentors etc. This will enable their progressions to administrative roles such as Director, Program Head , HODs etc., Academic Associate ◊ Assistant Professor ◊ Associate Professor ◊ Professor ◊ Top Administrative Positions

b) **Acquiring Higher Qualification**

All IIMHRD employees are encouraged to acquire qualifications that are higher and related to their field of work. All of those faculty members who have registered for their Ph.D. programmes shall complete their submission within three years from date of appointment. Suitable and appropriate incentives are announced and implemented from time to time for such acquisitions.

c) **Faculty Development Programs**

IIMHRD faculties are encouraged to attend FDP's being conducted by various prestigious educational institutions where certain type of expertise with the faculty rests. Similarly, IIMHRD also conducts FDP's for faculty of other institutions and also in house training in certain specialized and specific areas.

d) **Professional Development**

IIMHRD believes in Continuous learning and it is at the core of excellence for an educational institution. In order to facilitate learning, Research contribution and Industry-institute-interface, all employees are encouraged to take part in academic related work such as publication of articles, books, seminar participation, consultancy and such that will not only enhance the personal knowledge and skill of the faculty but will also result in a position of pride for the institute.

e) **Publication of Research Paper -Research & Publication Policy**

IIMHRD faculty members are encouraged and expected to attend, present and publish paper in reputed conferences and seminars both national and international. Employee members must publish their research articles in UGC approved or SCOPUS indexed or

ABDC listed journals only. They are encouraged to publish their research works in reputed journals. The list of approved journals is available with the institution. This list will be updated as and when necessary in the interest of the employee members. Faculty members will be allowed to attend the conference/seminar depending upon the conference/seminar relevance and topic. On duty leave is sanctioned after receiving the proposal.

f) Consultancy, Research and Training:

Faculties are encouraged to design and conduct Training Programmes engage in Research and Consultancy either individually or in association with other employee/organizations.

g) Management Development Program

Faculty of IIMHRD can conduct training programs on specialized and current topics in their respective disciplines as also suggest and recommend such programs to the MDP cell for marketing and conducting the same.

Faculty Welfare Policies

1. **Employee Provident Fund** (EPF): The Institute has EPF scheme for all the teaching and Non-teaching staff joined in the service. Every month the specified amount gets deducted from the employee's salary and deposited with the Institute share to EPF Account.

2. **Employee Group Medical insurance:** The institute has an employee Group Medical Insurance Scheme for both the teaching and non-teaching staff.

3. **Women's Grievances Redressal Cell:** The Institute has constituted an Internal Complaint Committee/Women's grievance redressal cell to address the issues related to women employees. The mechanism has been established to register/handle and solve the women's grievances as per the norms of regulatory authority.

4. **Computer/Laptop to Faculty:** The faculty of the Institute are provided computers/laptops for the use of academic work.

5. **Jobs on Compassionate Grounds to Family Members of the Staff**: The Institute provides a job to one of the family members as per rule on compassionate grounds on the demise of the staff during the service.

6. **Gymnasium:** The institute has Gym facility for the faculty and staff.

7. **Library facilities for the non-teaching staff**: The Institute provided Library facilities to its non-teaching staff too for widening their knowledge by availing membership in Libraries

8. **Felicitation and appreciation**: The Students and Staff of the Institute is felicitated and appreciated whenever they get special award and honour from the different Institutions/Organization/Universities etc.

9. **Transport facility:** The Institute has a transport facility faculty and staff members of the institute for daily commuting to and from the institute. Employees can avail the transport facility for official work.

10. **Festival Advance:** Festival advance when requested are given to faculty and staff members

11. **Other Benefits**
    o Periodical Awareness programmes are conducted for Non-Teaching Staff
    o Free Wi-Fi and email addresses using the institutional domain name
    o Free lunch and Dinner for faculty and staff members
    o Banking and ATM facility
    o Day-care facility for the children of staff
    o Celebration of festivals and National days
    o Promotions to Teaching Staff as per performance appraisal policy.

Decentralization, delegation of power and Collective decision making

At IIMHRD the overall management of the institute has been entrusted to the Governing Body, College Development Committee, IQAC and Academic Committee – in which faculty members are actively involved. Teachers play a vibrant role in ensuring the implementation our core values, quality policies, objective and strategic plan. IIMHRD adopts decentralized governance model. The major decisions flow from top to bottom and thus are carried out through participative management. In taking a decision Transparency being followed at IIMHRD management, administration, financial and academic aspects. Organizational chart of IIMHRD clearly indicating the channel of communications and various departments' roles and responsibilities and how power is disseminated across areas. Some of the functional committees managed by faculties are: Internal Quality Assurance (IQAC), Placements, Examination cell, Research, Library, Entrepreneurship cell, Anti-ragging, Women Empowerment, Social Responsibility, Cultural club to name a few. The director at IIMHRD subsequently drives the resulting policy, strategy, resource allocation, and operations through

the Governing body of these committees. Societal impact and responsibility are assigned prime importance. IIMHRD is devoted to contributing towards sustainable socioeconomic development through globally competitive standards. The institute has created various levels for operational autonomy. Institute is actively involved in promoting a culture of participative management. Various faculty members are assigned with different roles and positions from time to time as shown in the following table:

Grievance redressal Policy

For any complaint and grievances, International Institute of Management and Human Resouce Devleopment fro Women (IIMHRD) has a definitive and transparent Redressal mechanism. Complaint boxes are installed on prominent locations. On receiving the complaint, the Coordinator schedule a Grievance Redressal Committee meeting immediately. The committee member will proceed with the hearings from the victims (staff or student). If required the committee members interact with the parents as well. The necessary actions are taken by the committee and ensures that the problem has been resolved in a timely manner. After resolving the grievance, the report of the problem will be submitted to Director. Examination related grivences are handled by the examination committee and resolve the exam related issues on immadiate basis.

The grievance needs to be redressed and disposed-off as soon as possible, not exceeding 24 hours from the date of receipt. However, under some circumstance where policy decision is needed, the subject matter may be referred to the higher authorities with request for direction and guidance.

The committee to oversee the student grievances is constituted by Staff members as well as students for impartial and thorough restitution. The members of the Grievance Redressal committee are as mentioned below:

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Grievance Redressal Committee

Sr. No.	Name of Committee Member	Committee Designation
1	Dr. Aruna Deoskar, Director	Chairman
2	Dr Beena Jiby, IQAC & Exam Coordinator	Member
3	Prof. pooja Karekar	Secretary
4	Mrs. Manisha Zende	External Member
5	Prof Ayushi Shrivastava	Member
6	Prof. Aishwarya	Member
7	Mrs. Jaishri Agarkar	Non teaching Representative

Exam related grievances are handled by the Exam team
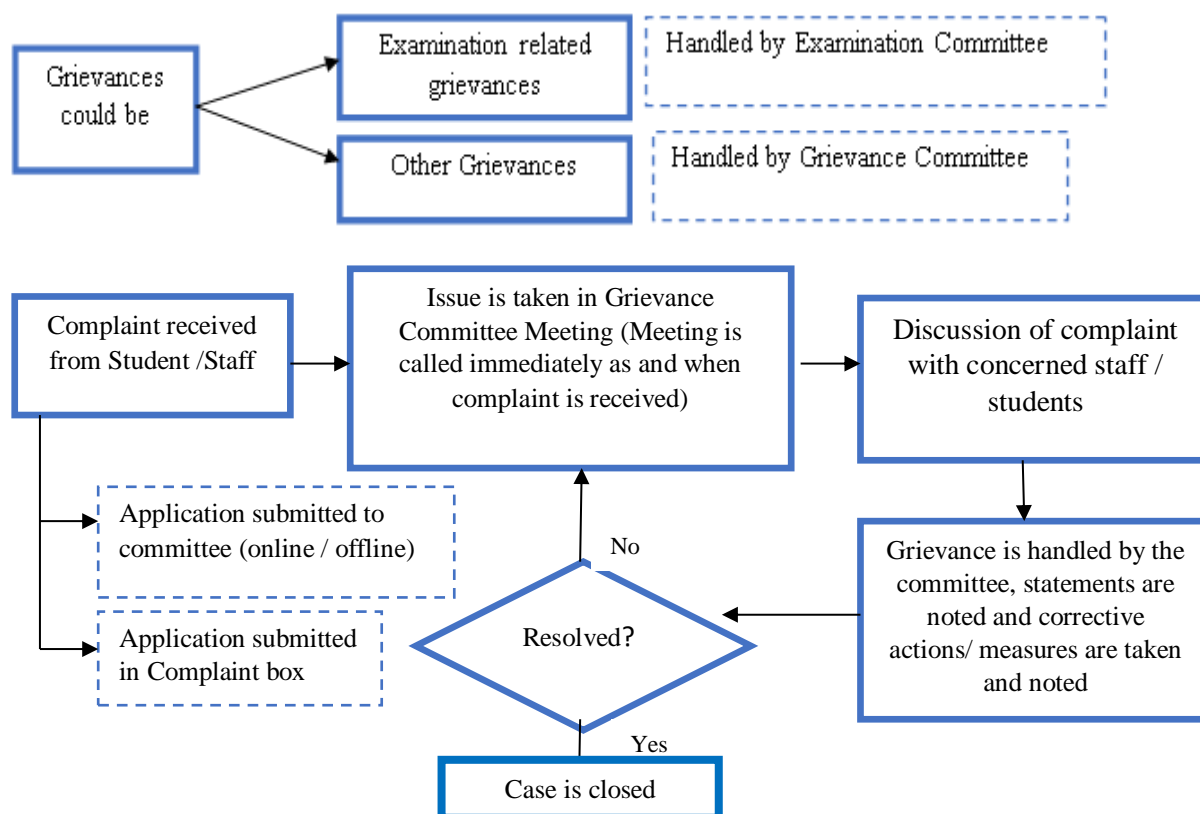
Other Grievance Redressal Mechanisms Besides these generalized grievance redressal mechanisms, the Institutes is having the following Committees for the specialized grievances.

1. Anti-Ragging Committee

2. Anti-Sexual Harassment Committee

3. SC, ST Committee

Composition of Anti- Ragging Committee

Anti-Ragging Committee

Sn	Name of Committee Member	Designation	Role in Anti Ragging Cell
1	Dr Aruna Deoskar	Director	Chairman
2	Dr. Beena Jiby	Associate Professor	Secretary
3	Prof Pooja Karekar	Faculty Representative	Member
4	Mr Amrut Marathe	Police Representative	Member
5	Mr. Sumedh Gupte	Media Person	Member
6	Dr Neelima Desai	NGO Person	Member
7	Mr Digamber Jadhav	Local Citizen	Member
8	Mr Anil Tonde	Parent	Member
9	Ms Shivani Bagul	Librarian	Member
10	Mrs. Manisha Sherkhane	Warden Girls Hostel	Member
11	Ms Amruta Mishra	Student MBA II	Member
12	Ms. Namrata Jain	Student MBA I	Member

Composition of Anti-Sexual Harassment Committee

Anti-Sexual Harassment Committee

Sn	Name of Committee Member	Committee Designation
1	Dr. Beena Jiby	Chairman
2	Prof Pooja Karekar	Secretary
3	Manisha Zhende	External Member
4	Dr Deepika Ameta	Member
5	Prof. Aishwarya	Member
6	Mr. Girish Chauwhan	Non teaching Member
7	Mr. Dhanajay Misal	Non teaching Member

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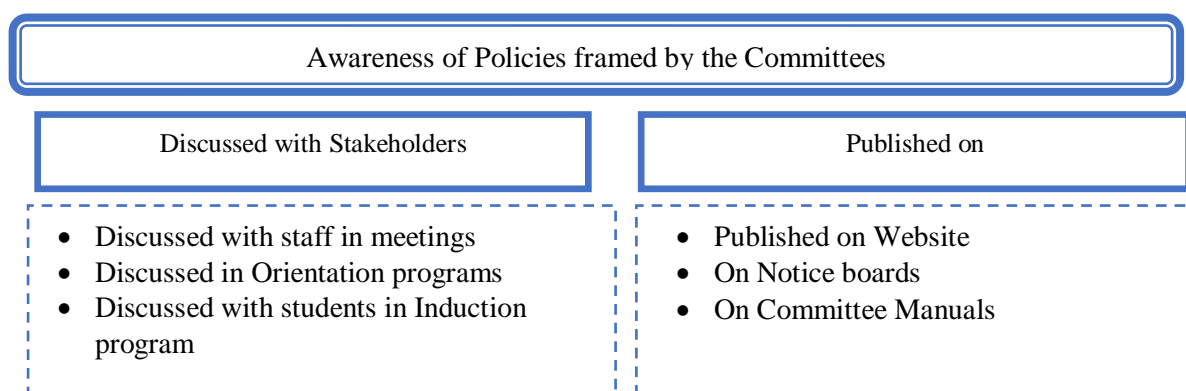DTE Code:6366
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Composition of SC, ST Committee

SC/ST Committee

Sn	Name of Committee Member	Committee Designation
1	Prof Pooja Karekar	Chairman
2	Mrs. Shivani Bagul	Secretary
3	Manisha Zhende	External Member
4	Dr Deepika Ameta	Member
5	Prof. Aishwarya	Member
6	Mr. Dhanajay Misal	Non teaching Member
7	Student Representative 1	Member
8	Student Representative 1	Member

Transparency

IIMHRD brings transparency among all stakeholders by informing policy details to all its stakeholders from time to time. Information of the policies, rules, processes and dissemination of the information is readily made available to the stakeholders. All policies are framed in consultation with management and experts by incorporating stakeholders. Policies are displayed on notice board , in information brochures and committee manuals. Policies are also discussed with students during induction program and students meetings. Orientation sessions are conducted for newly joined faculty members for spreading policy awareness.

Awareness of IIMHRD Policies

Awareness of Policies framed by the Committees

Discussed with Stakeholders	Published on

Discussed with Stakeholders	Published on
• Discussed with staff in meetings • Discussed in Orientation programs • Discussed with students in Induction program	• Published on Website • On Notice boards • On Committee Manuals

Faculty Recruitment Policy and Process

Leaders selection

At IIMHRD transparent selection process is used as per the guidelines to help recruit quality Leader and faculty at the institute and enable excellence in teaching and learning. **Institute follows AICTE norms for recruitment at all faculty position (e.g. Director, Professor, Associate Professor, and Assistant Professor etc.)**

Selection of the Director

IIMHRD selects the Director either from external sources or internal sources as per requirement and exigencies. The selection of Director and Programme Heads has to be approved by the Board.

Open Advertisement – Advertisement in the form of display in Newspaper / Periodicals and on the job portals including that of IIMHRD web site are released on need basis.

Internal Recruitment – Internal recruitment is resorted to whenever considered necessary and to utilize the groomed talent particularly for senior positions like Director.

Talent identification– Specific search for required candidates with requisite qualification, experience and skill set is made through job portals and other sources to identify the talent available and attract the same.
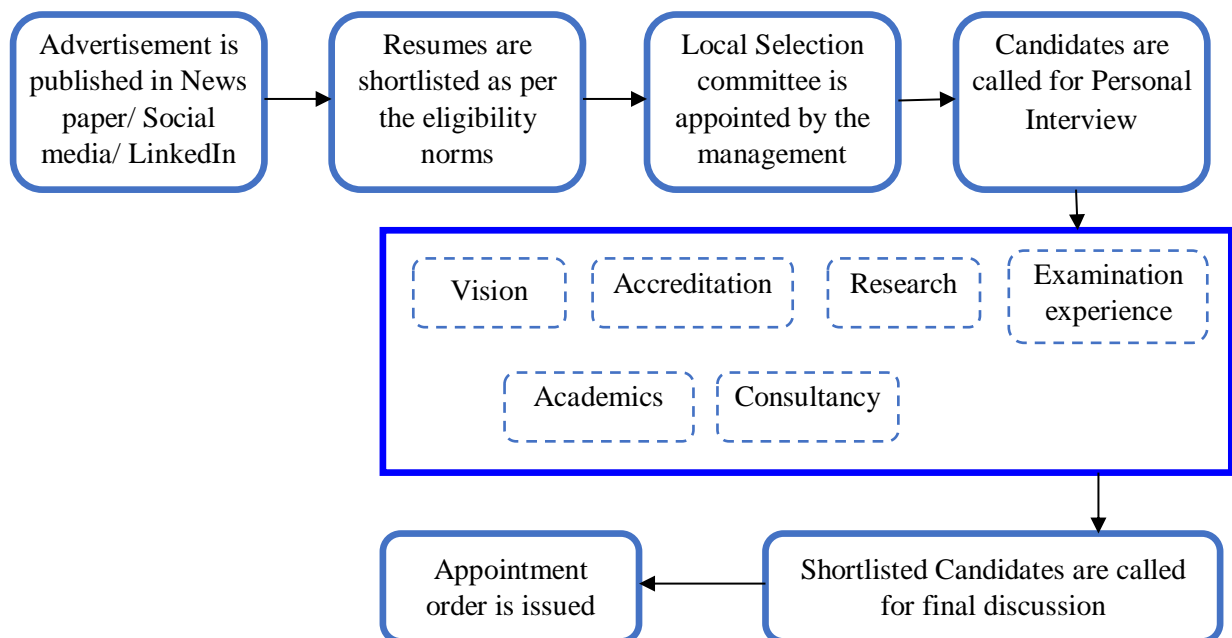
Selection process of Director

Others - Any other method considered appropriate and necessary at a point of time can be adopted to source the candidates. Selection procedure: Selection Board comprising of external senior professors and senior management of the institute is constituted to conduct interview and select a suitable candidate as director with a functional round of interview and HR round of interview.
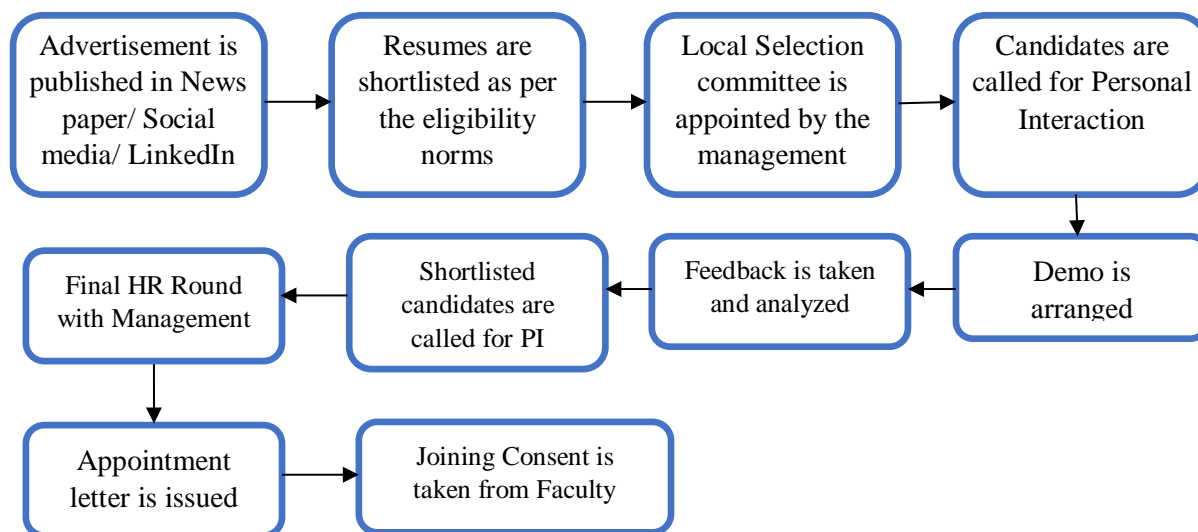
Faculty Recruitment Process:

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┌─────────────────┐   ┌─────────────────┐   ┌─────────────────┐   ┌─────────────────┐
│ Advertisement is│   │    Resumes are  │   │ Local Selection │   │  Candidates are │
│ published in News│→ │ shortlisted as per│→│   committee is  │→ │ called for Personal│
│     paper/ Social│   │  the eligibility│   │ appointed by the│   │   Interaction   │
│   media/ LinkedIn│   │      norms      │   │   management    │   │                 │
└─────────────────┘   └─────────────────┘   └─────────────────┘   └─────────────────┘
                                                                            │
                                                                            ↓
┌─────────────────┐   ┌─────────────────┐   ┌─────────────────┐   ┌─────────────────┐
│  Final HR Round │   │   Shortlisted   │   │ Feedback is taken│   │     Demo is     │
│ with Management │ ← │  candidates are │ ← │   and analyzed  │ ← │    arranged     │
│                 │   │   called for PI │   │                 │   │                 │
└─────────────────┘   └─────────────────┘   └─────────────────┘   └─────────────────┘
        │
        ↓
┌─────────────────┐   ┌─────────────────┐
│   Appointment   │   │ Joining Consent is│
│ letter is issued│ → │ taken from Faculty│
└─────────────────┘   └─────────────────┘
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Faculty Selection Process

Selection of the Faculty

- Advertisement is published in national, state and local newspaper as well as made available on institute website. Other modes like references by employees / associates are also resorted for wide publicity.

- The Department heads play an important role in approving appointments of faculty members.

- While appointing faculty members, the institute considers the teaching experience, industry experience and additional credentials that may be relevant for the teaching post.

- Demo classes and its evaluation are mandatory for faculty positions.

- The candidate shall be informed to carry along with him/her educational credentials, experience certificates and pay slip of the current organization / last organization worked. The candidate will be required to fill up a standard application Form.

- After a candidate has cleared all rounds of interviews and other selection criteria, the

HR department will do Reference Check, Background Verification and verify certificates and other documents before offering the appointment letter to the candidate.

- As part of joining formalities, employee has to submit the relevant documents specified by HR. Employees are generally kept on probation for a period of 6 months (or as the situation demands based on discretion of management). During this period, the employee's performance is closely monitored.

DIRECTOR
IIMHRD (W)
PUNE

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