HUMAN RESOURCES (HR) POLICY

HR POLICY

1. PREAMBLE

Malla Reddy (MR) Deemed to be university recognizes that its faculty members, staff, and administrative employees are the most valuable resources 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 MRDU, its constituent colleges, and Schools of Eminence.

2. OBJECTIVES

- To establish structured guidelines for recruitment, selection, training, and retention.
- To promote a work culture based on equity, inclusiveness, and professional ethics.
- To ensure statutory compliance with UGC, AICTE, NMC, DCI, INC, PCI, and other regulatory norms.
- To enhance employee engagement, satisfaction, and performance.
- To foster leadership, innovation, and career advancement.

3. SCOPE

This policy applies to:

- Faculty Members (Professors, Associate Professors, Assistant Professors, Tutors)
- Non-Teaching Staff (administrative, technical, support staff)
- Contractual/Visiting Faculty
- Research Scholars/Project Staff
- Hospital and Clinical Staff in Medical and Dental Colleges

4. RECRUITMENT & SELECTION

MRDU shall adopt a transparent, merit-based, equitable, and systematic recruitment process to attract and appoint competent faculty, researchers, administrators, and staff who contribute to the University's academic excellence, research, innovation, and institutional development.

Recruitment shall be carried out in accordance with the applicable UGC Regulations, AICTE/Statutory Council norms, Government guidelines, and the policies approved by the Executive Council.

4.1 Manpower Planning

1. Every School, Department, Centre, and Administrative Unit shall assess its manpower requirements annually based on:
    - Student intake and programme requirements.
    - Faculty–student ratio prescribed by UGC/Statutory Councils.
    - New academic programmes and research initiatives.
    - Expansion of infrastructure and institutional activities.
    - Retirement, resignation, promotion, or additional workload.
2. The manpower requirement shall be recommended by the Head of the Department and Dean, reviewed by the Human Resources Department, and approved by the Competent Authority.

4.2 Recruitment Notification

1. **Vacancies shall normally be advertised through:**
    - University Website
    - National and Regional Newspapers
    - Employment Portals
    - Professional Networks
    - Social Media Platforms
    - Academic Associations and Professional Bodies
2. **The advertisement shall clearly specify:**
    - Name of the post
    - Number of vacancies
    - Essential and desirable qualifications
    - Experience requirements
    - Pay scale and service conditions
    - Application procedure
    - Last date for submission
3. In exceptional circumstances, the University may invite applications through special recruitment drives, deputation, contractual appointments, campus recruitment, or nominations, with the approval of the Competent Authority.

4.3 Eligibility Criteria, Recruitment & Promotion

Candidates shall possess qualifications, experience, research credentials, and other eligibility requirements prescribed by UGC/AICTE and Other applicable statutory or regulatory bodies given in Table-1 *(Annexure-H & Annexure-I)*

Table 1: Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education

Designation	Level & Entry Pay	Minimum Qualification	Experience Requirement	Research / Other Requirements	Mode of Appointment
Assistant Professor	Level 10 (₹57,700)	B.E./B.Tech. and M.E./M.Tech. (First Class or equivalent) in the relevant branch. Ph.D. is desirable but not mandatory for Engineering disciplines.	As per UGC minimum qualification norms.	No research publication is mandatory for direct recruitment.	Direct Recruitment
Assistant Professor (Senior Scale)	Level 11 (₹68,900)	Qualifications prescribed for Assistant Professor.	Minimum **4–5 years** as Assistant Professor.	Completion of mandatory training/FDPs (Annexure III) and fulfillment of **any one** of the prescribed combinations of experience, research publications, and **360° feedback**.	Promotion
Assistant Professor (Selection Grade)	Level 12 (₹79,800)	Qualifications prescribed for Assistant Professor (Senior Scale).	Minimum **4 years** as Assistant Professor (Senior Scale).	Completion of mandatory training/FDPs and fulfillment of the prescribed combinations of research publications and **360° feedback**.	Promotion
Associate Professor	Level 13A1 (₹1,31,400)	**Ph.D.** in the relevant field and First Class or equivalent at Bachelor's or Master's level.	**Direct Recruitment:** Minimum **8 years** of teaching/research/industry experience, including **2 years post-Ph.D.** **Promotion:** Minimum **3 years** as Assistant Professor (Selection Grade).	**Direct Recruitment:** Minimum **6 research publications** in SCI/UGC/AICTE-approved journals. **Promotion:** Mandatory training/FDPs, prescribed research publications, and satisfactory **360° feedback**.	Direct Recruitment / Promotion

Professor	Level 14 (₹1,44,200)	**Ph.D.** in the relevant field and First Class or equivalent at Bachelor's or Master's level.	**Direct Recruitment:** Minimum **10 years** of teaching/research/industry experience, including **3 years** as Associate Professor or equivalent. **Promotion:** Minimum **15 years** total experience with **3 years** as Associate Professor.	**Direct Recruitment:** Minimum **6 publications** as Associate Professor **and** guidance of **2 Ph.D. scholars**, **OR 10 research publications**. **Promotion:** Fulfillment of prescribed combinations of total experience, publications, Ph.D. guidance, and **360° feedback**.	Direct Recruitment / Promotion

4.4 Screening of Applications

1. All applications shall be scrutinized by the Human Resources Department in consultation with the concerned School or Department.
2. The screening committee shall verify:
    - Educational qualifications
    - Teaching and research experience
    - Publications, patents, and funded projects
    - Professional achievements
    - Regulatory eligibility
    - Documents submitted by the candidate
3. Only eligible candidates shall be shortlisted for further selection.

4.5 Selection Process

The selection process may include one or more of the following stages depending upon the position:

- Written Examination (where applicable)
- Presentation or Seminar
- Teaching Demonstration (for faculty positions)
- Technical Skill Assessment
- Research Presentation
- Personal Interview
- Interaction with the Selection Committee

The Selection Committee shall comprise senior academicians, subject experts, external experts, statutory nominees (where applicable), and University representatives as prescribed by UGC and other regulatory bodies.

4.6 Selection Criteria

Candidates shall be evaluated on the basis of:

- Academic qualifications
- Teaching competence
- Subject knowledge
- Research publications
- Patents, consultancy, and funded projects
- Industry experience
- Communication and interpersonal skills
- Leadership and administrative abilities
- Professional ethics and integrity
- Alignment with the University's Vision and Mission

4.7 Verification of Credentials

Before issuing the appointment order, the University shall verify:

- Educational certificates
- Experience certificates
- Research publications
- Professional registrations (where applicable)
- Identity and address proof
- Background and reference checks
- Any other documents considered necessary by the University

Any suppression or misrepresentation of facts shall render the candidature liable for cancellation.

4.8 Equal Opportunity and Diversity

MRDU is committed to providing equal employment opportunities to all eligible candidates without discrimination based on gender, religion, caste, ethnicity, disability, age, marital status, or socio-economic background. Recruitment shall be conducted strictly on the principles of merit, transparency, fairness, and inclusiveness while complying with applicable statutory provisions.

4.9 Offer of Appointment

Candidates selected by the Selection Committee shall receive an Offer of Appointment issued by the Registrar after approval by the Competent Authority. The appointment shall specify:

- Designation
- Pay scale and allowances
- Nature of appointment
- Probation period
- Roles and responsibilities
- Terms and conditions of service

The selected candidate shall join duty within the stipulated period mentioned in the appointment order.

5. ROSTER POLICY — 200-POINT POST-BASED RESERVATION ROSTER

Malla Reddy (MR) Deemed to be University shall maintain and operate the Post-Based Reservation Roster as mandated by the Government of India (DoPT O.M. No. 36012/2/96-Estt.(Res.) dated 02.07.1997) and the Central Educational Institutions (Reservation in Teachers' Cadre) Act, 2019. The 200-point roster is the standard applicable to university recruitment for teaching, library and physical education cadres.

5.1.1 Legal Basis & Applicability

- The Central Educational Institutions (Reservation in Teachers' Cadre) Act, 2019 mandates that the University/College shall be treated as ONE UNIT (not individual department/subject) for operating the reservation roster.
- The 200-point Post-Based Roster applies to cadres with 15 or more posts. For cadres with fewer than 15 posts, the 13-point L-shaped roster applies.
- Separate rosters shall be maintained for: (a) Direct Recruitment, and (b) Promotion (where applicable).
- The roster is post-based, not vacancy-based — i.e., each post in the cadre carries a roster point permanently.

5.1.2 Unit of Calculation

- UNIT = The entire University/College for each cadre separately.
- Cadre-wise separate rosters: Assistant Professor roster, Associate Professor roster, Professor roster, Librarian roster, Physical Education roster — all maintained independently.
- All posts in a cadre across all departments are pooled together to form one roster register.

> **Important:** Creating department-wise or subject-wise rosters which artificially reduce the number of reserved posts is strictly prohibited as per UGC Guidelines and the 2019 Act.

5.1.3 Posts Reserved in a 200-Point Roster Cycle

Category	Reservation %	No. of Posts in 200-Point Cycle	Roster Point Numbers
Scheduled Castes (SC)	15%	30 posts	7, 15, 20, 27, 35, 41, 47, 54, 61, 68, 74, 81, 87, 94, 99, 107, 114, 121, 127, 135, 140, 147, 154, 162, 168, 174, 180, 187, 194, 199
Scheduled Tribes (ST)	7.5%	15 posts	14, 28, 40, 55, 69, 80, 95, 108, 120, 136, 148, 160, 175, 188, 198
OBC (Non-Creamy Layer)	27%	54 posts	4, 8, 12, 16, 19, 23, 26, 30, 34, 38, 42, 45, 49, 52, 56, 60, 63, 67, 71, 75, 78, 82, 86, 89, 93, 97, 100, 104, 109, 112, 115, 119, 123, 126, 130, 134, 138, 141, 145, 149, 152, 156, 161, 163, 167, 171, 176, 178, 182, 186, 189, 193, 197, 200
Economically Weaker Sections (EWS)	10%	20 posts	Interpolated into UR roster points as per DoPT O.M. No. 36039/1/2019-Estt.(Res.) dated 31.01.2019
Unreserved / General (UR)	Remaining	81 posts	All remaining roster points not assigned to SC/ST/OBC/EWS

Note: After the 200th roster point, the cycle repeats from Point 1. EWS roster points are interpolated into UR points — if an EWS point coincides with SC/ST/OBC point, the next available UR point is allotted to EWS.

5.1.4 How the Roster Works — Step-by-Step

- Step 1: Count the total sanctioned strength of each cadre (e.g., total Assistant Professor posts across all departments = 1 unit).
- Step 2: Open the 200-point roster register for that cadre. Each post in the cadre is permanently assigned a roster point number (1 to 200, then repeating).
- Step 3: When a vacancy arises, check its roster point number. The category (SC/ST/OBC/EWS/UR) shown at that roster point determines the reserved status of that vacancy.
- Step 4: Advertise the post with the category clearly mentioned as per the roster.
- Step 5: Fill the post from the appropriate reserved category. If no suitable candidate is found, follow the carry-forward/de-reservation rules.
- Step 6: Record the appointment against the corresponding roster point in the Roster Register.

5.1.5Point L-Shaped Roster (For Cadres with Less Than 15 Posts)

Where a teaching cadre has fewer than 15 posts, the 13-point roster applies:

Roster Point	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**
Category	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR

- ST reservation kicks in at Point 14 in a 14-point cycle. If the cadre has fewer than 14 posts, ST reservation is carried forward as backlog.
- EWS points are interpolated into the 13-point roster as per DoPT guidelines for cadres below 15 posts.

Important: For Deemed Universities with large cadres, the 200-point roster is mandatory. The 13-point roster is only for very small cadres. The University shall verify cadre strength before deciding which roster to operate.

5.1.6 Roster Register — Maintenance Rules

- A separate Roster Register shall be maintained for each cadre (post-wise) and for each mode of recruitment (Direct Recruitment / Promotion).
- The Roster Register must record: Roster Point No., Category of post, Name of appointee, Category of appointee, Date of appointment, and remarks (e.g., backlog, exchange, de-reserved).
- The Roster Register must be available for inspection at any time by UGC, DoPT, or audit authorities.
- The roster must be publicly displayed on the University website as per DoPT and UGC directives.
- A Liaison Officer (SC/ST), a Liaison Officer (OBC), and a Liaison Officer (EWS/PwD) shall be nominated by the University to oversee implementation of the roster.

5.1.7 Merit vs. Reservation — Roster Adjustment

- If a reserved category candidate (SC/ST/OBC/EWS) is selected on their own merit (i.e., they would have been selected even without reservation), they shall be counted against an Unreserved (UR) post, NOT against the reserved roster point.
- The reserved roster point in such a case shall remain open and shall be filled by the next available reserved category candidate.
- This ensures that the actual number of reserved posts filled by reservation benefits is not reduced by merit selections from reserved categories.

5.1.8 Illustration — How Reservation Works in 10 Posts

Post No.	Roster Point	Category	Who Can Apply?
1	1	UR	Open to all (General / Unreserved)
2	2	UR	Open to all (General / Unreserved)
3	3	UR	Open to all (General / Unreserved)
4	4	OBC	OBC (Non-Creamy Layer) only
5	5	UR	Open to all (General / Unreserved)
6	6	UR	Open to all (General / Unreserved)
7	7	SC	Scheduled Caste only
8	8	OBC	OBC (Non-Creamy Layer) only
9	9	UR	Open to all (General / Unreserved)
10	10	UR	Open to all (General / Unreserved)

Note: In the first 13 posts, there is no ST reservation point (ST appears at Point 14). ST backlog is carried forward and filled in subsequent recruitment. EWS is interpolated into UR points per DoPT 2019 guidelines.

5.1.9 PwD Horizontal Reservation in Roster

- 5% of posts in each vertical category (UR/SC/ST/OBC/EWS) shall be identified for PwD candidates.
- PwD reservation is applied across the roster — for every 20 posts in any category, 1 post is earmarked for PwD.
- PwD sub-categories (VH/HH/OH/Others) shall be rotated in turn across the PwD-earmarked posts.
- A separate PwD sub-roster shall be maintained within each vertical category roster.

5.1.10 Reservation Cell & Compliance

- The University shall constitute a Reservation Cell headed by the Registrar to maintain all rosters and ensure compliance.
- The Reservation Cell shall review all recruitment advertisements before publication to verify correct category tagging as per the roster.
- Annual compliance reports on reservation implementation shall be submitted to the UGC.
- Any complaint of non-implementation of the roster shall be investigated by the Liaison Officer and reported to the Vice-Chancellor within 30 days.

Important: Non-maintenance or incorrect operation of the roster is a serious violation of the Constitution and shall attract action under service rules and UGC guidelines.

5.2 ACADEMIC RELAXATIONS FOR RESERVED CATEGORIES

Relaxation	Applicable Categories	Details
Marks at Master's Level	SC / ST / OBC-NCL / PwD	Relaxation of 5% marks — from 55% to 50% minimum at Master's degree level
Age Relaxation	SC / ST	5 years relaxation in upper age limit
Age Relaxation	OBC-NCL	3 years relaxation in upper age limit
Age Relaxation	PwD (UR)	10 years relaxation in upper age limit
Age Relaxation	PwD (OBC-NCL)	13 years relaxation in upper age limit
Age Relaxation	PwD (SC/ST)	15 years relaxation in upper age limit
NET Exemption	Ph.D. holders (all categories)	Exempted from NET/SLET/SET for Assistant Professor recruitment

5.3 PERSONS WITH BENCHMARK DISABILITIES (PwD) — SPECIAL PROVISIONS

As per the Rights of Persons with Disabilities Act, 2016, the following provisions apply:

- 5% of posts in each category (UR/SC/ST/OBC/EWS) shall be reserved horizontally for PwD candidates.
- Applicable disability categories include: Blindness & Low Vision (VH), Deaf & Hard of Hearing (HH), Locomotor Disability including Cerebral Palsy (OH), and Autism/Intellectual Disability/Specific Learning Disabilities/Mental Illness and multiple disabilities (Others).
- The nature of disability must be certified by the competent medical authority as per the prescribed format.
- The institution shall make all necessary reasonable accommodations for PwD employees.
- Barrier-free access shall be ensured on all campuses.

Note: PwD candidates are entitled to a 5% marks relaxation at Master's level (same as SC/ST/OBC). This relaxation applies independently of which vertical category (UR/SC/ST/OBC/EWS) the PwD candidate belongs to.

5.4 ECONOMICALLY WEAKER SECTIONS (EWS)

As per the Constitution (103rd Amendment) Act, 2019 and Government of India OM No. 36039/1/2019-Estt(Res):

- 10% reservation in direct recruitment is provided for EWS candidates who are not covered under the existing SC/ST/OBC reservation scheme.
- EWS is determined on the basis of gross annual family income below ₹8 lakh per annum.
- Additional exclusions apply — candidates whose family owns: more than 5 acres of agricultural land; a residential flat of 1000 sq. ft. or above; a residential plot of 100 sq. yards or above in notified municipalities; or a residential plot of 200 sq. yards or above in non-notified municipal areas.
- EWS certificate must be issued by a competent authority (Tehsildar/SDM/DM or equivalent) in the prescribed Government of India format for the current year.

Important: EWS income and asset criteria are to be verified for the financial year preceding the year of application. Certificates must be obtained fresh each year.

5.5 OBC (NON-CREAMY LAYER) — SPECIAL PROVISIONS

- Only OBC candidates belonging to the Non-Creamy Layer (NCL) are eligible for the 27% OBC reservation.
- Non-Creamy Layer certificate must be from a competent authority and must be valid as on the closing date of application.
- OBC candidates must belong to the Central List of OBCs notified by the Government of India (not merely the State list).
- OBC-NCL certificate must be in the prescribed Government format and issued within the last 12 months from the date of application.

5.6 BACKLOG VACANCIES & CARRY FORWARD

In the event that reserved posts remain unfilled due to non-availability of suitable candidates:

- SC/ST unfilled posts shall be carried forward as backlog vacancies in subsequent recruitment cycles.
- OBC posts: If no suitable OBC candidate is found, the post may be de-reserved and filled by general category candidates only after a maximum of three attempts to fill the reserved post.
- EWS posts: If no suitable EWS candidate is found, the vacancy may be filled from the UR category after requisite attempts.
- PwD posts: Vacancies in PwD quota that cannot be filled shall be carried forward for three recruitment years and thereafter may be de-reserved.

Important: Any vacant seats reserved for SC/ST/OBC/EWS categories shall not be allowed to lapse without following the carry-forward and de-reservation procedure prescribed by the Government of India.

5.7 CREAMY LAYER — EXCLUSION CRITERIA

Category	Income / Asset Criterion	Annual Income Ceiling
OBC — Creamy Layer	Family income from salary, trade,	Above ₹8 lakh per

Category	Income / Asset Criterion	Annual Income Ceiling
(excluded)	business, profession	annum
OBC — Non-Creamy Layer (eligible)	Family income from salary, trade, business, profession	₹8 lakh per annum or below
EWS (eligible)	Gross annual family income from all sources	Below ₹8 lakh per annum

5.8 REQUIRED CERTIFICATES FOR RESERVED CATEGORY CANDIDATES

Category	Certificate Required	Issuing Authority
SC	Caste Certificate (permanent)	Tehsildar / SDM / District Magistrate
ST	Tribe Certificate (permanent)	Tehsildar / SDM / District Magistrate
OBC-NCL	OBC Non-Creamy Layer Certificate (annual)	Tehsildar / SDM / District Magistrate
EWS	EWS Income & Asset Certificate (annual)	Tehsildar / SDM / District Magistrate
PwD	Disability Certificate (Benchmark Disability ≥ 40%)	District Medical Board / Competent Medical Authority

> **Note:** All certificates must be submitted in the Government of India prescribed format. State-issued SC/ST/OBC certificates are accepted only if the caste/tribe is also listed in the Central Government Notification.

6. APPOINTMENT & INDUCTION

- **Offer Letter & Appointment Order** issued by the Registrar after selection.
- **Probation Period:**
  - Teaching Faculty: 2 years
  - Non-Teaching Staff: 1 year
- **Induction Program:** Orientation on MRDU vision, mission, code of conduct, HR policies, and statutory compliance.

7. EMPLOYEE CLASSIFICATION

- **Permanent Employees** – confirmed after probation.
- **Contractual Employees** – appointed for specific tenure.
- **Visiting/Guest Faculty** – engaged for lectures/practical sessions.
- **Research Staff** – project-based employees under funded projects.

8. WORK NORMS & CODE OF CONDUCT

- Adherence to teaching hours, research responsibilities, hospital duties, and administrative roles.
- Punctuality, discipline, and ethical conduct are mandatory.
- No involvement in activities that harm MRDU's reputation.
- Maintenance of professional confidentiality.
- Dress code adherence as per institutional norms.

9. LEAVE POLICY

The University provides various categories of leave to its employees to support their personal well-being, family responsibilities, health needs, and professional commitments, while ensuring the smooth functioning of academic and administrative activities. The grant of leave shall be governed by the applicable University Service Rules, UGC Regulations, State Government norms, and statutory provisions.

- **Casual Leave (CL):** Every regular employee is entitled to **12 days of Casual Leave per calendar year** to attend to urgent personal matters or unforeseen circumstances. Casual Leave shall be sanctioned by the competent authority and ordinarily cannot be combined with Earned Leave, except under exceptional circumstances as permitted by the University.
- **Medical Leave (ML):** Employees may avail **up to 7 days of Medical Leave in a calendar year** for illness, hospitalization, or medical treatment. Medical Leave exceeding two consecutive days shall normally be supported by a medical certificate issued by a registered medical practitioner. The University may require a fitness certificate before the employee resumes duty after prolonged medical leave.
- **Maternity Leave:** Women employees are eligible for **180 days of Maternity Leave**, or such duration as prescribed under the Maternity Benefit Act, 1961 (as amended) and applicable UGC/Government regulations. The leave shall be granted on submission of the prescribed medical documents and shall not adversely affect the employee's service benefits.

- **Paternity Leave:** Male employees are entitled to **15 days of Paternity Leave** in connection with the birth or adoption of a child, in accordance with the University Service Rules and applicable Government guidelines. The leave should ordinarily be availed within the period prescribed by the University.

  Note: In addition to the above, the University may provide **On Duty Leave, Study Leave, Sabbatical Leave, Special Casual Leave, Vacation Leave (where applicable), Leave Without Pay (LWP), Compensatory Leave, and other categories of leave** as per the University Service Rules, UGC Regulations, and statutory requirements.

10. PERFORMANCE APPRAISAL

- Annual appraisal based on **teaching, research, extension, clinical service, and administrative contributions**.
- Self-Appraisal Reports submitted by faculty.
- Review by HoD, Dean, and HR.
- Weightage for **student feedback, publications, funded projects, patents, consultancy, and community service**.
- Outcome: increments, promotions, awards, or professional development plans.

11. PROMOTION

- Based on **UGC/Regulatory norms**.
- Criteria: academic qualifications, years of service, publications, Ph.D. guidance, funded projects, patents, and leadership roles.
- Transparent selection through Promotion Committees.

12. TRAINING & DEVELOPMENT

- Faculty Development Programs (FDPs)
- Skill Development & Soft Skills Workshops
- Research Methodology Training
- Medical/Dental/Nursing Continuing Education Programs (CME/CDE/CPD)
- Leadership & Management Development Programs
- Financial support for attending national & international conferences.

13. COMPENSATION & BENEFITS

- Salary structure as per **UGC/Regulatory norms**.

- Annual increments linked to performance.
- Provident Fund (PF), Gratuity, and Statutory benefits.
- Health Insurance for employees and dependents.
- Employee welfare funds for emergency support.
- Subsidized canteen and transportation facilities.

14. GRIEVANCE REDRESSAL

- Establishment of **Faculty Grievance Redressal Cell**.
- Confidential handling of grievances.
- Multi-level resolution (HoD → Dean → HR → Vice-Chancellor).
- Protection against retaliation.

15. DISCIPLINARY ACTION

- Disciplinary action in case of misconduct, harassment, or violation of policies.
- Fair inquiry through **Disciplinary Committee**.
- Penalties: warning, suspension, demotion, or termination (based on severity).

16. EMPLOYEE ENGAGEMENT & WELFARE

- Annual cultural, sports, and wellness programs.
- Health camps and mental well-being initiatives.
- Recognition awards for teaching, research, and service excellence.
- Support for housing and childcare facilities (where applicable).

17. RETIREMENT

- Retirement age as per UGC/state norms.
- Retirement benefits include gratuity, pension (if applicable), and encashment of earned leave as per policy of the University.
- Option for post-retirement re-employment based on expertise and institutional needs

18. DIGITAL HR & RECORD MANAGEMENT

- Implementation of **HRMS (Human Resource Management System)**.
- Digital attendance, payroll, and leave management.
- E-files for employee records, appraisal data, and service history.

19. COMPLIANCE

This policy complies with:

- UGC/AICTE Regulations
- Anti-Sexual Harassment (POSH) Act
- Equal Remuneration Act
- Disabilities Act
- Other Statutory/Regulating Provisions

20. POLICY REVIEW AND CONTINUOUS IMPROVEMENT

Malla Reddy (MR) Deemed-to-be University (MRDU) is committed to continuously reviewing and improving its Human Resource (HR) Policy to ensure alignment with institutional priorities, national higher education standards, and global HR best practices.

1. The Human Resource Department, in coordination with the IQAC and Registrar's Office, shall conduct a comprehensive review of this policy once every three (3) years or earlier, if mandated by the Board of Management (BoM) or regulatory bodies.
2. The review will take into account:
    - Amendments in UGC/AICTE/Statutory Regulations.
    - Feedback from faculty, administrative staff, and other stakeholders.
    - Recommendations from internal HR audits and employee satisfaction surveys.
    - Institutional changes arising from MRDU's Strategic and Development Plans.
3. The revised draft, after review by the Registrar, shall be submitted to the Executive Council for approval.
4. The IQAC shall maintain records of all revisions, approvals, and implementation evidence for accreditation and audit purposes.
5. Updated versions shall be circulated to all Schools and Departments and published on the University website for transparency.

MALLA REDDY (MR) DEEMED-TO-BE UNIVERSITY
DOCUMENT CONTROL SHEET

Document Title	Human Resource (HR) Policy
Document Code	MRDU/IQAC/HR/2025
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Prepared By	HR Department & IQAC
Reviewed By	Vice Chancellor & Registrar
Approved By	Executive Council
Policy Custodian	Director (HR)

Document Revision History

Version	Revision No.	Date	Description of Change	Prepared By	Approved By
1.0	0	01 Nov 2025	First institutional version; aligned with MRDU's IDP (2025–2040)	Director (HR) /	EC

Annexures

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: Faculty Self-Appraisal Report Format

Faculty Name: _____
Designation: _____
Department: _____
Academic Year: _____

1. Teaching Activities

- Number of Courses Taught: _____
- Innovative Teaching Methods Adopted: _____
- Student Feedback Score: _____

2. Research Activities

- Publications (Journals/Books/Chapters): _____
- Conferences Attended/Papers Presented: _____
- Research Projects/Grants: _____

3. Administrative Activities

- Committees/Responsibilities Held: _____

4. Professional Development

- Workshops/Trainings Attended: _____

Faculty Signature: _____
HOD Remarks: _____
Dean/Principal Remarks: _____

Annexure D: Performance Appraisal Rating Scale

Performance Parameter	Outstanding (5)	Very Good (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)	Remarks
Teaching Effectiveness	☐	☐	☐	☐	☐	
Student Engagement	☐	☐	☐	☐	☐	
Research & Publications	☐	☐	☐	☐	☐	
Administrative Contribution	☐	☐	☐	☐	☐	
Discipline & Punctuality	☐	☐	☐	☐	☐	
Professional Development	☐	☐	☐	☐	☐	

Final Rating (Average Score): _____
Appraiser Signature: _____
Reviewing Authority Signature: _____

Annexure E: Grievance Redressal Form

Employee/Student Name: _____
Department/Year: _____
Contact Details: _____
Nature of Grievance (tick one):
☐ Academic ☐ Administrative ☐ Workplace/Peer Issues ☐ Harassment/Discrimination ☐ Other: _____

Details of Grievance:

_____

_____

Relief/Resolution Sought: _____

Signature of Complainant: _____
Date: _____

For Office Use Only:
Grievance Received By: _____
Action Taken: _____
Date of Resolution: _____

Annexure F: Training & Development Nomination Form

Name of Employee: _____
Designation: _____
Department: _____
Proposed Training Program: _____
Training Objective/Purpose: _____
Training Duration & Venue: _____
Nominated By (HOD/Dean): _____

Employee Signature: _____
HOD/Dean Approval: _____
HR Approval: _____

Annexure G: 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: _____

Annexure-H

UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of standards in Higher Education)

- 2018 Regulation

Annexure-I

AICTE REGULATIONS ON PAY SCALES, SERVICE CONDITIONS AND MINIMUM QUALIFICATIONS FOR THE APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF SUCH AS LIBRARY, PHYSICAL EDUCATION AND TRAINING & PLACEMENT PERSONNEL IN TECHNICAL INSTITUTIONS AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN TECHNICAL EDUCATION – (DEGREE) REGULATION, 2019.