Shoolini University
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Ref./SUBMS/HR/-...96-...
Dated:..22-04-2021

Talent Acquisition Policy for Shoolini University

Policy Statement

Shoolini University is an equal opportunity employer and appointment to all positions in the University is based on the principle of merit. The University's Board of Management shall approve all the positions for next academic year in advance. Shoolini University has adopted a policy to attract outstanding persons to join the faculty & academic staff, by offering them right compensation/packages, upwards of the UGC norms, by offering consultancy avenues and challenging work environment.

1. General principles:

a. These procedures must be applied fairly and consistently to all job applicants.
b. Assistance must be given, where needed, to job applicants who are disabled.
c. All recruitment must be planned in advance and opened up to competition.
d. We do not accept casual or speculative requests for employment.
e. All persons who wish to work for us must complete an application form in response to an advertised job vacancy.
f. All applicants must then be assessed against relevant selection criteria to determine who the best person for the job is.
g. High-impact research profile to drive the University's research agenda.

2. Helping job applicants who are disabled

The general rule of good practice is that our procedures and practices must be applied fairly and consistently to all job applicants. But it is especially important that those of our staff who are involved in recruitment are also aware that they may be required to make reasonable adjustments to some or all of those procedures and practices if that is needed to remove any discrimination or disadvantages which they cause for any disabled job applicants.

3. Equal Opportunity/Affirmative Action Policy

Through this policy we will ensure that all job applicants, regardless of race, gender, or disability, are treated fairly and offered equal opportunities for employment and advancement. We strictly prohibit discrimination on the basis of race, ensuring an inclusive environment. We will implement and uphold our Equal Opportunity/Affirmative Action Policy, ensuring fair treatment and equal opportunities for all job applicants, regardless of race, gender, or disability.

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4. Affirmative Action Serious Search Policy

In line with our commitment to diversity and inclusion, we will conduct serious searches for all job vacancies, actively seeking candidates from diverse backgrounds, including underrepresented racial and ethnic groups. Serious search efforts will include:

a) Extensive outreach through various channels to attract diverse candidates.
b) Active consideration of qualified candidates from underrepresented groups in the final selection process.
c) Periodic reviews and adjustments of our recruitment practices to enhance diversity.

5. Sourcing Platforms:

- Advertisement in Newspaper
- Leverage LinkedIn & and other social media platforms
- Campus Hiring
- Indeed.com
- Naukri.com
- Recruitment Consultants
- Internal Employee Referrals
- Shoolini University Official Career Page

6. Open a recruitment file

a. At the start of a recruitment exercise for a particular job, a Recruitment File for that particular exercise must be created.
b. Each file should have a unique reference number.
c. This file will be used to store copies of the documents associated with the recruitment exercise. As the exercise progresses, this will include copies ofo the job description and personnel specification
- The job advertisement
- The application forms that are received
- Shortlisting and interview assessment sheets and notes
- Offer letters or rejection letters to applicants

7. Job descriptions

A job description must be drawn up for every post. This is a document that sets out the expectations of the defined role.

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8. The Selection Process

After the application stage closes, the selection process consists of the following steps.

a. Screening of application
b. Interview by the Selection Committee as per UGC norms/guidelines
c. Campus Visit/Demo/Mock Classes/Students Feedback/Meet with Hon'ble Vice Chancellor
d. Selection Committee recommendation to get Vice-Chancellor approval
e. Pre-employment checks/reference checks
f. Offer Letter

9. Prior to the interview (Refer 8(b) above)

a. The applicants will be sent written invitations to attend.
b. The Selection Panel will meet before the date of the interviews to decide how they will carry out the interview. The panel may decide:

   - whether to ask applicants to deliver a presentation and if so

10. During the interview

a. All applicants should be treated fairly during the interview and the marks awarded to them should be fair and consistent.
a. Each panel member will complete a separate interview assessment sheet for each and every applicant.

11. After the interview - selection decision

a. After every applicant has been interviewed, the panel will discuss their views and assessments and jointly draw up a list of the applicants in merit order.
b. The Selection Committee will make the recommendation to the Vice-Chancellor to get final approval.
c. The vacant post, or posts, will be offered to the most meritorious applicant, or applicants, in accordance with that merit order.
d. The panel may also decide that other applicants on the merit list will be offered positions on a reserve list to fill any vacancies that may arise for the same position within the following 12 months. Again, this will be done in accordance with the merit order.

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12. Pre-employment Checks

a. Agencies are engaged to provide reference checks.
b. We will not seek health information on our application forms and such information will never be used by us for shortlisting or interview purposes.
c. When we do seek such information, it will be obtained from an appropriate medical expert.
d. We will only seek such information in respect of persons to whom we have made a conditional offer of employment.
e. We will only seek such information where the particular needs of the job require us to know it.
f. We will not single out disabled persons to provide such information.
g. In the case of disabled applicants, we will consider what reasonable adjustments, if any, may be required to the working arrangements or workplace, and we will make our final selection decision following an assessment of how the applicant would perform in the job if these reasonable adjustments were actually made.

13. References

a. We will not seek a reference from an applicant's current employer unless the applicant has given his or her consent to that.
b. We will accept references from other persons who know the applicant in a non-occupational capacity.
c. However, all references should be job-related. Therefore, we will provide referees with copies of the job description and personnel specification for the relevant posts.
d. and ask them specifically for their views on an applicant's abilities to do the job in question.

14. Confirmation of Offer

After the pre-employment checks have been completed and are deemed to be satisfactory, the successful applicant will be notified in writing that the offer of employment is confirmed.

The confirmation letter will specify the following details:

- job title
- duration of post (permanent or temporary)
- duration of probationary period (if any)
- proposed or agreed start date
- outline of main terms and conditions
- details of how to accept the offer

15. Record keeping

a. The documents in the main Recruitment File/folder should be kept for at least 12 months following the date of the interviews.
b. The documents in the Monitoring File should be kept for at least 3 years following the closing date for applications.

16. Induction:

The University has implemented a detailed induction program as defined in the induction guidelines.

REGISTRAR

Registrar
Shoolini University of Biotechnology
& Management Sciences
Solan (H.P.)

Shoolini University
Post Box 9, Solan
173212, HP, India

T 01792 350000
T 01792 352001
W www.shooliniuniversity.com

Faculty Hiring Requisition Form

Date:

School	Current Faculty Student Ratio

Position Hiring	Assistant Professor		Teaching Associate	
	Associate Professor		Guest Faculty	
	Professor		Visiting Faculty	
	Professor of Practice		Adjunct Faculty	
Hiring Need Type:	New Position		Replacement	

Details against Replacement	Name	
	Designation	
	Salary	
	Teaching Load	
	Subjects Teaching	

Candidate details (If any), Attach Separate Sheet Etc.	
Is Candidate from SU? If not, why?	
Describe Hiring Need + Course Credits of Each faculty in School/Department (Attach Separate Sheet)	**Signature of Dean/ HoD/ HoS**

(Approval)

Vice- Chancellor

Shoolini University

Instructions for Approval:

1. **Dean/Director/HoS/HoC/HoD to fill the above form and need to attach the required documents before presenting the case to Vice Chancellor. (Read point no. 3 for Documents)**
2. **The form is editable and has to be filled by Dean/Director/HoS/HoC/HoD (Handwritten form will not be accepted)**
3. **Documents need to be attached are as follows:**
   A. **Present status of Faculty/Staff, Course Credits/Teaching Load/Work Load for each Faculty/Staff of a semester(s)**
   (Note: Attach Separate Sheet & get it Verified from CLO (For Teaching Requirement Only))
   B. **People Budget update from CFO/Director - Accounts & Finance. (Attach Separate Sheet)**

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CANDIDATE INTERVIEW EVALUATION FORM

Candidate's Name: _____ Date: _____

Interviewed By: _____ Signature: _____

Scoring

Candidate interview evaluation forms are to be completed by the interviewer, to rank the candidate's overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided. The numerical rating system is based on the following:

5 – Exceptional 4 – Above Average 3 – Average 2 – Satisfactory 1 – Unsatisfactory

Educational Background – Does the candidate have the appropriate educational qualifications or training for this position?

Rating	1	2	3	4	5

Comments: .....

Prior Work Experience – Has the candidate acquired necessary skills or qualifications through past work experiences?

Rating	1	2	3	4	5

Comments: .....

Technical Qualifications/Experience – Does the candidate have the technical skills necessary for this position?

Rating	1	2	3	4	5

Comments: .....

Knowledge of Organization – Did the candidate research the organization prior to the interview?

Rating	1	2	3	4	5

Comments: .....

Leadership Ability – Did the candidate demonstrate the leadership skills necessary for this position?

Rating	1	2	3	4	5

Comments: .....

Communication Skills – How were the candidate's communication skills during the interview?

Rating	1	2	3	4	5

Comments: .....

Candidate Enthusiasm – How much interest did the candidate show in the position?

Rating	1	2	3	4	5

Comments: .....

Overall Impression and Recommendation – Final comments and recommendations for proceeding with this candidate.

Rating	1	2	3	4	5

Comments: .....

Any other comments:

.....

.....

.....

.....

.....

.....

Staff Hiring Requisition Form

Date:

Department	Current Number of Staff
Average Team Salary	**Budget Approved**
Rs.	Yes

Position Hiring for	**Position Name:**	**Shortlisted Candidate Details (If Any)** Name: Qualification: Experience: Monthly Salary:
Hiring Need Type:	New Position ☐	Replacement ☐
Details against Replacement (If this a replacement case)	Name	
	Designation	
	Salary	
Describe Key KPIs		

Signature of Director/ HoD/ HoS

(Approval)

Vice- Chancellor

Shoolini University

Shoolini University

CANDIDATE INTERVIEW ASSESSMENT FORM

Candidate's Name	
Department	
Designation	
Qualification	
Total Work Experience	

Scoring

5 – Exceptional 4 – Above Average 3 – Average 2 – Satisfactory 1 – Unsatisfactory

Minimum qualifying score - 25

Technical Skills Required as per role - Does the candidate have the technical skills necessary for this position?

Rating	1	2	3	4	5

Analytical & Decision-Making Skills– Did the candidate demonstrate the analytical & decision-making skills necessary for this position?

Rating	1	2	3	4	5

Verbal & written communication skills – Does candidates posses good verbal and written communication skills?

Rating	1	2	3	4	5

Commitment to delivery – Did the candidate demonstrated his commitment to achieve targets on time?

Rating	1	2	3	4	5

Candidate interest in role – How much interest did the candidate show in the position?

Rating	1	2	3	4	5

Knowledge about Shoolini University– Did the candidate research the organization prior to interview?

Rating	1	2	3	4	5

Culture fit – Does the candidate fit in the culture?

Rating	1	2	3	4	5

	Recommendation
Stage 1: Department Head **Name:** **Signature:**	
Stage 2: President HR & People Practices **Name: Arvind Nanda** **Signature:**	
Stage 3: Vice Chancellor **Name: Prof Atul Khosla** **Signature:**	

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Induction Guidelines

To support our mission statement **to bring "Happiness" into the life of Shoolinians and all we touch**and also in line with one of the values '**Quality in everything we do'** - Induction at Shoolini University is a transitional process to welcome new employees and build a foundation of support and involvement for all new employees.

Objectives:

1. To provide relevant information, support, and welcome to new staff members to make them feel valued, confident, and comfortable in their new environment and able to contribute effectively at the earliest.
2. To complete the required work and administrative procedures so as to start contributing towards the university's expectations and endeavour.
3. To facilitate the process of integration and alignment.

Making Induction Work

These guidelines are provided to aid any staff member who has responsibility for enabling the induction of a new employee, to ensure that the introduction of this new staff member into the work area to be completed smoothly and efficiently.

Stages of Induction

The induction process encompasses three stages:

1. **Prospective Staff**
2. **Starting the Job**
3. **Familiarization**

Overview of Induction

Prospective Staff

1. Issue a formal letter of offer to the new employee.
2. Reach out to new employees to coordinate details for their first day, including logistics support, accommodation for the initial 10 days, arrival time, parking and transport arrangements, as well as safety and security procedures.
3. Sent out a welcome email to the new employee.
4. Inform internal stakeholders about the schedule and gather information on their availability.
5. Identify a suitable Buddy for the new employee.
6. Set up and organise the new employee's work area.
7. Coordinate any required training sessions

First Day

1. Welcome the new employee.
2. Onboard the new employee on the HR Policies
3. Facilitate introductions between the new employee and key stakeholders.
4. Introduce the new employee to work colleagues, including their Buddy, immediate work colleagues, and other pertinent staff members
5. Conduct a tour of the workplace, including both the immediate work area and the broader campus.
6. Arrange a Hi-Tea session with the Chancellor/Vice - Chancellor and Dean/Head of School
7. Maintain contact with the new employee.
8. Establish ongoing communication channels with the new employee

Time	Activity	Owner
1 week prior	Workstation readiness	HRD
9:30 a.m. – 10:00 a.m.	Welcome & Joining Formalities / Leave Portal	HRD
10:00 a.m. – 10:30 a.m.	HR Policies / Code of Conduct	HRD
10:30 a.m. – 1:00 p.m.	Meetings with Support Function Heads	Concerned Heads
1:00 p.m. – 2:00 p.m.	Lunch Meeting with Department Head / HR	HR & HOD
2:00 p.m. – 4:30 p.m.	Mentorship & Onboarding Activities	Deans / HOD / LMS Manager
4:30 p.m. – 5:00 p.m.	High Tea with Vice-Chancellor / Chancellor / Dean / HOS	HRD

First Week

1. Introduce new colleagues to the School Lab, provide an overview of the school, discuss the curriculum, and explain the classroom approach-To be done by the department
2. Provide mentorship support through the Buddy Program for both research and teaching, ensuring a minimum of 4 weeks of assistance.
3. Facilitate onboarding on the E-Univ/Digii Portal.

Responsibilities

It is essential that a new staff member receives adequate information, guidance, and support his/her induction. Therefore, the Head of School, Supervisors, and Induction Coordinator must liaise with one another throughout the induction process to ensure the needs of a new starter are met.

Head of School

HOS is responsible for ensuring that new staff members are properly inducted at each stage of the process. If the Head is not the new staff member's immediate Supervisor, then the Head must designate a supervisor to be responsible for new starter induction.

Buddy Program

The Buddy Program at Shoolini University pairs new employees with experienced employee (Buddy) to ease their integration. Buddies offer guidance on operational issues and facilitate the assimilation of new employees into the university's culture and expectations.
This program aims to address two main Goals:
To provide the new employee with a point of contact for general queries regarding day-to-day operational issues.
To help the new employee integrate with the university/Department by providing access to someone familiar with our culture.

Roles and Responsibilities:
New Hire:
Actively engage with the buddy to seek guidance, ask questions, and express concerns.
Participate in department tours and orientation sessions to learn about the university's operations and culture.
Take the initiative to learn about department-specific processes and contribute to team activities.

Buddy:

1. Welcome new employees on their second day after of Induction program, introducing them to colleagues, supervisors, and key team members.
2. Things to do in the new city or town
3. Accompany new employees on department tours, familiarizing them with facilities, workspaces, and resources.
4. Assist new employees in setting up and accessing tools, software, and systems.
5. Guide through department-specific processes, procedures, and best practices.
6. Assist with networking, and connecting new employees with relevant contacts.
7. Regularly check in with the new employee for the first 4 weeks to ensure smooth integration and address challenges.

A Buddy DOES NOT:

1. Replace the Dean/HoS/HoD's role or take on any supervisory or lead duties
2. Act as the "go-to" person regarding tasks, decisions, etc.
3. Provide training and or assess performance
4. Act as a career mentor or job coach

Duration:

1. The buddy program will officially start on the second day of the new employee's onboarding and continue for 4 weeks.
2. During this period, buddy and the new employee are expected to interact regularly/need Basis.

Buddy Identification:

- The Buddy will be identified and assigned by the Dean/HoD.

Notification of Buddy Assignment:

- Upon the candidate's acceptance of the offer, HR will notify the Dean/HoD, who will provide the Buddy's name five days before the new hire joins.

Setting Expectations

Supervisors must meet with the new staff member they are responsible for as soon as possible to set expectations as the first step in the annual review process. In particular, the discussion must cover to identify 4 – 5 key deliverables that the staff member must do or demonstrate during the probation period.
For teaching Faculty, the discussion should centre on agreeing on the Professional Development plan, which forms part of the Academic Portfolio of Achievement documentation (Teaching Outcome/research/patent/publication, etc.).

Settling In

HOS/HOD should monitor the progress of a new starter and ensure they are integrating adequately into the role, team, and organization. Action should be taken as necessary.

Employee Handbook

The Employee Handbook is designed to provide relevant information on all existing HR policies. Employee Handbook will be given on the first day as a part of the New Hire Tool Kit

Induction Program for New Hires

Shoolini University

Date: _____

Name : _____ **Contact No.** : _____

Title : _____ **School/Dept.** : _____

HoS : _____ **Dean/Director** : _____

Day 1 Induction Program

Time	Activity	Owner	Signature
	Workstation Readiness (to be done 1 week in advance)	Nikhil Chandel	
09:30 am – 10:30 am	Welcome New Hire/Joining Formalities	Nikhil Chandel	
	Leave Portal	Nikhil Chandel	
	Onboarding on HR Policies/Code of Conduct	Nancy Chandel	
10:30 am- 10:45 am	HR Presentation	Nancy Chandel	
10:45 am-1:00 pm	Chancellor/ Vice Chancellor	Dr P.K. Khosla/ Prof. Atul Khosla	
	President/Vice President	Mr Ashish Khosla/Ms. Avnee Khosla	
	Registrar & Dean, Faculty of Sciences	Dr. Sunil Puri	
	Dean, Faculty of Applied Sciences & Biotechnology	Dr. Dinesh Kumar	
	Dean Academics	Dr. Narinder Verma	
	Dean, School of Pharmaceutical Sciences	Dr. Deepak Kumar	
	Dean, Faculty of Engineering & Technology	Dr. Virender Rihani	
	Dean, Faculty of Management Sciences	Prof. Munish Sahrawat	
	Associate Dean, Faculty of Legal Sciences	Dr. Nandan Sharma	
	Associate Dean, School of Agriculture	Dr. Somesh Sharma	
	Director Operation	Brig. Sunil Mehta	
	Chief Learning Officer & E-univ	Dr. Ashoo Khosla	
1:00 p.m. - 2:00 p.m.	Lunch	HR/Dean/Director	
2:00 pm – 4:00 pm	Director, SCDOE	Dr. Amar Raj Singh	
	Director, School of Hospitality Management	Mr. Neeraj Chaudhary	
	Director, School of Happiness & Spirituality	Prof. Saamdu Chetri	
	IT Department	Mr. Hemant / Mr. Mahesh	
	Yogananda Knowledge Centre	Ms. Puja Thakur	

Signature of Employee`

Note:* In case the owner of the activity is not present, kindly assign the backup owner
***Please provide the Time in Advance to ensure the completion of the activity**

1 Week Induction Program

Days	Activity	Owner	Signature
Day 2	New Hire handover to School/Department	Nikhil Chandel	
	Introduction with colleagues/School Labs/School's overview/ curriculum/classroomapproach	Dean/Director	
	Mentorship Support / Buddy Program for Research & Teaching (Minimum 4 Weeks Support)	Dean/Director	
	Onboarding on Research Initiatives	Dr. Pardeep Singh	
	Onboarding with the IPR Cell	Dr. Dinesh Kumar	
	Onboarding in the Admissions Department	Avnee Khosla/ Naman Sharma	
	Onboarding on IQAC	Varsha/Shubham	
	Onboarding on Health Centre	Ashoo Khosla	
	Onboarding on the E-Univ Portal	Manish Gashiv	
	Detailed Library Visit	Puja Thakur	
	Onboarding on DSW initiatives	Poonam Nanda/ Shard	
	Feedback Survey	HR	

Note: Following the conclusion of the 5-day induction program, you will be provided with a survey link for feedback by the HR department. Kindly complete the survey within 2 days of receiving the link.

Self-Declaration: I hereby declare that all the above activities have been completed and to myknowledge.

_____

(Signature of Employee)

_____

(Dean/Director/Head)

_____

Executive HR

_____

President of Human Resources

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Annexure A: Buddy Program Completion Report

Date:_____

Name of Buddy: _____

Designation: _____

Department: _____

Note from Buddy:

Note from New Hire:

Buddy **New Hire** **Dean/HoS**

Shoolini University
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Ref./SUBMS/HR/-...97.....
Dated:...22-04-21...

Annual Appraisals

1. Introduction

Shoolini University is committed to promoting a culture of excellence, fairness, and continuous growth. The University follows a transparent and well-structured Annual Performance Appraisal System for both teaching and non-teaching employees. The system also supports career progression, recognition, and welfare measures to encourage high performance and personal development.

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2. Performance Appraisal Cycle

- The appraisal cycle follows the **calendar year: January to December** for all employees.
- **Compensation revisions**, including increments and incentives, are implemented **from April every year**.
- Appraisal outcomes directly influence salary increments, incentives, and promotion decisions.

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3. Appraisal Framework

Different appraisal mechanisms are designed for:

- Faculty
- Non-teaching staff

This ensures that performance assessment is aligned with the nature of responsibilities of each category.

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4. Appraisal Parameters

4.1 Faculty Appraisal Parameters

Faculty performance is evaluated through the My Impact Plan (MIP) on the following key criteria:

1. **Teaching(40%)** – Course delivery, student engagement, outcome achievement.
2. **Research & Innovation(50%)**– Publications, grants, patents, and other research output.
3. **Contribution to University(5%)–** Participation in institutional initiatives beyond teaching and research.
4. **Personal Development & Leadership(5%)** – Skill development, leadership roles, and academic growth.

4.2 Non-Teaching Staff Appraisal Parameters

Non-teaching staff performance is assessed through the **My Impact Plan (MIP)**, focusing on:

1. **Top 3 Annual Targets** – Achievement of year-specific goals.
2. **Self-Development** – Training, skill enhancement, certifications.
3. **Contribution to University** – Support, teamwork, and involvement in key activities.

---

5. Appraisal Process

1. Announcement of Appraisal Dates

- Appraisal dates are finalized in consultation with senior management and communicated to all employees.

2. Submission of MIP and Presentation

- Faculty and staff receive their respective MIP formats along with a presentation template via email.
- Employees fill out the required documents, outlining their achievements and next-year goals.
- Completed forms and PPTs are collected by the respective **Deans/Directors** and submitted by the notified deadline.

3. Presentation to the Appraisal Committee

- All employees present their annual achievements before the **Appraisal Committee** to promote transparency.
- This provides an opportunity to explain performance outcomes, clarify goals, and receive constructive feedback.

4. **Appraisal Committee Members:** The Committee typically includes:
    - Vice Chancellor
    - Chancellor
    - Registrar
    - Head – HR
    - Dean Research
    - Concerned Dean/Director

5. Scoring and Feedback

- Scores are finalized after consultation with all committee members.
- Feedback and KPIs for the next appraisal period are discussed with the employee immediately during the session.

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6. Outcome and Career Progression

- Final appraisal scores determine increments, incentives, and promotion eligibility.
- The system ensures fair evaluation based on measurable outcomes, contributions, and growth potential.

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8. Transparency and Fairness

The University ensures a consistent, open, and evidence-based appraisal system. The mandated presentation before the Appraisal Committee enhances accountability and gives employees a platform to highlight their work and development needs.

REGISTRAR

Registrar
Shoolini University of Biotechnology
& Management Sciences
Solan (H.P.)

TRSM SHEET

S.No.	Faculty Code	Faculty Name	School	Designation	Mapping	Teaching - 40%					Research -25%			Citation - 25%				
						Student Feedback (average out of 5)	Student Class Attendance - out of `100%	No.of Students Taught	No.of Credits Taught (2 Sem)	Teacher Attendance during Academic Year (261 working days Max.)	Patents Filed (Utility only)	Research Productivity (Scopus Papers)	Research Income (Research Grants in Rupees)	Citationa (Including Self Citation)	Citations (Excluding Self Citation)	FWCI (Including Self Citation)	FWCI (Excluding Self Citation)	Industry income-Training, consulting,Grants

Outlook

IMPORTANT: Annual Appraisal Faculty - 2025

From Soomeet Bali <soomeetbali@shooliniuniversity.com>

Date Tue 3/11/2025 3:54 PM

To Deans <deans@shooliniuniversity.com>; HOS <hos@shooliniuniversity.com>; All Faculty <faculty.all@shooliniuniversity.com>; Amar Raj Singh <amarrajsingh@shooliniuniversity.com>

Cc Prem kumar Khosla <pkkhosla@shooliniuniversity.com>; Atul Khosla <atulkhosla@shooliniuniversity.com>; Avnee Khosla <avneekhosla@shooliniuniversity.com>; Vishal Anand <vishalanand@shooliniuniversity.com>; Registrar <registrar@shooliniuniversity.com>; Arvind Nanda <arvind.nanda@shooliniuniversity.com>; Nishtha Anand <nishtha@shooliniuniversity.com>; Ashish Khosla <ashishkhosla@shooliniuniversity.com>; Ashoo Khosla <ashookhosla@shooliniuniversity.com>; Bijay Dhiman <bijaydhiman@shooliniuniversity.com>; Kesari <kesari@shooliniuniversity.com>; Nancy Chandel SU919 <nancychandel@shooliniuniversity.com>; Kaushlya <kaushlyadevi@shooliniuniversity.com>

3 attachments (259 KB)

SU - Appraisal Form Faculty 2025.docx; SU Perforamce Appraisal PPT - Faculty 2025.pptx; Appraisals list_Teaching.xlsx;

Dear All,

As we prepare for the annual appraisal process for the fiscal year 2024-25, we would like to share key information and instructions to ensure a smooth and efficient process.

Initiation & Timeline

The annual appraisal process for FY 2024-25 will commence in **April 2025**. In the meantime, we need to complete preparatory tasks (for faculty only), including filling out appraisal forms, preparing PPTs, collating data, compiling reports, and managing logistics.

This communication is specifically for **faculty members** as part of the data collection and preparation phase. Once the appraisal dates are finalized, a formal announcement will be made to the entire organization.

For reference, please find attached the list of **eligible teaching faculty**. Deans/HoS are requested to review the attached faculty list for eligible faculties, from their school and proceed with the necessary actions.

Eligibility

Faculty members (Assistant Professors, Associate Professors, and Professors) who joined on or before **August 31, 2024**, are eligible for the appraisal process.

Action Items for Eligible Faculty:

1. **Appraisal Form Submission:**

- Eligible faculty (as per the attached list) must complete **Page 1** of the appraisal form, sign it, and submit it to their **Dean/HoS** by **March 17, 2025**.
- Ensure that all required supporting documents, as mentioned in the form, are attached.
- Guidelines for completing the form are provided on **Page 3** of the form.

2. **PPT Submission:**
   - Faculty members must submit their appraisal **PPTs to their Dean/HoS by March 24, 2025**.
   - PPTs should be named in the following format: **[Your Name]*[SU Code]*[Department] -** *Example: Nancy Chandel_SU919_HR Dept.*
   - PPTs must be submitted in **.ppt format only**.

Note:

- Faculty members who are **not eligible** for appraisal are encouraged to present their case for feedback or progress evaluation, subject to approval from their **Dean/HoS**.

Form Guidelines

The appraisal form is designed to collect information on **two key parameters: Self-Development and University Contribution**. It should take approximately **20 minutes** to complete.
Data for other parameters to be gathered centrally, by the faculty from **IT, Research, and E-Univ** departments and shared with the **Dean/HoS**.

Submission Deadline for Deans/HoS

Deans/HoS are responsible for ensuring timely submission of appraisal forms by an employee. This will allow adequate time for evaluation and rating, as per the instructions on **Page 2** of the form.

All **appraisal forms** for faculty and non-teaching staff within each school should be compiled into a **compressed file** and submitted to **HR by March 31, 2025 (EOD) by the Deans/HoS**.

Point of Contact

For any queries or clarifications, please reach out to **Ms. Nancy Chandel** (HR) at **nancychandel@shooliniuniversity.com**.

Members of the Leadership category will be given schedule of appraisal separately.

Your cooperation in adhering to these timelines and guidelines is greatly appreciated. Thank you for your support in ensuring a smooth appraisal process

Outlook

IMPORTANT: Annual Appraisal Faculty - 2025

From Soomeet Bali <soomeetbali@shooliniuniversity.com>
Date Thu 4/24/2025 12:47 PM
To Nancy Chandel SU919 <nancychandel@shooliniuniversity.com>

3 attachments (290 KB)
SU - Appraisal Form Faculty 2025.docx; SU Perforamce Appraisal PPT - Faculty 2025.pptx; SU MIP Form N-Teaching.pptx;

Dear All,

As we prepare for the annual appraisal process for the fiscal year 2024-25, we would like to share key information and instructions to ensure a smooth and efficient process.

Initiation & Timeline
The annual appraisal process for FY 2024-25 will commence in **April 2025**. In the meantime, we need to complete preparatory tasks, including filling out appraisal forms, preparing PPTs, collating data, compiling reports, and managing logistics.

This communication is specifically for **Deans, HoS, Directors** as part of the data collection and preparation phase. Once the appraisal dates are finalized, a formal announcement will be made to the entire organization.

For reference, please find attached the list of **Deans, HoS, and Directors**.

Action Items for Eligible Deans, HoS:

1. **Appraisal Form Submission:**
   - Eligible employees (as per the attached list) must complete **Page 1** of the appraisal form, sign it, and submit it to their **Dean/HoS** by **March 25, 2025**.
   - Ensure that all required supporting documents, as mentioned in the form, are attached.
   - Guidelines for completing the form are provided on **Page 3** of the form.
2. **PPT Submission:**
   - You must submit the appraisal **PPTs by March 25, 2025**.
   - PPTs should be named in the following format:
     [Your Name]*[SU Code]*[Department] - *Example: Nancy Chandel_SU919_HR Dept.*
   - PPTs must be submitted in **.ppt format only**.

Form Guidelines
The appraisal form is designed to collect information on **two key parameters: Self-Development and University Contribution**. It should take approximately **20 minutes** to complete.

All **appraisal forms** should be compiled into a **compressed file** and submitted to **HR by March 25, 2025 (EOD)**.

Point of Contact
For any queries or clarifications, please reach out to **Ms. Nancy Chandel** (HR) at nancychandel@shooliniuniversity.com.

Members of the Leadership category will be given schedule of appraisal separately.

Your cooperation in adhering to these timelines and guidelines is greatly appreciated. Thank you for your support in ensuring a smooth appraisal process

Regards,
Soomeet Bali,

<avneekhosla@shooliniuniversity.com>; Vishal Anand <vishalanand@shooliniuniversity.com>; Registrar <registrar@shooliniuniversity.com>; Arvind Nanda <arvind.nanda@shooliniuniversity.com>; Nishtha Anand <nishtha@shooliniuniversity.com>; Ashish Khosla <ashishkhosla@shooliniuniversity.com>; Ashoo Khosla <ashookhosla@shooliniuniversity.com>; Bijay Dhiman <bijaydhiman@shooliniuniversity.com>; Kesari <kesari@shooliniuniversity.com>; Nancy Chandel SU919 <nancychandel@shooliniuniversity.com>; Kaushlya <kaushlyadevi@shooliniuniversity.com>; Vishal Thakur <vishalthakur@shooliniuniversity.com>
Subject: IMPORTANT: Annual Appraisal Non - Teaching Staff - 2025
Importance: High

Dear All,

This is to inform you about the **Annual Appraisal Process** for all **Academic (Non-Teaching) Staff**, for the fiscal year 2024-25. Please find below the key details regarding eligibility, form submission, and deadlines.

Initiation, Eligibility & Timeline
Before the appraisal process begins, all **eligible staff members** (those who joined on or before **August 31, 2024** – see attached list) are required to complete the designated **MIP Form or Manual Hard Copy Form** and submit it to their respective **Dean/HoS** by **March 17th, 2025**.
The applicable appraisal form (**MIP or Manual Form**) is mentioned against each name in the attached list.

MIP Form Guidelines
The **MIP form** is designed to gather insights on two key parameters:
- Key Priorities for 2024-2025
- Targets for the Next Fiscal Year (2025-2026)

Guiding principles for filling out the form are provided on **Pages 2 and 4** of the document.

Manual Hard Copy Form
- Employees required to fill out the **Manual Form** must complete and sign it before submitting it to their **HoS/HoD**.
- **HoS/HoDs** are requested to provide printed copies of the form to employees who fall under this category.

PPT Submission
- Staff members completing the **MIP form** are also required to prepare a **PPT** (format attached).
- **Deans/Directors** are responsible for collecting PPTs from their respective team members and submitting them to the **HR Department** by **March 24th , 2025**.

Additional Notes:
- **Non-eligible staff members** are also encouraged to present their progress and seek feedback from the committee.
- **Submission Deadlines for HoS/HoD:** All **MIP Forms/Manual Forms** must be submitted to **HR (Nancy Chandel)** by **March 31st , 2025 (EOD)**.

Once the **appraisal dates** are finalized, a formal announcement will be made to the entire organization.

Should you have any questions or require further clarification, please feel free to reach out to me or **Nancy Chandel** (**nancychandel@shooliniuniversity.com | 82193 93253**).

Members of the Leadership category will be given schedule of appraisal separately.

Your cooperation in adhering to these timelines and guidelines is greatly appreciated. Thank you for your support in ensuring a smooth appraisal process

Regards,
Soomeet Bali,
Dy. Director - HR

Performance Appraisal Form 2025 – Faculty

(To be filled by Faculty)

Name:

SU Code:

Designation:

School:

MOOCs, Seminars & FDP (Self Development)	
Number of MOOCs completed (attach certificate):	
Number of papers presented in seminars (attach proof):	
Number of Seminars attended (attach proof):	
Number of FDPs attended (attach proof):	

Contribution to the University	
Acted as a Resource Person (ex: Admission/IQAC/Placements/DSW etc.)	
Workshop conducted	
Total Awards Received	

Signature of Faculty

To be filled by Dean/ HoS

Rating Scale	
Not Satisfactory	**1**
Satisfactory	**2**
Good	**3**
Very Good	**4**
Excellent	**5**
Parameter	**Dean/HoS Rating**
Teaching (Please refer Teaching Score Matrix shared separately)	
Research (Please refer Research Score Matrix shared separately)	
Self-Development	
Contribution to University	

Comments from Dean/HoS:

Overall Rating proposed by Dean/HoS:

Signature of Dean/HoS

Guiding Principles:

- 1st page of this form is to be filled by the faculty and should submit this form to the Dean/HoS **by 17th March 2025.**

- Dean/HoS should complete the 2nd page of this form by providing a rating against each parameter along with the Overall Rating.

- Dean/HoS should verify all the documentary proofs submitted by faculty.

- While giving a rating to Teaching & Research parameters, the Dean/HoS should refer to the **'Teaching & Research Score Matrix – TRSM'**. Shared with Dean/HoS separately.

- Dean/HoS should submit the completed Appraisal form in a sealed envelope to HR **no later than 31st March 2025.**

Teaching

Shoolini University

Name & Designation

- **Highest Educational Qualification:**
- **Name of Course you are teaching:**
- **No. of Credits Taught/Teaching Load :**
- **Scope of Teaching – PG or UG:**
- **No. of Students taught:**
- **Total teaching experience with SU:**
- **Total teaching experience before joining SU:**

Shoolini University

Teaching & Learning Contributions

- **New Initiatives:**

- **Achievements**

- **Your feedback to improve teaching & Learning :**

Shoolini University

Research Contributions

- **Scopus Listed papers:**
- **FWCI** (please check with Dean/HoS/Dean Research)**:**
- **Research Proposal Submitted:**
- **Ph.D Guided/Synopsis Approved:**
- **Papers Presented in International Conferences:**
- **Papers Accepted/under Review/Communicated (Scopus):**
- **Your Feedback to Improve Research Work:**

Shoolini University

University Contributions

Shoolini University

Targets for FY 2025-26

1.

2.

3.

4.

My Impact Plan (Appraisal Form)

Name of Employee & SU Code: **Deptt:**

Reporting Manager: **Fiscal Year:** **2024-2025**

Key Priority *(Please identify the key areas where Employee has worked in the current Fiscal Year.*	Employee's Perspective on Results *(Employee to write results/delivery)*	Manager's Perspective *(Overall impact Employee has created through results.*	Final Rating (Please Rate on a scale of 1 to 5)
Self - Development:			
University Contribution:			

Overall rating proposed by manager:

Signature of Manager

Guidelines for Employees to fill up the Appraisal Form

1. The employee should fill up the My Impact Plan (Appraisal form) with columns 1 & 2 and submit it (soft copy over e-mail) to the reporting manager latest by **17h March 2025.**
2. Mention **key priorities in Column -1** on which employee has worked throughout the year.
3. The employee will mention the **achieved results in column -2.**
4. The employee should submit the PPT *(to be presented in front of the committee)* to their Reporting Manager by **24th March 2025.**

Guidelines for Reporting Manager to fill up the Appraisal Form

1. Reporting manager should provide his/her perspective on the achieved results in column - 3
2. Reporting manager should provide a rating against each priority in column – 4 as per the mentioned rating scale and submit the Appraisal form (signed copy) to HR –Nancy latest by **31st March 2025.**

Rating Scale	
Not Satisfactory	1
Satisfactory	2
Good	3
Very Good	4
Excellent	5

Target for the Fiscal Year 2025 - 2026	
Target ***(Please identify the key areas where Employee will work in the next Fiscal Year.***	**Success Criteria**

Guidelines for Employees to Fill Up the My Impact Plan Target for the Next Fiscal Year 2025-2026 Using a SMART Definition:

Specific	: State What you will do
Measurable	: Provide a way to evaluate
Achievable	: Within your scope or possible to accomplish
Relevant	: Makes sense within your job function
Time Bound	: Be specific on the time frame

Tips for filling up the My Impact Plan Target form:

- Clearly articulate each target using the SMART criteria specified above.
- Provide detailed explanations in a Success Criteria for each target, including why it is important and how it aligns with the Department / University goals.
- Break down complex targets into smaller, actionable steps with associated timelines and metrics.
- Seek feedback from your manager or supervisor to ensure that your targets are well-aligned with departmental and University objectives.
- Regularly review and update your impact plan targets throughout the fiscal year to reflect changes in priorities or circumstances before the next Annual Appraisal cycle

Shoolini University
Think Learning. Think Success.

Ref./SUBMS/HR/-22-04-21/98
Dated:.....

Exit Policy – Shoolini University

1. Purpose

This Exit Policy ensures a smooth, transparent, and professional process when an employee resigns from Shoolini University. It defines the steps to be followed by the employee, reporting authorities, HR Department, and administrative offices for timely clearance and final settlement.

---

2. Resignation Submission and Approval

- Any employee wishing to resign must submit a **written resignation email** to their **respective Dean/Director**.
- The Dean/Director will review the request and provide their **official approval**.
- After approving the resignation, the **Dean/Director forwards it to the Vice Chancellor (VC)** for final approval.
- Once approved by the VC, the resignation is shared with the **HR Department** at **hr@shooliniuniversity.com** for further processing.

---

4. HR Processing and Communication

- Upon receiving the approved resignation, HR issues an official **acceptance and process initiation email** to the employee.
- The email includes:
  I. Details of the **notice period to be served**, as per policy or employment contract.
  II. Instructions for **No Dues clearance**.
  III. A list of **handover requirements**, if applicable.

---

5. No Dues Clearance Procedure

- **Two days before the last working day**, the employee must collect the **No Dues Form** from the HR Department.
- The employee must:
  I. Get signatures from all relevant departments.
  II. Complete handovers, submissions, and return of university assets.
  III. After submission, the HR Department verifies all signatures and ensures that all documents and handovers are complete.

Shoolini University
Post Box 9, Solan
173212, HP, India
T 01792 350000
T 01792 352001
W www.shooliniuniversity.com

6. Exit Interview

- Before the final relieving, the employee will attend an **Exit Interview** conducted by HR.
- The purpose is to gather feedback regarding their experience, challenges, and suggestions for improvement.
- The interview remains confidential and is used for institutional development.

6. Final Authorization

- Once HR verifies the No Dues Form, it is submitted to the Registrar for final approval and signature.
- Only after the Registrar's approval is the employee considered fully relieved from duties.

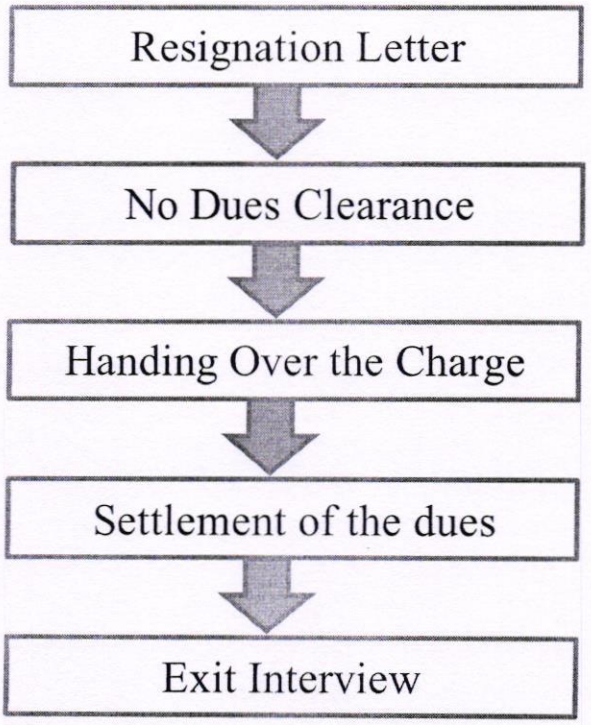
---

8. Relieving and Experience Letter

- After completion of all steps, HR initiates the **final process** of releasing the relieving and experience letter.

REGISTRAR
Shoolini University of Biotechnology
& Management Sciences
Solan (H.P.)

EMPLOYEE EXIT PROCESS



Format for Handing Over the Charge

Charge Handed Over by:_____ **Charge Handed Over to:**_____

	Academic	Other Responsibilities
File/Document No.	**Name of the File/Document**	**Name of the File/Document**
1		
2		
3		
4		
5		

Date and Signature **Date and Signature**

LIST OF ACDEMIC/RESEARCH/OTHER DOCUMENTS TO BE HANDED OVER AT THE TIME OF RELEIVING

1. Copy/link of papers published
2. Documents related to research project/patent- sanction letter etc.
3. Details of awards/recognition won during the period at University
4. Details of conferences/FDPs/seminars attended and organized during the period at University (Certificates/Proof of the same).
5. Financial support received
6. Assessment and record for the courses taught (Hard and soft copies)
7. Record/documents/files related to the other responsibilities held (Hard and Soft copies)

Shoolini University

Exit Interview

Date____/____/_____

Name_____ School/ Department_____

Position_____ Reporting Manager _____

Personal Email ID_____ Personal Mobile No._____

Address_____

Note:

Take a moment and complete the following questionnaire. We regret losing an employee and hope that through this questionnaire we can identify areas for improvement and address any situations needing attention. This form will not become a part of your personnel file and will not affect your rehire status. The feedback will be anonymous & your cooperation is appreciated.

---

1. Reasons for leaving?
   - ☐A Good Job Offer (Promotion & Opportunity for advancement)
   - ☐Work Culture (Working conditions, Demanding & Stressful)
   - ☐Benefits, Perks and Pay
   - ☐Relocation (Near to hometown)
   - ☐Reporting Manager/Supervision (Behavior)
   - ☐Other(please specify)

   _____

2.	How would you rate the following?		Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5
Work Culture	**A.**	Satisfaction with the overall work culture at Department.					
	B.	The department encouraged open communication and collaboration among employees.					
	C.	The department promote a healthy work-life balance for its employees.					
Assessment	**A.**	Fair and objective evaluations of your performance.					
	B.	Feedback and assessments provided during my performance reviews was helpful.					

	How would you rate the following?		Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5
Supervision & Support	**A.**	Supported by my immediate supervisors and higher management in fulfilling my responsibilities without biasness.					
	B.	My colleagues are collaborative and supportive in achieving common goals.					
Rewards & Recognition	**A.**	The university provides adequate recognition and rewards for my contributions and achievements.					
	B.	There is fairness and transparency in the rewards and recognition processes within the organization.					
Roles & Responsibilities	**A.**	The workload assigned to me is reasonable and manageable.					
	B.	My roles and responsibilities are clearly defined and well communicated by my supervisors and managers.					
Personal	**A.**	Satisfied with the availability of basic amenities (housing, transportation, health care facilities etc.)					
	B.	The university foster a positive and inclusive culture for personal growth.					
	C.	The remote location positively influences the overall experience.					

3. If you ever get an opportunity to come back to Shoolini University, would you like to?

Yes	No

4. Additional Comments or suggestions:

5. Remarks from Director-HR

Signature

Thank you for your contribution!

NO DUES CERTIFICATE

This is certified that .....Working as .....in faculty of.....Shoolini University of Biotechnology and Management Sciences, Solan (HP) has cleared all his/her dues as on .....from all the departments as per the following details:

S.No.	Departments	Name of the concerned authority	Signature of the concerned authority
1	Faculty/Department/ of...		
2	Library		
3	Faculty Club		
4	Dean Students Welfare		
5	Director Research		
6	Director Operations		
7	Controller of Examinations		
8	IT Department		
9	Accounts 1.Income Tax deductions 1. Advances/Any other		
10	HR Exit interview		
11	Removed from WhatsApp groups		
12	Enrolled in PhD with Faculty Scholarship		

APPLICANT DEAN/DIRECTOR REGISTRAR

Name_____

Contact No._____

Personal e-mail ID_____

SU Code_____

UNDERTAKING

I, _____, hereby declare that I have been employed as _____ in Faculty of _____from _____to _____.

I undertake and declare that all intellectual property generated during my employment with Shoolini University including any future development based on the Intellectual Property will remain the Intellectual Property of Shoolini University.

(_____)

Name and Designation