



# **Human Resources Manual**

## Table of Contents

Introduction.....	6
1. Short Title and Extent.....	6
2. Commencement.....	6
3. Supersede.....	6
4. Definitions.....	6
Organization.....	11
5. Introduction of UIT University.....	11
6. Functional Responsibility.....	11
7. Organizational Structure.....	11
8. Divisions.....	12
9. Faculties & Departments.....	14
10. Approved Manpower.....	15
11. Internship.....	16
12. Employee Record Management.....	16
Authority.....	19
13. Introduction.....	19
14. Board of Governors.....	19
15. Academic Council.....	20
16. Vice Chancellor.....	21
17. Provost.....	23
18. Vice Provost.....	24
19. Registrar.....	24
20. Dean.....	26
21. Associate Dean.....	26
22. Chairpersons / Head of the Teaching Department.....	26
23. Director Finance.....	27
24. Controller of Examination.....	27
25. All Directors and HODs.....	27
26. General Responsibilities of All Directors / HODs.....	28
27. Resident Auditor.....	29
28. Statutes.....	29
29. Delegation of Powers.....	30
Employment Structure & Grades.....	32
30. Introduction.....	32

31.	Creation and Abolition of Posts.....	32
32.	Types of Posts.....	34
33.	Employment Nature .....	35
34.	Grades.....	35
35.	Job Description .....	37
Recruitment, Selection & Relieve.....		39
36.	Eligibility for Appointment .....	39
37.	Appointment Age .....	39
38.	Recruitment Principles .....	39
39.	Method of Recruitment.....	39
40.	Receiving Profiles of Applicants.....	40
41.	Shortlisting Process .....	41
42.	Recruitment Procedure .....	42
43.	Selection Board & Committee.....	43
44.	Eligibility Criteria.....	46
45.	Appointment Offers.....	48
46.	Joining.....	51
47.	Probation and Confirmation.....	51
48.	Medical Fitness.....	52
49.	Employee ID Card .....	53
50.	Orientation .....	53
51.	Seniority.....	53
52.	Mode of Relieve.....	54
53.	Clearance .....	55
54.	Exit Interview.....	55
55.	Experience Certificate.....	55
Punctuality and Discipline .....		57
56.	Working Days and Timings .....	57
57.	Unauthorized Absence .....	59
58.	Payroll Administration.....	59
59.	Time Machine System (TMS).....	59
60.	Public Holidays.....	60
61.	Dress Code .....	60
62.	Employee Transfer.....	61
Compensation & Benefits.....		63
63.	Pay Scales .....	63
64.	Salary Breakup.....	65

65.	General Benefits .....	65
66.	Leave Benefits and Time Management .....	66
67.	Duty Leave .....	72
68.	Annual / Unwind Breaks .....	73
69.	Traveling .....	73
	Training & Development .....	78
70.	Introduction.....	78
71.	Goal and Objectives.....	78
72.	Faculty and Staff Training and Development Activities.....	78
73.	Strategies and Procedures.....	79
74.	Initiating and Training Proposal.....	79
75.	Type of Training.....	80
76.	Overseeing the Outcomes of Training & Development Activities.....	81
	Performance Management .....	83
77.	Introduction.....	83
78.	Policy / Procedures.....	83
79.	Performance Appraisal Planning and Monitoring .....	83
80.	Performance Evaluation .....	84
81.	Performance Evaluation Outcomes.....	84
	Efficiency & Disciplinary Rules.....	86
82.	Employee Grievance Management .....	86
83.	Conflict of Interest.....	95
84.	Code of Conduct .....	103
85.	Efficiency & Disciplinary Rules.....	109
86.	The Protection against Harassment of Women at Workplace.....	117
87.	Whistle Blowing Policy .....	119
	Annexure A1: University’s Organizational Chart.....	122
	Annexure A2: Organograms of the Department .....	123
	Annexure B: Approved Manpower.....	135
	Annexure C: Pay Scale Stages .....	136