MANPOWER PLANNING POLICY

1. **Purpose:**

   1.1 The manpower planning policy aims to capture the human resource requirements for the financial year to realize the aspiration and operational goals of the organization.

   1.2 This document aims to provide guidelines to the HOD's, Head of the Institutions and Registrar, to prepare manpower plans related to their function by identifying competencies required for performing such roles.

2. **Scope:**

   2.1 Applicability and Eligibility:

       2.1.1 This policy is applicable to all the constituent Colleges/Institutions of Sankalchand Patel University, Visnagar.

       2.1.2 This policy is applicable to all levels of manpower requirement at Sankalchand Patel University, Visnagar including Hospital Consultant Doctors but excluding temporary and outsourced employees if any.

3. **Process:**

   3.1 The manpower plan should be an integral part of annual budgeting exercise / annual operating plan.

   3.2 HODs will prepare the manpower plan in consultation with the HOIs for the financial year by qualitatively assessing the departmental workforce requirements, based on the work load as well as guidelines of the concerned regulatory authority.

   3.3 The Manpower Plan will be recommended by the HOIs/Dean and forwarded to Registrar. HODs will raise the Manpower Requisition Form duly filled, in the prescribed format as and when there is a need for recruitment. Replacement Budgeted/Non-Budgeted position or additional/new needs to be approved by the Provost and President.

   3.4 If, it is an existing post, whenever possible, it should have an exact replacement, identified as per the Job Description.

3.5 If, it is a newly established post, it gives an opportunity to revise the job description. Hence, it becomes necessary to be clear on the exact requirements. Draw up a job description and consult the Registrar in relation to the appropriate grade and salary. For newly established post, justification needs to be as per section 3.2.

3.6 If any new courses approved by the University, HR section of the university will approve the manpower requirements as per the workload mentioned in DPR and no new requirements are to be raised by the HOD/ HOI/Dean.

3.7 HR section of the University will have Job description of each of the manpower requirements of the constituent Institutes/Colleges of the University, as per the guidelines of the related regulatory authorities. In case of courses run by University, Dean of the concerned faculty will prepare the same as per the guidelines of the UGC and submit to the University for Further Approval.

3.8 Any additional requirements related to the Job, in addition to that defined as per section 3.7, HOIs and Dean of the Faculty should provide the same to HR section of University along with Manpower requirement, under these guidelines.

3.9 The completed Manpower Requisition Form will confirm:

    3.9.1   Details of the post.

    3.9.2   Requirement from the HOD and the recommendation from the HOIs/Dean.

3.10 Duly filled in forms will be submitted to Human Resource Department in the Office of the Registrar for the following to be validated by identified Specialists.

    3.10.1 To analyze and evaluate the job, its requirement and specifications such as age group, educational qualification, experience, domain knowledge, salary range, band/level.

    3.10.2 To validate the job description and its relation to other jobs / roles & responsibilities in the organization including reporting structure.

    3.10.3 To identify the competencies and Key Performance Indicators (KPIs)

    3.10.4 Once the above are validated, it should be certified by the Registrar before forwarding it to the Provost and President for final approval.

3.11 Duly filled forms will be submitted to the Provost for its approval, irrespective of the replacement / Budgeted positions. President will finally approve after verifying the approval of Manpower Plan as per the approved budget and the need of the vacancy to be filled.

3.12 Manpower ratio Matrix including Student Teacher Ratio (STR):
As per the guidance of UGC, other regulatory bodies/councils.

4. Stakeholders / Ownerships:

4.1 Roles, Responsibilities and Accountabilities:

4.1.1 Head of Departments/Institutions: HODs/HOIs/Dean is responsible for the activities in their respective domains. The manpower requirements in those departments need to be assessed and raised by them. HOD, HOIs/Dean and Registrar will collaborate to determine the manpower requirement.

4.1.2 Registrar: He will coordinate with HOIs in determining the manpower requirements as per the manpower budget of respective Institutions. He shall be responsible for its approval through proper channel.

4.1.3 Provost: Review & approves the manpower requirements and ensure that the requirements are as per the standards of the academic & administrative excellence.

4.1.4 President: Finally approves the manpower requisition form to begin recruitment process.

5. Empowerment and Accountability Matrix:

Process Description	Authority
Preparing the Manpower Plan- primary responsibility	HOD
Filling of Manpower Requisition Form	HOD
Recommending of Manpower Requisition Form	Dean/HOIs
Manpower Policies changes	Registrar
Appointment of Specialists if required to validate the Manpower Requisition Form	Registrar
Manpower Matrix measures and STR will be approved by	Provost
Approval for Manpower plan	1st level approval of Provost through Registrar, and final approval by President
Approved Manpower Plan records maintained by	Office of the Registrar

6. Manpower Requisition Form

Position Name	
Department Name/Unit	
Reason for the Vacancy	Resignation/Termination/Deputation/Death/Permanent Disability /New Position/Superannuation
If Replacement then Replacement of whom?	
If New Position, Reason for its creation	
Educational Qualification	
Area of Expertise	
Other Skills	
Salary with Pay Scale	
Year of Experience	
To be filled within the date	

Request By

HOD Name & Sign

Recommended By

Sign of HOIs & Dean