

CHAPTER-IV

ON-BOARDING POLICY

1. Purpose:

- 1.1 The policy aims to provide guidelines to complete the loop once the decision to hire a candidate is made.
- 1.2 To verify the candidate's credentials, release offer letters. To efficiently run all joining formalities.
- 1.3 To onboard new employees and create a positive impression in the minds of new employees about the University.

2. Scope:

This policy is applicable to new employees who join in any Grades/levels at Sankalchand Patel University, Visnagar and its constituent Colleges/Institutions excluding temporary and outsourced employees.

3. Process:

- 3.1 Once the hiring decision is made to recruit a candidate, the HR Department will collect documents listed in the policy. The HR Executive ensures that all documents are collected without any deviation.
- 3.2 Background verification/checks {criminal (Self Declaration), education, experience}:
 - 3.2.1 Antecedent check
 - 3.2.2 Fitness Certificate (Except X-ray film) i.e. upon Pre-employment medical checkup at Nootan General Hospital and signed by Medical Superintendent.
- 3.3 All personnel including contractual shall have a comprehensive University/ College/Hospital and department-specific orientation program with evidence that responsibilities shall be performed safely and efficiently in respective work environments. All personnel including contractual staff shall have orientation as appropriate to the University/College environments, patient care, safety, infection control and other activities.
- 3.4 Department heads shall be responsible for each employee as under:
 - 3.4.1 Ensuring attendance at hospital orientation especially for health care staff and providing documentation of such in the Training/HR department records / file (within 15 days of joining).



- 3.4.2 Organizing department-specific orientation for each new employee (service standard and Functional Training Plan).
- 3.4.3 Assessing and documenting initial competency for direct patient care providers.

4. Empowerment & Accountability Matrix:

Process Description	Authority
Preparation of Offer letter/ appointment order	HR Executive, to be signed by Registrar
Organizing for Pre-employment medical check up	HR Executive
Joining formalities	HR Executive
PF/ ESI nomination forms	HR Executive
ID card issuing	HR Executive
Visiting Cards	HR Executive
Creation of Email ID	HR Executive with Approval from Registrar
Biometric Registration	HR Executive
Bank account details(opened for salary purpose)	HR Executive to coordinate with Bank & Accounts Dept.
Service agreement signed as agreed	HR Executive
University/Hospital tour	HR Executive
All safety trainings	Safety Officer
Department induction and job requirement orientation	HOD