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UPES

UNIVERSITY WITH A PURPOSE

UPES PRINCIPLES OF ENGAGEMENT

Human Resources

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I. Joining and Induction Policy

1. Objective

- 1.1. The purpose of this policy is to ensure that new joinees feel welcomed and settled in the new environment with all relevant information related to employment.
- 1.2. The policy details the joining process and formalities to be completed by new joinees at UPES. It also outlines the induction process to ensure that new joinees are made familiar with the culture, values and Principles of Engagement of UPES and are inducted into their role and work environment.

2. Applicability

- 2.1. This policy is applicable to all full-time employees, including those appointed on contract basis.
- 2.2. Visiting faculty will be given a brief Induction by respective Head of Department, based on the duration of their contract and the criticality / nature of their role.

3. Guidelines

3.1. Policy flow

- 3.1.1 The joining and induction policy has been divided into three parts –
 - a. Pre- Onboarding Formalities
 - b. Onboarding Process
 - c. Induction at Campus

3.2. Pre - Onboarding

- 3.2.1 New hires are required to submit the signed Letter of Intent as a token of acceptance of the offer, within 7 days from the date of offer roll-out.
- 3.2.2 It is the responsibility of HR to contact the hired candidate 2 weeks before the joining date and provide advance information pertaining to joining such as list of documents to be submitted, address of the joining location, contact person at the joining location etc.
- 3.2.3 HR will ensure that all arrangements are made, in coordination with the Administration and IT departments, to facilitate smooth joining experience.
- 3.2.4 HR is also required to update the School Heads/ Functional Heads about the joining date and other details of the new hire.

3.3. Joining and On-boarding

- 3.3.1 Newly appointed / recruited employees are required to report at the assigned location / campus on the date mentioned in the Letter of Intent.
- 3.3.2 On the first day, joining formalities will be undertaken by HR, as detailed below:
 - a. New joinees should submit a copy of the following documents to HR and carry the originals for verification. Original documents should also be produced for verification, if required

- Signed Letter of Intent
 - Resume
 - Education certificates - 10th, 12th, graduation, post-graduation, others
 - Resignation Acceptance / Relieving letter from the last employer / Experience letter from previous employers
 - Offer / Appointment letters from previous employers
 - Latest copy of Form 16 as per Income Tax (Not applicable to freshers)
 - UAN
 - Declaration of dependents
 - Proof for current and permanent address
 - Emergency Contact details
 - Passport size photographs-6
 - Aadhaar Card
 - PAN Card
 - Proof of last salary drawn – Previous Three Months pay slips (if applicable)
 - Nationality Proof (A copy of the Passport) and Work Visa to be obtained in case of Expatriates
 - Passport
 - Verification from appropriate authorities as required in case of Expatriates
- b. Post submission of documents, the new joinees will be provided 2 hard copies of their Appointment Letters. They shall keep a copy for themselves and sign the other copy and hand it over to HR for filing.
- c. New joinees will be required to fill-in various employment forms (such as personal detail forms, PF and Gratuity nomination form, IT declaration form, etc.).
- d. The process for bank account opening and email-id creation shall be initiated.
- e. HR will take the new joinees through a HR orientation session on the day of their joining, which will include the following:
- About the University (overview, history, vision, mission, values, etc.)
 - Broad level University Structure
 - HR Policies in a nutshell
 - Links to important online portals / systems and a checklist to the employee(s) detailing out the first 90 days journey
 - Contact details of the immediate Reporting Manager, Buddy and HR

- Campus/office tour and introduction to the leadership team
 - Introduce the employee to her/his Reporting Manager/ School Head/ Functional Head and buddy
- f. The school/ function shall take the individual(s) through departmental boot camps that will help the individual(s) understand the school/ function better. These boot camps shall include the following (but not limited to) elements as mentioned below:
- Strategic overview, domain and scope of the school/ function, key priorities/goals for the school/ function;
 - School/ Function structure, work flow / processes, SOPs, key stakeholders within and outside the School/ Function,
 - Roles and Responsibilities / pre-work for Goal Setting for the employee and KRAs.

3.3.3 Induction at Campus (Aarambh)

- a. HR shall organize formal and detailed Induction program of 2 days for new joinees at the Campus. However, for some employees the duration of the induction may vary according to seniority and criticality of the role.
- b. HR will communicate the date along with the schedule of the induction to both the new joinees as well as the employees conducting the Induction.
- c. Attendance for the 2 days induction program by all new joinees is mandatory and no exemption from the same shall be allowed.

3.4. Buddy System

- 3.4.1 As indicated above, each new joiner shall be assigned a buddy, who will assist her/him to settle at UPES and address their queries, in the initial days of joining.
- 3.4.2 Buddy should be identified as per the criteria stated below:
- a. Should have been in the system for a minimum period of 1 year;
 - b. Has a willingness and ability to support others;
 - c. Has a good track record of performance;
 - d. Is skilled in / has knowledge of the new employee's job;
 - e. Is a peer of the new employee;
 - f. Has excellent communications and interpersonal skills;
 - g. Is well regarded and accepted by current employees.
- 3.4.3 Periodic workshops for buddies shall be conducted to apprise them of the scope, role and details on how they are to provide navigational support the new joiner.

3.5. Feedback from New Joiners

- 3.5.1 HR shall collect feedback from new joiners at 2 instances to understand their views and suggestions on improving their onboarding experience.
- 3.5.2 One immediately after the 2-day induction program (Aarambh). All new joiners attending the program shall fill up the Induction Feedback Form (Annexure 7).
- 3.5.3 The second feedback shall be taken post completion of 90days by the new joiners at UPES. HR shall invite them for a session and seek feedback over a discussion with the leadership, on their experience over the last 90days at UPES.