

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

Comprising Sri Devaraj Urs Medical College

Tamaka, Kolar, Karnataka.

A DEEMED TO BE UNIVERSITY

**Declared under Section 3 of the UGC Act, 1956
vide MHRD, Government of India Notification No.F-9-36/2006-U.3 (A) dated 25th May 2007**



Policy on Job Rotation: Non-Teaching Staff



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A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT, 1956)

TAMAKA, KOLAR 563101, KARNATAKA, INDIA

Name of the Policy/ Guidelines	Policy on Job Rotation : Non-teaching Staff	
Short Description	Guidelines for job rotation – non teaching faculty	
Scope	This policy is applicable to all non-teaching staff	
Policy status	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised	
Date of approval of Version 1	23 August 2019	
Revision No.	0	
Brief description of last revision	Not Applicable	
Date of approval of current revision	Not Applicable	
Effective date		
Approval Authority	Board of Management	
Responsible officer	Registrar	
Name of the Policy/ Guidelines		
Details of division	Date of Revision	Approved by

1. Background Information

The rotation of Non-teaching Staff member(s) through one or more positions may occur from time to time, subject to the operational needs or requirements of the Academy. Job rotation is a process where a staff member is moved through one or more areas designed to give her/him exposure to the variety of operations related to his cadre of service.

2. Policy Statement

The Academy recognises the value of providing Non-teaching Staff members with opportunities for job enrichment which also serves to broaden a staff member's knowledge and understanding of a work unit and its processes. In this regard, the Academy from time to time may provide Non - teaching Staff with the opportunity to participate in job rotation.

A job rotation is not contingent on a vacancy or vacancies occurring. Most job rotations will occur within the Academy i.e. moving one or more such staff through a range of units of the University (e.g. in college, Finance section, ICT section, Library, hospital, purchase section, hostels, in the Academy office etc.). A staff member participating in job rotation may, in some cases, move to a place which is not located within the academy i.e. to other units of SDUET.

3. Objectives of the Policy

The basic objectives of the Rotation Policy pertaining to the Non - teaching Staff of the Academy would be:

- To make endeavour to groom the Non-teaching staff of the Academy to enable them to shoulder higher responsibilities by providing them adequate exposure in various functions, responsibilities and different geographical locations;
- To have a transparent policy for providing equitable opportunities to all staff for diverse exposure within the system not only but also perceived to be equitable by all the stake holders;
- To rotate the staff between two or more places of work in order to expose them to all areas with their related responsibilities; (REPETATION OF No. 1)
- To function as a pre-planned approach with an objective to test the staffs' skills and competencies in order to place him or her at the right place;

- To reduce the monotony of the job and give staff a wider variety of exposure and experience so as to help them in gaining more insights;
- To help in succession planning, in discovering the talent of staff and determining what he or she is best at;
- To help the Academy to have a band of Non-teaching staff with diverse experience and skill sets, at any given point in time.

4. Purpose of the Policy

The purpose of this policy is to inform of the Academy about the arrangements for job rotation. This policy sets out the administrative arrangements that will apply in such circumstances.

5. Application of Policy

- 5.1 This policy is applicable to all continuing and fixed-term Non-teaching Staff.
- 5.2 Job rotation will normally apply to positions classified at the same cadre level and a job rotation will normally start after a staff completes the period of probation in the Academy. However, a job rotation may happen due to exigencies of service or in unforeseen situations.
- 5.3 Once a staff is rotated from one place to another place of work, in usual circumstances he/she will have to extend his/her service at the new place of work as per the requirement of the Academy/place of posting (e.g. College/Hospital/Dept./Section etc.).

6. Policy Review

The Academy may make changes in this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward her/his suggestions to the office of the Deputy Registrar, SDUAHER.

7. Representation

The Academy forbids any representation related to change in the rotation plan/order once it is issued. However, an employee can represent against the order of rotation to the Academy through the laid down channels of communication, provided he has got enough convincing grounds. The Academy reserves the right to take decision in such exceptional cases which would be binding to all concerned.

8. Failure of Compliance

Failure on the part of a Non-teaching staff to comply with the order of rotation will be viewed as an act of indiscipline and such an employee is liable to face punitive actions as per the Service and Conduct Rules of the Academy.