



Document Name:	Policy for Human Resource Planning
Document Number:	DUHS / HR/ SOP / 01

DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURE

Policy for Human Resource Planning

(CLAUSE 1.1 OF ISO 9001:2008)

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REVISION NO.:		00		
DATE OF LAST REVISION:		00		
DATE OF ISSUE:		03-08-2019		





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Document Change Record

Sr. No	DCR No.	Rev. Date	Page No.	Section No.	Description of Change
1.					
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TERMS AND DEFINITION

TERMS	DEFINITION
HR Planning	<p>Human resource planning (HRP) is the continuous process of systematic planning ahead to achieve optimum use of an organization's most valuable asset—quality employees.</p> <p>Human resources planning ensures the best fit between employees and jobs while avoiding manpower shortages or surpluses.</p>



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LIST OF ABBREVIATIONS

HR- Human Resources Department

HRSC-Human Resource Steering Committee



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1. PURPOSE:

The Annual Human Resource Plan is derived from the established Business Goals of the DUHS and is an essential part of the overall Strategic Plan of the University.

The Human Resource Department remains aware of the roles and responsibilities of the existing employees and departments and evaluates them against documented standards that exist in the form of Department and Position Profiles.

The Annual Human Resource Plan provides necessary guidance and knowledge in identifying and comparing the existing Human Resource needs with anticipated future requirements. These requirements include both manpower strength and skills.

2. Policy:

It is the policy of the DUHS to ensure that placements of teaching and nonteaching staff, administrative, skilled and unskilled employees are based on the approved Annual Human Resource Plan, which is in alignment with the Strategic Plan and Business Goals of the DUHS.

The Human Resource Department submits the Annual Human Resource Plan to the Human Resource Steering Committee / VC before the annual budget of each year for approval.

3. SCOPE:

This policy is applicable to all employees of the DUHS and is subject to change as per changes in organizational structure and legislative requirements (PMDC & HEC).

4. RESPONSIBILITIES:

It is the responsibility of the Human Resource Department to:

- Provide facilitation to Principals / Deans / Directors / Department Heads and other stakeholders during all activities of Human Resource Planning.
- Coordinate preparation and submission of the human resource requirements in each department by the respective stakeholders/ Director / HOD.
- Ensure adherence to the activities and policies defined in this policy by all the departments.
- Develop an Annual Human Resource Plan for the DUHS to determine the Human Resource required in each department, in line with the Departmental Human Resource Plan of each college/ institute / directorate/ department
- Provide the HRSC (Human Resource Steering Committee) a quarterly HR Status Report, so as to update him on the current status of recruitment and other human resource matters.

It is the responsibility of the respective Principal/Dean/ Director/HOD to:

- Prepare and review the Department and Position Profiles.
- Prepare the Departmental Human Resource Plan.
- Timely submit the Departmental Human Resource Plan to the Human Resource Department.



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It is the responsibility of the HRSC to:

- Review the Annual Human Resource Plan submitted by the Human Resource Department.

5. PROCEDURE:

HR Planning activity start in month of June so as to complete before start of next financial year. All departments will submit their Departmental HRP by last week of June every year. Accordingly, HR department will make DUHS HRP.

The Human Resource Department uses a proactive approach to obtain clarity on future manpower needs of the DUHS arise out of:

- Future development or growth in business.
- Expansion or reduction in departmental functions.
- Employee turnover.
- Retirements or service terminations.

The Annual Human Resource Plan is developed in line with Business requirement. While developing the Annual Human Resource Plan, the Departmental Human Resource Plan, Department Profiles and Position Profiles are thoroughly reviewed, so as to ascertain areas of improvements in the existing positions, as well as to identify and appropriately accommodate the new hires in the company.

Department and Position Profiles are subject to change in accordance with changes made in the structure and functions of directorate / departments, and changes in the responsibilities or other specifications in the Position Profiles. Such changes are only made after discussions between the respective Stakeholder / Director/ HOD.

5. RELATED DOCUMENTS:

- Department HR Plan

6. RELATED RECORDS

- HR Database