

Staff Induction Policy

Scope of the Policy

This policy covers all newly appointed staff as well as existing staff members who have taken on a new role within the institution. The HR Staff are expected to be proactive in their own induction, and ensure that they receive from appropriate sources the relevant information and support that enables them to apply themselves to their job and fully contribute to the success of the University.

We, at Asian College of Teachers, follow a thorough induction process for welcoming newly recruited employees and extend our support to them to adjust to their new roles and working environment.

ACT induction program provides new employees with all the necessary information about the company so that the policies and procedures of the company are understood and the information that the employee will require to successfully carry out the job is provided while helping them to settle in.

The HR personnel give a PowerPoint presentation so that they have a better understanding of the various aspects of the company and its various functions.

The induction new employees receive enable them to understand their role and key responsibilities and also the terms and conditions of their employment.

After completion of Probation Period, they are also provided with a unique username and password to access the HR Manual which they have to read and then accept the terms and conditions.

The HR personnel also register the name of the employee on HR portal with a new id.

The new employees also fill out their employee details on the HR Panel of the ERP which is stored in the employee database.