



GOA INSTITUTE OF MANAGEMENT

PORIEM, SATTARI, GOA

Job Description

Ref: GIM/HR/JD/012/2025

Date: 05th June 2025

Designation	Manager
Position Cadre	Human Resources
Reporting to	Registrar

About the Role : The **Manager-HR** at Goa Institute of Management (GIM) will play a critical role in driving efficient, transparent, and people centric HR practices that align with the institute's Vision, Mission and the Strategic goals. The incumbent will be responsible for managing core HR operations across faculty, staff, and outsourced personnel, ensuring compliance with institutional policies, statutory regulations, and best practices in human resource management. This role demands a deep understanding of HR systems and processes, including recruitment and onboarding, payroll and benefits administration, performance management, employee relations, contract management for outsourced staff, and compliance with labour laws. The HR Manager will also be instrumental in developing and maintaining HR policies, fostering a culture of accountability, inclusivity, and professional growth. Working closely with academic and administrative leadership, the HR Manager will contribute to building a supportive and high performing work environment that attracts, retains, and develops talent across all levels of the institute.

Key Responsibility Areas (KRAs)

S. No.	Key Result Area (KRA)	Key Activities
1	Policy Formulation and Regulatory Compliance	<ul style="list-style-type: none">• Formulate, revise, and organise Human Resource (HR) Policies, Standard Operating Procedures (SOPs), and Institutional HR Manuals for Faculty Members and Non-Teaching Personnel, in accordance with the Rules and Regulations like Labour laws etc and the best practices adopted by premier educational institutions.• Ensure statutory compliance with applicable Labour and Employment Legislations of the Government of India, including but not limited to the Industrial Disputes Act, Employees' Provident Fund and Miscellaneous Provisions Act, Contract Labour (Regulation and Abolition) Act, and the Employees' State Insurance Act.• Align institutional Human Resource Management practices with the regulatory and quality assurance frameworks of statutory and accreditation bodies such as the University Grants Commission (UGC), All India Council for Technical Education (AICTE), National Assessment and Accreditation Council (NAAC), and international standards prescribed by the respective agencies.• Conduct periodic Internal Audits, HR Due Diligence, and Statutory Compliance Reviews to ensure adherence to institutional policies, service rules, and regulatory requirements.
2	Manpower Planning, Recruitment & Appointments	<ul style="list-style-type: none">• Undertake manpower planning and budgeting in alignment with the sanctioned strength as approved by the Competent Authority, ensuring role-based recruitment in accordance with institutional requirements and cadre structures.• Execute the end-to-end recruitment process for Faculty and Non-Teaching Staff, including the issuance of recruitment notifications/advertisements, screening and shortlisting of applications, coordination of selection committee proceedings, and issuance of offer letters, appointment orders, and other engagement formalities as per extant rules.

		<ul style="list-style-type: none"> • Ensure thorough verification of academic and professional credentials, finalisation of service terms and conditions, and formal induction/orientation of selected candidates into institutional service in accordance with HR policies and statutory guidelines. • Uphold the principles of diversity, equity, and inclusion (DEI) in all recruitment and selection processes, in alignment with national policies on social justice, reservation norms, and institutional values promoting inclusive excellence.
3	Employee Service Records & HRIS Administration	<ul style="list-style-type: none"> • Maintain accurate, up-to-date, and verifiable employee service records in both digital and physical formats, in accordance with institutional protocols and audit requirements. • Implement and manage Human Resource Information System (HRIS)-ERP modules for capturing and updating essential personnel data, including biographical details, academic and professional qualifications, service tenure, career progression/promotion records, and service milestones such as probation confirmation, leave records, retirement, and superannuation. • Ensure strict adherence to data privacy norms, confidentiality protocols, and compliance with applicable provisions under the Information Technology Act, institutional data governance policies, and relevant Government of India guidelines on digital record management.
4	Performance Management & Appraisal Compliance	<ul style="list-style-type: none"> • Implement and periodically monitor Performance Appraisal Systems based on Key Performance Indicators (KPIs) and Academic Performance Indicators (APIs), in line with regulatory frameworks prescribed by bodies such as the UGC, AICTE, and other accreditation agencies. • Coordinate the conduct of timely performance reviews for Faculty and Non-Teaching Staff in consultation with respective Academic and Administrative Departments, ensuring objectivity, transparency, and institutional alignment. • Maintain comprehensive and auditable documentation related to Performance Appraisal Reports, Career Advancement Schemes (CAS), incentive structures, and redressal of grievances, in accordance with institutional policy and statutory norms. • Facilitate Training Needs Identification (TNI) based on appraisal outcomes to inform the design and delivery of Capacity Building, Faculty Development Programmes (FDPs), and Professional Development Initiatives.
5	Industrial and Employee Relations	<ul style="list-style-type: none"> • Monitor, investigate, and resolve workplace grievances and interpersonal disputes through established grievance redressal mechanisms, ensuring adherence to principles of natural justice and institutional fairness. • Conduct domestic inquiries and disciplinary proceedings in compliance with the service conditions, and due process as mandated under relevant statutes and institutional regulations. • Represent the institution in labour disputes and related matters before appropriate statutory authorities, conciliation forums, or labour courts, as required, coordinating with legal counsel and administrative leadership. • Maintain and uphold employee discipline by enforcing the institution's Code of Conduct, service rules, and ensuring a work environment conducive to ethical and professional behaviour.
6	Statutory Compliance & Contractual Workforce Governance	<ul style="list-style-type: none"> • Ensure strict compliance with statutory labour laws including the Contract Labour (Regulation & Abolition) Act (CLRA), Minimum Wages Act, and Equal Remuneration Act, EPFO Act, ESIC Act, Gratuity Act, Maternity Benefit Act and any such act which is applicable to the institution and its contractors. • Monitor and supervise the performance of third-party contractors and manpower service providers to ensure their adherence to all relevant statutory provisions, labour regulations, and institutional policies. • Maintain comprehensive and verifiable audit records such as muster rolls, wage registers, attendance records, and statutory compliance certificates, to facilitate internal and external audits. • Vet contracts, service agreements, and enforce Service Level Agreements (SLAs) with manpower vendors to ensure delivery of agreed services in compliance with labour laws, institutional standards, and timelines.
7	Remuneration, Benefits, and Payroll	<ul style="list-style-type: none"> • Maintain, review, and implement institutional pay structures and salary scales for all categories of employees in accordance with approved service rules, and institutional policies.

	Administration	<ul style="list-style-type: none"> • Administer allowances, reimbursements, and welfare benefits as prescribed under relevant rules, ensuring timely disbursement and adherence to statutory and institutional norms. • Address and resolve pay anomalies and discrepancies, ensure timely corrections, and maintain a complete and auditable payroll record and audit trail for transparency and accountability. • Document, communicate, and disseminate pay-related decisions and revisions to employees with clarity and transparency, maintaining compliance with institutional communication protocols and service regulations.
8	Employee Induction, Probation, and Confirmation	<ul style="list-style-type: none"> • Conduct a structured induction programme for new recruits, covering institutional policies, statutory compliance requirements, roles, responsibilities, and organizational expectations, to facilitate smooth assimilation into the institution. • Monitor and evaluate the performance of employees during the probation period through periodic assessments and feedback mechanisms, in line with prescribed guidelines. • Facilitate the process of probation extension, confirmation, or termination by obtaining necessary approvals from the competent authority, ensuring adherence to due process and service rules. • Issue confirmation letters, service orders, and related documentation in a timely manner, maintaining proper records for audit and compliance purposes.
9	Leave Management & Attendance Control	<ul style="list-style-type: none"> • Administer and manage leave policies and entitlements for employees, including all types of leave, in accordance with institutional service rules and regulations. • Monitor and record employee attendance using biometric systems, ERP platforms, or other approved attendance management tools to ensure accuracy and accountability. • Conduct periodic audits of leave records, including verification of Loss of Pay (LOP) deductions, to maintain compliance with institutional and statutory guidelines. • Prepare and disseminate monthly leave and attendance reports to Heads of Departments (HoDs) and senior management for review and necessary action.
10	Training & Capacity Building	<ul style="list-style-type: none"> • Organize and coordinate Faculty Development Programmes (FDPs), administrative training sessions to enhance the competencies and professional growth of academic and non-academic staff. • Conduct skill gap analyses to identify training needs and prepare comprehensive annual training calendars aligned with institutional goals and accreditation requirements. • Maintain detailed and verifiable training records and documentation to support compliance with accreditation standards set by bodies such as NAAC, AACSB, and NIRF. • Measure the effectiveness and impact of training initiatives through appropriate evaluation mechanisms and report on Return on Investment (ROI) to inform continuous improvement and strategic decision-making.
11	Grievance Redressal & Internal Complaints Handling	<ul style="list-style-type: none"> • Administer the Grievance Redressal Mechanism as per institutional policies, ensuring prompt and equitable resolution of employee complaints. • Ensure timely and fair disposal of grievances in accordance with established procedures and regulatory guidelines. • Provide administrative and procedural support to the Internal Complaints Committee (ICC) constituted under the Prevention of Sexual Harassment (POSH) Act, 2013, ensuring compliance with legal mandates.
12	Separation, Superannuation, and Exit Formalities	<ul style="list-style-type: none"> • Process resignations, superannuation, and terminations in strict accordance with service rules, institutional policies, and applicable labour laws. • Conduct exit interviews, coordinate the settlement of dues, and finalize Full and Final (F&F) settlements in a timely and transparent manner. • Issue service certificates, experience letters, and release clearance memos, maintaining proper documentation for audit and future reference. • Ensure the issuance of No Objection Certificates (NOCs) and maintain comprehensive records for file closure and statutory compliance.

13	Payroll Administration and Compensation Compliance	<ul style="list-style-type: none"> • Process monthly payroll by integrating inputs from attendance records, leave management systems, and the Human Resource Information System (HRIS). • Ensure accurate calculation and timely remittance of statutory deductions including Provident Fund (PF), Employee State Insurance (ESI), Tax Deducted at Source (TDS), and Professional Tax (PT) as per prescribed timelines. • Maintain updated and auditable payroll registers to facilitate smooth internal and external audits. • Coordinate with the Finance Department for timely salary disbursement, processing of reimbursements, arrears, and other payments. • Ensure strict confidentiality of payroll data and address employee queries related to salary and benefits promptly and professionally.
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Qualifications and Competencies

Category	Details
Educational Qualification	<ul style="list-style-type: none"> • Master's degree in human resources, Social Work, Labour Welfare, Industrial Relations, or a related field. LLB qualification will be an added advantage.
Experience	<ul style="list-style-type: none"> • Minimum 12 years of professional experience in end-to-end Human Resource management (Hire to Retire), preferably at a reputed business school in India (such as those ranked in NIRF Top 100) or internationally (QS, THE, or FT ranked institutions). • At least 3 years in a leadership or managerial role overseeing the activities mentioned above, preferably at the Higher Educational Institutions or Universities. • Proven experience managing HR operations for faculty, administrative staff, and outsourced personnel.
Skills	<ul style="list-style-type: none"> • Solid grasp of Indian Labour Laws and HR practices in higher education. • Skilled in HRIS platforms (e.g., SAP SuccessFactors) with a focus on data accuracy and confidentiality. Proficient in using AI/ML tools for talent analytics, recruitment, performance management, and engagement tracking. • Strong communication and interpersonal skills to engage faculty, staff, and students across all levels. Excellent organizational ability to manage priorities and deadlines in dynamic academic settings. High integrity and discretion in handling sensitive information. • Collaborative with a commitment to inclusive and tech-enabled HR practices. Adaptable to emerging trends in digital HR, agile teams, and hybrid workforce models. Skilled in leveraging Artificial Intelligence (AI) and Machine Learning (ML) for predictive workforce analytics, talent acquisition optimization, sentiment analysis, and employee lifecycle management. • Experienced in implementing AI-driven tools for performance appraisal systems, succession planning, skills gap analysis, and employee engagement monitoring to drive evidence-based HR decisions.
