

**Appx 'E'**

(Refers to Para 22 of  
Non Teaching Staff  
Promotion Policy)

**MANAGEMENT EXECUTIVE CADRE**

1. To cater for faster growth of non teaching staff with higher qualifications and exceptional capabilities, and to meet the challenges of the growing workload, it has been decided to create a Management Cadre in the form of **Management Executives (ME's)**, who will be responsible to support the smooth functioning of the units. This policy will also help in rewarding the high performers who believe in going an extra mile and have ability and agility to manage the assigned functions with responsibility and ownership.
2. The ME's will be responsible in smooth operation of the following:-
  - (a) Hospital Function.
  - (b) Student Support.
  - (c) Statutory and Legal compliances.
  - (d) Faculty Management.
  - (e) Non-Medical/support staff management.
  - (f) Patient related functions.
  - (g) Finance and Payroll support (For Finance Recruitments only).
  - (h) HR function – Talent Acquisition, Talent management & Employee Engagement.
  - (i) Academic support – Example Yes Bank, Yuva Smart Card.
  - (j) Examination.
  - (k) IT related, function.
  - (l) Any other similar category of employees as may be decided in future.
3. Authorization of MEs, will be as under:-
 

(a)	SMU	-	2
(b)	SMIMS	-	4
(c)	CRH	-	2
(d)	SMIT	-	4
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	Total	-	12
4. This may be reviewed in future as per growth pattern of the units.
5. **Selection Process.** SMU will select candidates for **Management Executive** cadre through a selection process from the in-house candidates only. Initially, the selected candidates will be fitted in **Junior Management Executive Category** and groomed as per the SMU unit's requirements. JMEs may have to function in any of the areas as given out in para 2 above. The general skill sets required and, Responsibilities/Duties, will accordingly differ depending upon their place of work/department.
6. The process of selection will be based on merit of the selection process comprising the following:-
  - (a) Written examination. (75 marks)
  - (b) Personal interview to assess overall suitability of the candidates. (25 Marks)
6. **Work Flow of Selection Process.**
  - (a) Vacancies will be compiled by Head HR based on reports from institutes/units and circulated/put on Notice Board.
  - (b) The eligible candidates will apply to their respective HOIs/Unit Heads.

(c) The HOIs/Unit Heads after review of the applications will give recommendations on the suitable In-house candidates and will forward their profiles to the University for review by the interview committee constituted for the purpose.

(d) Once the interview committee finalizes the list of eligible candidates, the committee will conduct a written test for the eligible candidates and those securing a min pass grade in the written test will be interviewed. The final merit list will be prepared based on the candidates' performance in written test and interview. The written test score will have 75% weightage and interview 25% weightage.

(e) The committee will approve approx twice the number of candidates as the number of vacancies expected to arise during the year. The approved list will be valid for one year, whereafter a fresh selection process will be conducted.

7. **Career Path.** The selected candidates will be absorbed in the University in Management Executive Cadre. The absorption will be full time and on permanent basis. Career Progression of the Management Executive Cadre will be as under:-

(a) **Stage 1 – JME** In house Candidates with MBA/MSc/MA/other recognized postgraduate degree and 10 years of service in SMU/constituents may apply for selection as JME.

(b) **Stage 2 – SME** JMEs with ten years experience as JME may apply for selection.

8. **Promotion.** There will be four posts of SME. JME with 10 years experience will be eligible for selection for the post of SME. They will be selected based on the promotion board to be held annually. Successful candidates will be promoted to the post of SME. Once the four posts of SME are filled up, the JMEs will be promoted only on occurrence of vacancy.

9. **Learning and Development**

a. University will be sending these selected candidates to Corporate Office or various other units of Manipal Group for training as per functional requirements.

b. The HOIs will be the mentors for these candidates and will play a vital role in giving them guidance and support in addressing problems encountered by the JMEs/SMEs in their work.