

# HR MANUAL

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**Annexures**

Public Holidays  
Job Offer Letter/Agreement  
Job Confirmation Letter  
Confidentiality/Personal data Agreement  
Code of Conduct  
Training & Development Needs Analysis Form  
Reimbursement Form  
Exit Form

## **Introduction**

### **Purpose of the Manual**

The manual has been developed with the aim to summarize all the major HR policies & procedures of the college at one place, so as to act as a working reference guide in the day to day administration of the HR operations. The college personnel are expected to become familiar with the philosophies, policies & procedures of the college, and to consistently act in compliance with them. It shall also govern the rights of the personnel.

Any additions or deletions in the manual shall require the written approval of the Head HR, Director, & the Chairman.

### **HR Philosophy**

The HR Policies have been designed, keeping in mind, the following HR Philosophies:

1. To ensure that every employee is aware of vision & mission of the college and strives to accomplish it in spirit and in deeds.
2. To achieve optimum productivity & efficiency of the deployed human capital
3. To ensure fair, equitable and competitive pay & benefits packages to all.
4. To ensure all employees are aware of their roles & responsibilities, & terms of service.
5. To ensure continuous professional development of all the employees
6. To ensure fair rewards & promotions of the deserving candidates.
7. To ensure transparency & two way communication between employees & management.
8. To ensure workplace safety & security procedures.

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