



Ambalika Institute of Management and Technology

Mohanlalganj, Lucknow

Human Resources Policy Document

1. Introduction

The Human Resources (HR) Policy Document of AIMT outlines the guidelines, principles and procedures related to the management of human resources within the college. This document aims to ensure fair and consistent treatment of employees, promote a positive work environment and align HR practices with the college's mission and values.

2. Equal Employment Opportunity

2.1 Non-Discrimination

2.1.1 AIMT is committed to providing equal employment opportunities to all individuals regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected status as provided by law.

2.1.2 All employment decisions, including recruitment, hiring, promotions and terminations, will be based on qualifications, merit and business needs.

2.2 Accommodation for Individuals with Disabilities

2.2.1 AIMT will make reasonable accommodations to enable individuals with disabilities or other needy persons to perform their job duties, as required by applicable laws and regulations.

2.2.2 Employees with disabilities are encouraged to communicate their accommodation needs to the HR department, which will engage in an interactive process to determine appropriate accommodations.

3. Employment and Hiring

3.1 Recruitment and Selection

3.1.1 Vacant positions will be advertised in a fair and transparent manner to attract a diverse pool of qualified candidates.

3.1.2 The selection process will be based on job-related criteria, including qualifications, skills, experience and fit with the college's culture.

3.2 Employment Contracts

3.2.1 Employees will be provided with written employment contracts that outline the terms and conditions of their employment, including job title, responsibilities, compensation, benefits and duration of employment if applicable.

3.2.2 Contracts may also include provisions related to confidentiality, intellectual property, non-compete agreements and termination conditions.

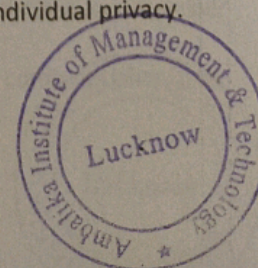
3.3 Background Checks

3.3.1 Background checks, including verification of education, employment history and criminal records, may be conducted for certain positions, as allowed by law and in accordance with privacy regulations.

3.3.2 All background checks will be conducted confidentially and with respect for individual privacy.

4. Employee Benefits

4.1 Compensation



4.1.1 AIMT will provide competitive and equitable compensation packages based on job responsibilities, market standards and individual performance.

4.1.2 Compensation may include salary, bonuses, allowances and other benefits as determined by the college.

4.2 Leave Policies

4.2.1 AIMT will provide employees with various types of leave, including vacation leave, sick leave, parental leave and other leave entitlements as required by law and college policies.

4.2.2 Procedures for requesting and approving leaves will be communicated to employees through the HR department.

4.3 Health and Welfare Benefits

4.3.1 AIMT may offer health insurance, retirement plans, disability benefits and other welfare programs to eligible employees, subject to applicable laws and college policies.

4.3.2 Details of the benefits programs will be provided to employees through official communications and HR resources.

5. Performance Management and Development

5.1 Performance Evaluation

5.1.1 AIMT will conduct regular performance evaluations to assess employee performance, provide feedback and identify areas for improvement or development.

5.1.2 Evaluation criteria and processes will be established in consultation with employees and their supervisors to ensure fairness and objectivity.

5.2 Professional Development

5.2.1 The college encourages and supports the professional development of its employees through training programs, workshops, conferences and other learning opportunities.

5.2.2 Employees are encouraged to discuss their professional development goals and opportunities with their supervisors and utilize available resources.

6. Code of Conduct and Ethics

6.1 Standards of Conduct

6.1.1 All employees of AIMT are expected to adhere to the highest standards of professional conduct, ethics and integrity in their interactions with colleagues, students and stakeholders.

6.1.2 Employees should familiarize themselves with the college's code of conduct and ethics policies and comply with them at all times.

6.2 Conflict of Interest

6.2.1 Employees should avoid conflicts of interest that may compromise their objectivity, judgment, or loyalty to the college.

6.2.2 Any actual or potential conflicts of interest should be disclosed to the HR department for appropriate action.

7. Grievance and Complaint Procedures

7.1 Grievance Procedure

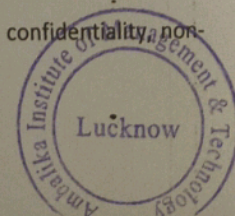
7.1.1 AIMT has established a grievance procedure to address employee complaints or concerns related to their employment, working conditions, or treatment.

7.1.2 Employees should follow the prescribed steps outlined in the grievance procedure to seek resolution in a fair and timely manner.

7.2 Whistleblower Protection

7.2.1 AIMT is committed to protecting employees who report any unlawful, unethical, or improper conduct within the college.

7.2.2 Whistleblower protection policies and procedures will be in place to ensure confidentiality, non-retaliation and appropriate investigation of reported concerns.



8. Termination and Separation

8.1 Resignation and Notice Period

8.1.1 Employees should provide appropriate notice of resignation in accordance with their employment contracts or college policies.

8.1.2 Notice periods may vary based on the employee's position, length of service and other relevant factors.

8.2 Termination for Cause

8.2.1 Termination for cause may occur if an employee violates college policies, engages in misconduct, or fails to meet performance expectations.

8.2.2 Termination procedures will be followed in compliance with applicable laws and fair employment practices.

8.3 Exit Procedures

8.3.1 Upon separation from the college, employees may be required to complete exit procedures, including returning college property, settling financial matters and providing feedback on their employment experience.

This HR Policy Document serves as a reference guide for employees of AIMT. It is essential for all employees to familiarize themselves with the policies and procedures outlined herein. For further clarification or specific inquiries, employees are encouraged to contact the HR department or designated college authorities.

