

MANUVIKASA®

Human Resource policy

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Scrutinized & Approved by:

Ganapati Bhat
Managing Trustee
MANUVIKASA

TERMS AND CONDITIONS FOR EMPLOYEES

1. INTRODUCTION:

This Employee Policy Note has been prepared to help you get familiar with the key policies, benefits, regulations, and codes of conduct at MANUVIKASA. This NOTE is intended for internal circulation only. The contents of this NOTE will be modified from time to time and amendments will be issued. Interpretation of the Handbook by the management is final. If you need any clarification or further information on any aspect of this NOTE, you can get in touch with the Managing Trustee. He will be happy to help you.

2. TERMS OF EMPLOYMENT:

MANUVIKASA is happy to have you as a part of the organization and with a hope to ease the unfamiliarity of the new work surroundings, presents this NOTE.



When an employee joins MANUVIKASA, on the first day, s/he is also required to furnish the following documents:

- ✦ Joining letter
- ✦ Experience & Salary Certificate from previous employer
- ✦ Relieving letter - from previous employer, if working
- ✦ Proof of Qualifications (Certificates/ Mark sheets)
- ✦ Copy of birth certificate or other verification for the date of birth
- ✦ 2 Passport size photographs
- ✦ Copy of driving license
- ✦ Signed copy of service contract as prescribed in MANUIKASA format

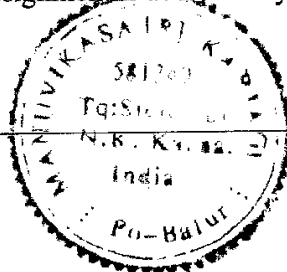
In case of change in any of her/his personal data such as given below, an employee should update her/his personal records for future reference, by sending the information to Admin or to Accounts.

- ✦ Residential Address and Telephone number
- ✦ Change in Marital Status
- ✦ Change in the beneficiaries/ nominations for various benefits
- ✦ Additions in the family i.e. children
- ✦ Additional qualifications obtained

Service Conditions

a. APPOINTMENT OF STAFF:

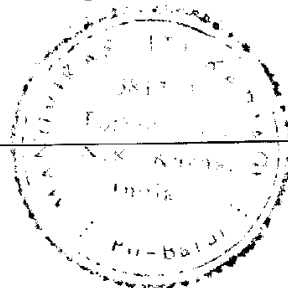
1. The Managing Trustee cum Director is the appointing authority in MANUVIKASA. All the appointments will be made for one year only (April to March). All the letters of appointment and dismissal shall be issued by the Director in the name of the organization, in consultation with the Governing Board.
2. Initially all the new appointments will be for a period of 3 months. During this period, if his/her performance is found necessary to be not satisfactory, her/his services will not be confirmed.
3. On completing the 3 months contact period their performance will be assessed and if found fit, their appointment in the organization will be continued as per the agreement entered by and between the Trust and the agreement holder. They will be given an appointment letter clearly stating their roles and responsibilities.
4. No member of the staff shall claim his/her appointment in the organization as a permanent one in any manner.
5. The rules and regulation of MANUVIKASA Organization bind all the members of the staff. Every member of the staff is required to sign a personal policy once they are requested for such job/post or assignment is accepted by the organization.



6. Then a staff member confirmed she/he is eligible for all the benefits according to the service conditions of MANUVIKASA.
7. If it is found that a confirmed member of the staff is guilty of gross indiscipline, gross misconduct etc. his/her services are liable to be terminated after following the procedures as per the rules of the organisation.
8. In such case, the staff member concerned is entitled to appeal to the Governing Board of desired to review the decision of the Project Director. However, the decision of Governing board is final and binding in matters concerning appointment/termination of the services.
9. Any confirmed member of the staff wanting to resign shall give 2 month's notices in writing addressed to the project director. The Governing board can reduce this period based on the urgency and necessity.
10. The Director will make final adjustment of accounts for those who leave the employment of MANUVIKASA (after adjusting any loan due and repayable to MANUVIKASA). Only after that clearance the director will issue certificate.
11. All the staff members will be required to serve the organisation in any of its existing/new field areas/offices depending upon the exigencies of work during the service with the organization.
12. Any member of the staff shall within a period of 10 days from the date of the appointment on probation produce such particulars, certificates, as required in the prescribed form as also any other particulars/certificates as may be called for. Her/his appointment shall be subject to satisfactory compliance of these requirements.
13. In the event of falsification of documents/credentials or non-production of documents or declaring false information as before said in 1.12 at the time of appointment, the service of the respective member of the staff shall be liable to be terminal
14. Retirement age of all confirmed members of staff shall be at the age of 58 years. On attaining superannuate, any retired member of the staff may be considered for service on contract basis by the appointing authority. In such cases the remuneration of the individuals shall not exceed 50 % of the last salary drawn while in the confirmed service.
15. No member of the staff claims on lien on any single position, post or designation. The appointing authority may call upon a staff member to serve in any post/position designation as required by the exigencies of the work.

b. TYPES OF APPOINTMENTS

1. **Temporary/Part-Time:** In the absence/leave of the permanent employee of the organisation for a minimum period of 3-6 months, that position can be filled on a temporary appoint basis. All the temporary appointments do not attract any form of benefit availed by the permanent employee of MANUVIKASA other than a consolidated/lump sum salary fixed by the director/Governing Board. Pay will be based on the actual number of days of service rendered by the temporary employee. Any person appointed on a



temporary assignment basis cannot claim for an employee status and also cannot claim any stake in the organization.

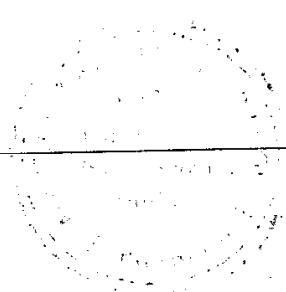
PROBATION APPRAISAL:

A system to gauge the performance of a new entrant is a preliminary stem in setting a quality performance consciousness in the minds of our employees. The probation appraisal, which will be prior to confirmation is already in place and gauges the performance, which determines confirmation of an employee. It is mandatory and forms the support document for regularization employment.

- I. For new employees taken as "Trainee" training period will be as specified in their appointment letter. (Minimum training period 3 months)
- II. For the new entrants except "Trainee" the probation period would be for a period of six months.
- III. At the end of the probation period, based on periodic feedback, an appraisal would be conducted. A specimen of Performance Appraisal is enclosed as an annexure. If the employee is given satisfactory rating, he/she will be confirmed in writing. If his/her work is found unsatisfactory, his/her probation period will be extended. If he/she is rated poor his/her services will have to be terminated permanently.
- IV. In the case of any misappropriation, embezzlement or any instance of fraudulent transactions, the company reserves the right to terminate the employee immediate effect without any notice pay.

2. **Contract Staff:** Persons employed under contract category of staff will not have an employee status and are appointed for a specific work and for a specific period with a consolidated or a lump sum amount. Any person appointed on a contract assignment basis cannot claim for an employee status and cannot claim any stake in the organization and for any form of benefits unless otherwise mentioned in the contractual agreement. All the contract staff will have to sign a contract, which will specify nature of work, duration of work, work fees and other terms and conditions. Services of the contract staff can be terminated with immediate notice in case of short term and 15 days in case of long-term contract category.

3. **Permanent Staff:** The permanent staff means, on the successful completion of a probationary period of six months, organization will confirm his/her position as permanent position with an employee status for a specific project with specific project duration. All the permanent staff of the organization will have specified salary structure with other benefits. All the permanent staff cannot claim for the continuation of their services/employment beyond the specified project period. Continuation of the services/employment beyond the project period will be subject to the continued financial support by the donor and the decision of the Governing board.



c. STAFF TERMINATION FROM THE SERVICE:

Natural Justice and humanitarian care will be adhered while terminating the services of a member of staff. Termination / suspension of any of the field staff shall be considered only after a formal inquiry conducted and written communication received from the program heads/in charges. If a situation demands that any of staff from the administrative office is to be suspended or terminated, the same will be initiated directly by the Director after receiving written communication from the program heads.

Before all such suspension/s or dismissals, all other necessary means would be tried out like memos, show cause notices, personal meetings, staff team dialogue and staff committee meetings. Opportunities will be provided to the aggrieved party to explain and depend on oneself. The aggrieved party can appeal to the Governing Body of MANUVIKASA, whose decision is final and binding. However, if there is any case, handled to be legally, it will be within the jurisdiction of Siddapur court.

d. Causes and Reasons for any Termination Or Suspension will Be based on as follows:

- a) Grave misconduct such as willful miscommunication, stealing of the assets of the organization, Files/papers/stationeries /documents and ill-treating women staff.
- b) Misappropriation of funds allotted for official purposes and promotion of project activities.
- c) Forging the signatures of the director, program heads accountant/board members both in financial and non-financial matters.
- d) Misuse of the resources of the users/target group community both in financial and non-financial terms. The non-financial aspect may include misuse of trust/faith of the community for personal or political gains.
- e) Non-accomplishment of job profile/requirement even after sufficient guidance and warning.
- f) Mismanagement of accounts and related records at any level. Tampering with and manipulation of any official files, sharing of any official in-house information regarding the Organization, Governing Body, Members of the Staff, Director, Program Accounts etc. to outsiders / unauthorized persons.
- g) Misuse of office equipment, vehicles, materials, records, and all other relevant documents.
- h) Misleading the management by providing false information in terms of his/her qualifications, Experience and on the progress of work.
- i) Holding secret/unauthorized meetings, consultations, which shall effect/hinder the smooth functioning of the Organization.
- j) Forming any kind of unauthorized unions, representative bodies, groups, and societies, trusts that shall directly or indirectly affect the normal functioning of the organization at the field as well as the office level.
- k) Taking leaves without the prior permission and approval of the designated authority for more than a day.
- l) Taking part in any political party, communal, sectarian, caste – violence, atrocities and anti-social activities.
- m) Any other relevant and valid reasons found to be appropriate at a given time.



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Disciplinary procedures/actions may differ from case-to-case basis. The punishment may include withhold of salary, deduction in the salary, demotion, suspension, termination, or any other action decided appropriate by the director and Governing Board.

3. WORKING HOURS:

The office/field working hours at MANUVIKASA are based on the project needs and demands. Thus, a separate note will be circulated for each project. However, the working days are six (normally from Monday to Saturday) except few circumstances. All employees are required to sign in the register every morning upon arrival as a matter of discipline and employees must strictly adhere to the same. Every employee should attend on time. Late coming will be seriously viewed and disciplinary action may be taken.

In case an employee is asked to come to office due to exigencies of work; s/he shall be accordingly avail leave on other day with written approval from the Director or MANAGING TRUSTEE.

General working hours

The core working hours would be between **9.30am to 6.30pm.**

Depending on work exigencies, employees may be required to work beyond the above-mentioned timings.

Lunch break: 2.00pm to 3.00pm

Tea/Coffee break: 4.50pm to 5.00pm

Weekly off: Sundays would be observed as weekly off.

Dress code: All personnel here need to be formally dressed for all customer interactions.

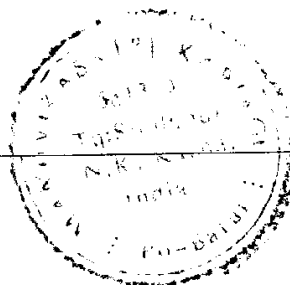
4. OFFICE CONDUCT:

The underlying philosophy of all aspects in this NOTE is discipline and integrity at all times. As it is not possible or feasible to list out every aspect simply the code of conduct should be valued. MANUVIKASA has the right to take action that can include termination or suspension of the employee, as the situation warrants. This covers direct work performance, work-related conduct and general values of the society.

'MANUVIKASA' believes in protecting the self-respect of our female employees. And therefore, any person found harassing or misbehaving with a female employee would have to face serious consequences and have to leave the organization.

Where an employee is paid honorarium or fees for making a presentation or giving a lecture, taking a training session, etc., such honoraria are treated as income of the Organization and are to be handover to the organization.

Only authorized people should speak to the press. To that extent, if any individual press person contacts an employee, s/he must be directed to the spokesperson designated by the organization to speak to the press.



V. OFFICE DECORUM:

All employees are required to be co-operative, organized, disciplined and contribute to the overall office ambience in a positive manner. All telephone interactions with outside clients, vendors should be handled in a professional and courteous manner.

Every employee shall take proper care to keep his surroundings clean. Smoking is strictly prohibited in the office premises, even after working hours. Workspace should be neat at all times particularly at the day.

1. Employees moving out of the office for personal or official work, as well as, late arrivals, should strictly fill the "Late cum On Duty form", update the e-registered & submit the duly completed form at the reception on the very same day.
2. All visitors be seated only in the discussion room & not allowed entry in the workplace, unless unavoidable or if required.
3. Avoid unnecessary loitering / hanging around individually or in groups, in the office or at each other's workstation. Preferably use intercom for communication.
4. Employees away from their seats for longer intervals may please switch off the lights, fans, computers / monitors etc., which are being used by them.
5. Unwanted waste papers trashed & not be kept / thrown on empty desks or around printer areas.
6. For working on off days, please take prior permission of HOD & intimate the same to HR by mail. The compensatory off can be availed only within a period of one month.

Please attend to office phones around you in the absence of the concerned person & keep the ringtone of your mobile decent & volume appropriate. Needless to say, employees found ignoring or flouting at the above would call for appropriate action.

6. SALARY AND PERQUISITES:

Salaries are paid on the 5th of every month for the preceding month. Certain monthly reimbursements are usually made cash payment against the bills on 5th along with the salary. Tax is deducted at source as applicable.

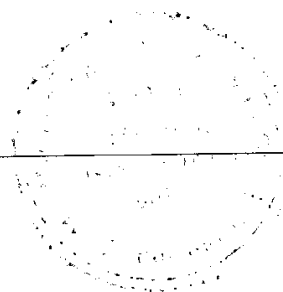
Other allowances and reimbursements apply as provided for in the appointment letters.

EMPLOYEES PENSION SCHEME, 1995

Out of 12% of the company's contribution, 8.33 % is diverted to the Pension Fund Scheme as per current applicable rates.

EMPLOYEES STAE INSURANCE CORPORATION

Employees, whose gross salary is less than or equal to 15,000/-, are covered under the ESIC act. 3.25% of company's contribution and 0.75% of employee's contribution of gross salary is deducted from the monthly salary for the same.



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7. EXPENSES / REIMBURSEMENTS:

Except for Admin and Accounts, employees are not normally expected to incur any expenses on behalf of the organization, except for travel and conveyance. Thus, advances are given to Admin staff to meet operating expenses, and to all staff when required for long distance travel.

For purchase of daily use items such as files, photocopying, booklets, courier / postage etc, the employees should contact Admin. In case of items costing more than Rs. 500, please ensure that the Director has approved the same. In rare cases, an employee may make purchases of small items herself/himself. Employees' can claim such expenses by submitting a monthly voucher along with bills.

All purchases of capital assets require prior approval of the Director. The process involves getting 3 quotes from the suppliers. A Purchase Order should be prepared and approved in writing before finalizing the same.

Each employee can claim one monthly voucher by the 3rd of the month for all the Petty expenses made by him/her, particularly for conveyance expenses incurred in the previous month. In case the employee is on tour/leave on the first three days of a month, then claim can be made on date of resumption. Claims not made on time shall lapse. Payment for the vouchers will be done only after the approval.

8. PERFORMANCE APPRAISALS:

The appraisal is considered necessary for the organization's overall performance against its vision, mission, and commitment to its projects.

Goals are to be set at the beginning of the year (1st April – 31st March) on a yearly basis. For new employees, one month's goals are to be set on the Date of Joining. After every 2 months, there will be a review with the superior based on their achievements in given and agreed Key Responsibility Area. The first review for the new employees will happen after one month. After that, new goals and targets will be set and then every two months review pattern will follow. At the end of the year, the Annual Review would happen, and increments /re-designations would be decided after that with effect from 1st April.

9. LEAVE:

The year for calculation of leave would be the same as the financial year – 1st April to 31st March. Pro rata adjustments will be made to bring the entitlements in line with this.

- Employees are eligible for 12 days leave within a year (April to March).
- Married women employees are eligible for Maternity Leave as per the state's rules and regulations.
- An employee seeking leave must take prior approval from the concerned head. It cannot be claimed as a matter of right and shall be at the discretion of the superior.
- Leaves are normally calculated on the calendar days i.e., in case a leave is taken on Saturday/ Monday, it shall be considered as 1 day. But if a leave is taken on both Saturday and Monday, it becomes 3 days. This method of calculating leaves also applies on any other declared holidays, e.g., if a Friday is a declared holiday and an employee takes Saturday off, it will be counted as 3 days.



Using of leaves above the eligible leaves it will be treated as loss of pay. Prior written permission is required to go on leave without pay.

- Nine days each year have been identified as Public Holidays. This will include 26th January, 15th August, 2nd October, Diwali and Pongal. Three days holidays will be given as per the choice of the employee's based on their religion/sect. An employee may choose 1 of the following sets of sectional holidays-

- ✦ Dussera, Karthika Somavaram, Ganesh Chaturthi
- ✦ Christmas, Good Friday, Dussera
- ✦ Ramzan Id, Bakri Id, Muharram
- ✦ Baisakhi, Raksha Bandhan, Dussera

- The leave eligibility shall be computed and operated on a financial year. (April - March)

Leave should be planned well in advance (excepting in exigencies) such that it does not affect day to day work and applied in the prescribed application form attached in the annexure. Leave application Form is available on the internet and can be filled up online and sent to the head for approval. However, prior verbal approval / e-mail approval from the superior is required before proceeding on leave.

- All leave should have the prior approval /post ratification of the department Head. Any leave taken without PRIOR APPROVAL or is not regularized by the Dept. Head; post facto would be treated as "absence without leave" and be processed on "loss of pay" basis. Nevertheless, "loss of pay" is not an automatic option that could be exercised when there is no leave balance. It is a facility to be exercised under genuine circumstances only.
- An employee is said to be on "absence without leave" if he/she avails leave without prior intimation or is not ratified subsequences, though he/she may have leave to his/her credit.

(Any employee going on, "absence without leave" if any, half year for even 1 day would not be entitled to incentives in that year. More than 3 days of "absence without leave" would entail serious consequences, even termination from the services of MANUVIKASA.)

Also,

- 1) Absence for a continuous period without prior approval/sanction/information of your superior (including overstay on leave) for a period of **3 days** or more may result in losing your lien on the service.
- 2) Absence for a continuous period without prior approval/sanction/information of your superior (including overstay on leave) for a period of **7 days** or more, may result in immediate termination of your services.

Extension of Leave: Any extension of Leave should be informed well before expiry of the already sanctioned leave and such extension is valid only if such extension is approved by the Dept. Head.



Sick Leave:

The employee must inform his / her manager at the earliest in case he / she is unable to attend to work on any specific day. In all such situations, the employee should inform his / her manager of the ailment and the period he / she is likely to be absent from her work. The sick leave must be regularized at the earliest.

1. If the sick leave is of three days or more, the employee should submit a registered medical practitioner's certificate along with sick leave application.
2. If the nature of illness is prolonged necessitating sick leave over and above the entitlement, the employee can use his Earned Leave entitlement for the shortfall. If there is still a shortfall, the Company may at its discretion allow the employee "sick leave" with pay.
3. The company may at its discretion and depending on the circumstances may ask any of the employees on sick leave to get a medical checkup done by a Company specified Doctor, before approving the Sick Leave.

▪ **Non-Availed Leave.**

Non availed CL will lapse after 31st March and cannot be carried forward to the new financial year.

▪ **Rules for Availing Leave.**

Not more than CL's can be availed at a stretch. CL and EL (earned leave) cannot be clubbed together

▪ **Compensatory Leave.**

Compensatory Leave will not be allowed on occasions for travel for official work on holidays. Compensatory Leave will be allowed on days when employees have worked for more than 6 hours on a holiday for any project related work at a client's / customer's request and cannot be availed if employee comes to office on a holiday for his own work.

Application for compensatory leave with details approved by the Dept. Head should be forwarded to HR & Admin Dept.

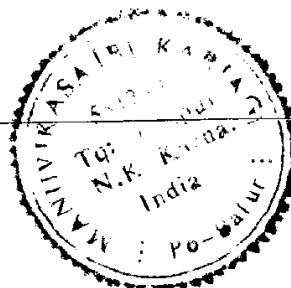
▪ **List Paid Holidays.**

The list of national holidays and festival holidays would be announced every year in the last week of the preceding year.

▪ **Maternity Leave**

Women employees shall be entitled to Maternity Leave subject to conditions prescribed in ESI Act or Maternity Benefits Act, 1961 whichever is applicable and after completion of one year of employment.

- All female employees can avail of 90 days of maternity leave for maximum 2 occasions during their tenure with MANUVIKASA



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12. ASSET RECOVERY POLICY: (For Laptop, Pen drive, Data Card and asset)

These are company assets and are issued to certain employees based on their roles and work profile.

Employees are responsible for the general maintenance and upkeep of the assets. Employees are expected to take care of these assets during travel and general handling.

- In the event of finding that an asset issued to an employee was damaged/lost/misplaced due to negligence or mishandling, then the organization reserves the right to recover the amount from the employee.
- For Laptop-the Company will recover an amount equal to 90% market value of the same/similar model on the date of loss/Damage/misplace to the laptop.
- For Pen drive, Net card and any other assets- the Company will recover 100% market value of same/similar model on the date of loss/Damage/misplace of the asset.

13. EMPLOYEE RECOGNITION POLICY:

Objective: To build a culture, where due appreciation and recognition is given to deserving employees.

Types of Awards

i. Special task Achievement.

This type of recognition can be given at the discretion of the Dept. Head and needs to be decided on the spot, for any deserving performance or stupendous successor Achievement. Such a quick recognition can be given for any good work, for which there can be no delay in applause or appreciation.

Procedure:

A special space would be kept reserved for this on the notice board at Head office. Dept Heads can put up an appreciation note with immediate effect on the notice board. Along with this a public announcement in front of the whole department would add to the esteem of the employee.

ii. Employee of the Month.

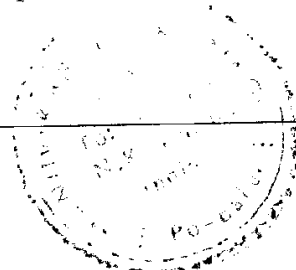
Over and above on the spot appreciation system, a deserving employee will be awarded an "Employee of the Month" accompanied by a formal Appreciation letter.

Such a recognition system could be based on the following themes / achievements.

- Consistent attendance prior to official timing
- Conservation of resources or achievement of considerable savings
- Best maintained workstation
- Contribution in terms of innovations / new ideas
- Extending full support and help cross functionally.

Such recognition can be awarded with any non-cash incentives, some of them are as mentioned below:

- a) Paid time off
- b) Reserved Parking space



- Application for maternity leave needs to be made at least 2 months prior to proceeding on leave. This application needs to be supported by a certificate issued by a Registered Medical Practitioner indicating the likely date of delivery.
- In case of miscarriage or premature delivery, 45 days of Maternity Leave can be availed of after the event. Application for Maternity Leave should be supported by a Medical Certificate indicating the exact date of the event.

▪ **Paternity Leave.**

All male employees can avail of 5 days of paternity leave within a month of his spouse's delivery for maximum 2 occasions during their tenure with MANUVIKASA after submitting certificate issued by a Registered Medical Practitioner indicating date of delivery.

▪ **Extraordinary Leave.**

Employees are eligible for 3 days of extraordinary leave in the event of loss of any member of his immediate family. This leave is approved by the Managing trustee.

10. SEPARATIONS:

In the event, that the employee is constrained to leave the organization, s/he is required to give 30 days' notice in writing or one month's salary, in lieu of such notice. When an employee plans to part with the organization, he/she must submit his/her resignation to the Managing Trustee. MANUVIKASA is entitled to accept it with immediate effect or from any date before the expiry of the notice period.

If an employee is asked to leave the organization, MANUVIKASA will give 30 days' notice or one month's salary, in lieu of such notice. The employee will be entitled to accept such termination with immediate effect or from any date before the expiry of the notice period.

11. OTHER TERMINATION POLICY:

- a. By the Organization without notice, if the employee is found guilty of insubordination intemperance or breach or violation or non-observance of company's rules and regulations and the provisions herein mentioned.
- b. By the Organization without notice if the employee found guilty of tempering with any bills or forging documents/bills, signatures etc. Or any kind of fraud/cheating/misappropriation etc.
- c. By the Organization without notice, if the employee is found to have given false information regarding prior work experience to the company about position, compensation and tenure held/ received etc.
- d. By the Organization without notice, if the employee is found to have leaked or parted with any confidential information, source codes, software's etc. Belonging to the Organization.
- e. By the Organization if found making false representation or commitments on behalf of the Organization for which the employee does not have any authority.



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- c) Public Recognition and handing over the appreciation letter/small award
- d) Awarding low-cost company related merchandise/gift items

1. Vacation Get Away Awards.

Individual awards for achieving targets or completing or other deadlines or for excellence in delivery, will be nominated by their Dept. Heads and a Vacation Get Away voucher for Rs. 5000/- will be awarded to the winner and a monthly basis. The organization would not pay for travel during the same and the payment would be made against actual holiday taken at any resort/hotel.

2. Wedding Gift.

Confirmed Employees who get married during their employment will be gifted with Complimentary gift or Cash by the Company.

Sr. & Jr. Positions: Rs. 1,000/-

Manager & All above: Rs. 2,000/-

14. INTERNAL EMPLOYEE COMMUNICATION POLICY:

An open system of communication forms a healthy working environment and sustains healthy working relationships.

The organization is that what its people are and with this belief we encourage "speak up's" and employees who would voice their suggestions, feelings and opinions about issues to their seniors. Let us work together towards an open-door policy.

OBJECTIVE OF INTERNAL COMMUNICATION.

Effective internal employee communication is an important tool that can be used to bring in transparency across the organization. This can be achieved by:

- Creating awareness (trends and technology).
- Sharing of information.
- Encouraging participation.
- Identifying and addressing organizational and employee needs.
- Inviting innovation.

MODES OF COMMUNICATION:

I. Meetings

A formal way of communication is through meetings. Functions, which involve a high degree of independent working, travel and are multi locational, must have regular meetings and department heads must ensure this aspect.



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EMPLOYEE RELATIONS MEET:

HR team would meet with various departments on a quarterly basis. These meetings will be conducted by Human Resources to keep the communication channel open for all employees and for discussing HR related issues, which the employees are likely to have.

II. INTRANET:

The company intranet would be one of the communication modes. All-important communication with employees would be posted on the intranet in addition to regular e-mail use.

- Suggestion Box (suggestions will be addressed once a month at the core staff meetings which take place at the Head office. Anonymous suggestions will not be entertained)
- Press Room
- Business Intelligence
- Highlights
- Training Calendar
- Events Calendar
- Articles / Inspirational short stories
- CEO's Desk

III. CORLINE BULLETIN.

(Leave, work related notice, program related notice etc.)

IV. TELECONFERENCING / CHAT SESSIONS.

This mode could be used for facilitating detailed business discussion with respective teams / dept. Heads.

V. EMAIL.

This facility is already in use and employees are encouraged to use it more aggressively. Employees are required to use official email ids for sending and receiving all official communication.

VI. SPEAK EASY SESSIONS.

These sessions can be used to share personal and professional experience. This will help facilitate bonding with each other. These will form part of the training events calendar and will be notified to all.

VII. OPEN FORUM WITH THE DIRECTOR.

This forum is available to put forth individual issues / queries of official nature. Employees should approach HR for setting up a convenient date.

VIII. EMPLOYEE HANDBOOK.

All policies pertaining to the regular functioning of the organization will be communicated through the employee Handbook.

16. RECRUITMENT & SELECTION PROCESS.

MANUVIKASA has a strong belief in the capabilities of human resources which would provide a strong and vital base for higher productivity, growth, and success of the business.



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People form the major resource of any organization, and the best productivity and efficiency arises when there is a right fit for the right job. The recruitment and selection process hence arises as a vital system.

Recruitment -Process.

Once the approved Requisition is received, HR would jointly work out the person profile and the job content for that position along with the Head of the Dept.

On finalization of the same, various sources would be outlined and a time frame for the position to be filled would be defined.

Our sources of recruitment are as follows:

- Consultants
- References/Networking
- Media – Print / Online recruitment portals
- In house Database
- Employee Referral Scheme

We have an employee referral system for certain key positions whereby employees are recruited through employee's reference.

Our Selection processes

- Resumes would be screened by HR and short-listed ones would be put up to the concerned Heads for further short listing.
- Involves a technical or functional interview by a panel of at least two senior levels for middle / senior management employees.
- On assessing suitability, the candidate would be essentially interviewed by Human Resources for the discussions job and salary offer.
- It is mandatory that salary offers are not made by functional heads, to ensure that the salary offer is in line with our employee levels.
- An Interview Assessment Sheet is required to be used for all interview remarks Assessment check on the selected candidate is performed through HR which will be considered before making a final offer.

Organization-Events.

Objective: To appreciate and get together for special occasions and celebrate within the organization

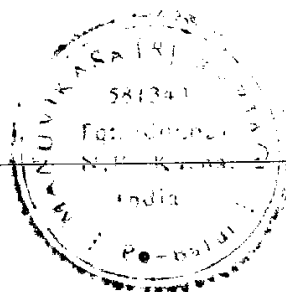
Events that are marked as Special:

1. Deepavali get together (Get together of team MANUVIKASA once in a year):

On the occasion, of Deepavali the organization sponsors a small get together for snacks and coffee along with costmary sweets distribution practice.

2. Annual Picnic

To encourage bonding among employees, an annual picnic on a pre-decided date, will be organized. Such a picnic would be to a place where a same day return trip is possible.



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