



MARGADARSHI SOCIETY® KALABURAGI

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Human Resource Manual [HR MANUAL] EMPLOYEE HANDBOOK

INTRODUCTION:

Margadarshi Society®, a non-profit organization is working for the marginalized and neglected children is registered under Societies Act came into existence in the year 2002. The society works for the children without any discrimination of caste, creed or color and brings them to the mainstream of the society by providing them with education, and necessary support. At present, the society is working for 16 years in Kalaburagi, Raichur and Belagavi districts. The society is managed by the Board of Directors with professional zest and concern for Children and is headed by a Chairman and Secretary.

Aims of Margadarshi Society

VISION: *Margadarshi envisages women and child-friendly environment in sustained society*

MISSION: *To make Kalaburagi as a model district ensuring women and child rights, in difficult condition by sensitizing and empowering community groups and making the civil society, government and allied systems and corporate accountable towards their development*

OBJECTIVES:

- To rescue and restoration of children who are separated from their families.
- To enhance the quality of lives of the children, through non-formal education, psychological support, and nurture.
- Research to understand the complex issues connected with rehabilitation.
- Reinforce women and children to self-identify, confidence in their abilities, and affection with family to overcome isolation, through orientation camps.
- Create awareness among women, children, public, authorities and other organizations regarding the dangers of trafficking, physical and sexual abuse, child marriage and ways of combating and preventing of the same.
- Lobby with Government Departments such as Women and Child Development, Revenue, Education, Labor, Social Welfare, Health and Family Welfare, Police, Railway Authorities and Organizations working with the children to protect the child rights and child issues through forming local committees.



RECRUITMENT, SELECTION, AND APPOINTMENT:

MARGADARSHI SOCIETY® HR recruitment process is as follows below:

1. Job Requisition
2. Job Specification
3. Resume Shortlisting
4. Interview Process
5. Interview Scoring System
6. Offer Letter
7. Appointment Letter
8. Job Description

1. JOB REQUISITION:

When an Administrator/ Project Head finds there is a need to hire a new employee, whether to replace a terminating employee or because of an increase or change in workload or for a new project, the first step will be to complete a **Job Requisition form** and forward it to the Executive Director for approval. The purpose of this form is to establish a valid need for the new position, indicate that funding and space are available, and provide a source document for posting the position. A job description, detailing all essential position functions, required education, and experience, should be written clearly. Upon approval by the Executive Director, the Position Requisition will be forwarded to Human Resource Manager to assess that:

- The special duties described are consistent with the position description and grade;
- The education and experience specified are consistent with the position description and level.

2. JOB SPECIFICATION:

Then a statement of employee characteristics and qualifications required for satisfactory performance which defines duties and tasks comprising a specific job or function is filled in Specification form and submitted to the Executive Director along with Job Requisition form for approval. It includes Education & Training, Special Skills, Experience, Physical Requirement, Attitudes/Personal Attributes, Personal Circumstances.

3. RESUME SHORTLISTING:

Shortlisting process will be done at higher management level by Executive Director, Chief Accounts Manager, Program Officer, and concerned Project Coordinator. Job Specification form is referred for shortlisting the resumes. Once the process is completed, we decide the interview schedule according to the work calendar of the Organization.

4. INTERVIEW PROCESS:

After the finalization of short listing of resumes, we contact the candidates via call/ email for informing them about interview schedule.

The interview usually scheduled in weekdays except for office Holidays at our office building/ training center. The interview schedule is of 2 steps that are: Group Discussion and Personal Interview. Every individual candidate must go through both the steps.

5. INTERVIEW SCORING SYSTEM:

A scoring sheet is used while conducting the interview for every individual. The sources for scoring are the Job Specification form, Candidate resume, and their performance.

Second level shortlisting is done by evaluating the interview scoring sheets. Higher management of Margadarshi Society® will decide the final list and it will be given to the concerned department for the next procedure.



6. OFFER LETTER:

Selected candidates are informed via call/ email with their appointment date and time to collect their offer letter.

7. APPOINTMENT LETTER:

If the candidate accepts the offer letter and joins the organization on time mentioned in the offer letter, then an official copy of appointment letter will be issued to the new joiner.

8. JOB DESCRIPTION:

Job description copy will be issued to the new employee which describes their work nature and responsibilities. 2 copies are mutually agreed and signed by the employee and employer. One copy will be given to the employee for their reference and another to their personal file for the Organization.

CONDITIONS OF SERVICE – WORKING HOURS, HOLIDAYS:

- Working hours are 9.30 AM to 5.30 PM IST
- Working days are Monday to Saturday
- Sunday is Weekly Off for all employees
- Lunchtime is between 1.30 PM to 3.00 PM (1 Hour)
- One has to login to their respective Computer System and use their User login only.
- Once leaving the Office at Afternoon/ Evening he/she must turn off the systems properly and close the windows, doors if they are the last person leaving the office.
- MARGADARSHI SOCIETY® Holiday Calendar is displayed on the notice board for all employees' reference.

LATENESS MONITORING & ABSENTEEISM:

- One must report to their respective reporting managers before any sudden changes in login or logout timings.
- If the employee is absent to work more than 3 days without informing the Reporting Manager/ Higher Authority he/she will be considered as absconded. Continuous contact will be made in possible ways to make sure about their absence if no response found then he/she will be terminated immediately from the job.

TRAVEL AND OTHER ALLOWANCES:

- MARGADARSHI SOCIETY® has its Travel policy in place and every employee should adhere to the same.
- Travels allowances are paid to the employee according to the project/ program they are assigned to.
- Proper bill proof with signature and seal is must for applying for the travel allowance.
- Before 5th of every month, it should be submitted to the accounts department by completing the Travel allowance format with required receipts.
- If the records provided are not enough then the Account department can ask for more proofs before releasing the TA amount.



LEAVE SYSTEMS AND POLICY:

MARGADARSHI SOCIETY® has a Leave policy approved by its Board and every employee is required to adhere the same.

- The Leaves Approved are as follows below:

Sl. No	Type of Leave	No. of Leaves
1	Casual Leave	1 Day/ Month
2	Medical Leave	6 Days/ Year
3	Leave without pay	As Decided by Higher Authorities
4	Maternity Leave	160 Working Days Including Before & After Delivery
5	Compensatory off	As Decided by Higher Authorities
6	Administrative Leave	As Decided by Higher Authorities

DISCIPLINARY AND GRIEVANCE PROCEDURES:

- Management will call for one to one meeting to discuss on the Complaint received on the employee to let them confess on the same.
- If the mistake repeats even after confession a strict notice will be sent thrice till they adhere to the rules.
- And finally, if they are on the same mistake then the employee will be terminated from the Organization on the same day without prior notice.

GUIDELINES ON THE USE OF THE ORGANIZATION'S FACILITIES:

- Computer and Hardware's assigned to the employees are to be maintained as per Organization norms.
- One should log in to their own Computer system with their own user login assigned to them.
- If a Laptop is assigned to an employee, then they should inform the Organization Head and get the permission in the form of Asset letter on Letter Head for carrying the laptop with them for office work.
- Office Storage Devices/ Disks are to be maintained and used only for official purposes. It should not be misplaced and handed over to any other person without informing the Stock Manager/ Section Head.
- Chargers and cables are to be connected and maintained without messing up with the Sitting arrangements and should maintain the quality of them properly.
- Every employee is given a set of writing materials which should be maintained and used without losing them for no reason and if lost Stock Manager is not held responsible for it hence, they must buy their own for further requirement.



- Other Office Assets like Projector, Camera and Meeting/ Training essentials can be used by taking permission from Stock Manager and must hand it over by maintaining the same state of it. Lost/ damage caused will be directly responsible for the employee him/herself.
- MARGADARSHI SOCIETY® Badge and ID card will be given to every employee of the Organization and if it is lost/ damaged then the employee should inform the Stock Manager for a new set by paying the respective charge.
- Landline phone is available in the office premises and it should be used for official communications only.
- The Internet is available in the office and should be used only for work purpose, laptop update and not for personal browsing.
- Printers are utilized properly according to the requirement.
- Should use dustbin for dry waste dumping at their own sitting arrangement and wet waste at kitchen dustbin.
- Shoes/ Slippers should be kept in the shoe stand only.

INDUCTION OF NEW STAFF:

- We have a defined induction system for newly appointed employees.
- The induction will be conducted on their 1st day in the office.
- All the rules, regulation and facilities are explained to them.
- Work nature and responsibilities are explained and let them involve by 2nd week of their joining.

SALARY GRADES:

- Salary grades are assigned as per their appointed Project/ Program structure.
- Yearly once appraisal will take according to the Organization Appraisal cycle.
- Appraisal and hike will be based on the Organogram of the Organization.

EXIT INTERVIEW AND SYSTEM:

- An employee serving in probationary period if he/she is decided to quit the job then they will be relieved without 1-month notice period.
- A personal meeting will be arranged for the employee who is willing to quit the job by submitting the resignation letter.
- Once the reason is clear and he/she is willing to just quit the job for their own reason then they need to serve 30days notice period from the day of resignation accepted by the higher authority.
- If the resignation is given by the senior Management Employee, then Organization Board will review the resignation letter and take the decision on it.
- If the Board member is resigning the job, then they have followed the Board norms defined in the Governance.

TERMINATION:

- You get terminated from the employment on the following accounts:
- Upon unsatisfactory performance, during probation, either party can decide to resign with a week's notice.
- Upon voluntarily resigning with one month's prior notice with mutual agreement
- For involving in fraudulent activities which the management in consultation with the board decides are harmful in nature for the reputation and integrity of the organization's philosophy



- Upon the end of the project period wherein the donor agency of the specified project decides to terminate the program, and the organization has no other means availing services of the employee, with a month's notice from the organization.
- Involving in unlawful activities
- If any case of Sexual harassment or Child harassment either within the organization or outside the organization
- If not attended office for 10days without notice and the office is unable to trace you or reach you, or unable to get any information from the family or the emergency numbers that are stored at the administrative office.
- By way proved that you are acting against the interests of the organization
- In case server physical or other psychological health issues that prevent you to perform your duties

Signature of Board President:

Date: 16th December 2018

Signature of Secretary/ Executive Director:

Date:

Name:

Signature:

Designation:

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[Handwritten signatures in blue ink: Board President, Secretary/Executive Director, and others]

[Handwritten signature: V. Reddy]