**AL MUJTABA EDUCATION TRUST**

**PERSONNEL POLICY**

**Preamble**

1. The Clerical and administrative staff of Al Mujtaba Education Trust (AMET) will consist

of retired service personnel as well as civilians. Their services will be hired on contract basis. It is imperative to lay down comprehensive policies to ensure smooth office functioning as well as efficient handling of various education programmes likely to be persued by AMET.

**Scope.**

1. This Personnel policy shall encompass the following aspects: -
2. Recruitment/Induction Policy.
3. Leave Policy.
4. Employees benefit Policy.
5. Separation Policy.

**Recruitment Policy**

1. General. Al Mujtaba Education Trust (AMET) will employ administrative as well as

clerical staff to manage its office as per requirement. Required staff will be hired on casual contract basis as per existing rules and regulations that govern this category of staff for AMET.

Aim. To lay down guidelines for the employment of required administrative and

clerical staff.

Broad Guidelines.

* 1. All jobs will be advertised in print as well as electronic media including AMET website.
	2. Applications received will be evaluated by the following committee: -
		1. Member Technical - Chairman
		2. Secretary AMET - Member
		3. Member Finance - Member
		4. Member Administration - Member
	3. The short listed candidates will be tested/interviewed by the above listed committee.
	4. Those found FIT will be employed by AMET on contract basis.
	5. Appointment letter is attached as per Annexure A.
	6. Suitable increment in salary will be awarded to the effected employees as per subject to performance and availability of funds after completion of one year of service with AMET.

**Leave Policy**

1. General. AMET employees will be granted leave of absence as per government

rules governing leave policy for contract employees.

Aim. To lay broad guidelines to regulate grant of leave of absence to the AMET

employees.

Broad Guidelines. Following guidelines will form the basis of AMET leave policy

for its employees: -

* 1. Besides Sundays and gazzeted holidays all the AMET contract employees will be entitled to ONE DAY casual leave in a month with pay.
	2. 3 days casual leave with pay will be granted to the affected employee at one time to cater for any family emergency (Marriage of own children, Death of any of the parents and brothers/ sisters) on as required basis.
	3. Maximum of 7 days casual leave without pay could be granted to any employee at one time to cater for personal/family needs on as required basis.
	4. Leave request will be entered in the Leave Register well in time for sanction by the competent authority.
	5. Leave policy will be reviewed at regular intervals.

**Employees Benefit Policy**

1. Employees of AMET will be entitled to the following benefits fulfilling conditions

stipulated as under: -

1. Annual increase in monthly will be granted to the affected employees as per Govt Policy subject to performance and availability of funds.
2. Education stipend for atleast one son/daughter subject to meeting the selection criteria laid down by AMET.
3. 10-15 days casual leave with pay to perform Umra after completion of 5 years of service with the Trust.
4. 30 days leave with pay once after 10 years of service with the Trust to perform Haj.
5. Suitable financial assistance for the marriage of Children to an employee who has served with the Trust for atleast 5 years.
6. Suitable financial assistance at the time of death of parents or any other member of the family of any employee.

**Separation Policy**

1. Following guidelines are laid down: -
2. During Probation Period. Services of an employee could be terminated without any advance notice as well as terminal payment.
3. After Completion of Probation Period
	1. Any employee desirous of leaving service will give an advance notice of one month and submit an application.
	2. In case any employee wants to leave immediately he will forego one month pay and state this fact in his application.
	3. In case of advance notice the affected employee will leave the Trust with complete terminal benefits on completion of notice period.
	4. In case of leaving the service without advance notice such an employee will be paid his terminal benefits if any within 30 days of leaving the Trust.
	5. Affected employee will submit a clearance certificate duly signed by the respective branch heads before leaving the Trust.

Brig (Retd)

Mukhtar Ahmed

Member Administration

**AL MUJTABA EDUCATION TRUST**

**PROCUREMENT POLICY**

1. **General.** Procurement policy deals with the procedures for procurement of office essentials and equipment. The purpose of this policy is to ensure that financial honesty is assured by prescribing a range of appropriate methods for purchasing and procurement, including, where appropriate, a competitive tendering and contracting process. Two main principles that apply are; the requirement for impartiality and fairness across all stages of the tendering and purchasing process, and the necessity for obtaining the best possible value for money.

2. **Methods of Procurment**.

 a. Goods or services may be acquired through one of the following options:-

(1) Direct Purchase from a company/supplier. This includes cash transactions, credit card purchases, quick orders and cheque payments.

(2) Written quotations.

(3) Call for Expressions of Interest

3. **Direct Purchase.** Purchases less than Rs. 10,000/- may be made to best advantage without quotations subject to the following conditions:-

a. Rates should be reasonable and consistent with normal market rates for items of a like nature

b. Requirements should not be split into components or succession of orders for the same goods or service for the purpose of enabling the goods or service to be obtained under the Rs. 10,000/- limit.

c. Procurement should be approved by respective members.

4. **Written Quotations.** For purchases greater than Rs. 10,000/- but less than Rs. 50,000/- at least three written quotations will be obtained subject to the following conditions: -

a. Rates should be reasonable and consistent with normal market rates for items of similar nature.

b. Requirements should not be split into components or succession of orders for the same goods or services for the purpose of enabling the goods/service to be obtained under the Rs. 10,000/- limit.

c. For purchases greater than Rs. 10,000/- but less than Rs. 50,000/- a minimum of three written quotations must be obtained and must be based on a written outline of specifications which have been provided to the suppliers. Purchase of this size should be approved by the Chairman AMET.

d. For purchases that are considered high risk and over Rs. 50,000/- consideration should be given to undertaking a Competitive Tendering and Contracting (CTC) process. This should include documentation of a written brief or outline of specifications for the purchase. Such purchases should be approved by the Board.

5. **Request for Proposals (Competitive Tendering and Contracting Procedures).** Expressions of Interest (EOI) and Requests for Proposals (RFP) consist of procedures that are intermediate between obtaining written quotations and seeking tenders. It is generally used to evaluate an initial field of probable competitors who can provide innovative solutions to leading edge, or emerging issues within a given industry (e.g. a creative, or technological solution). Generally such purchases fall in the Rs. 50,000/- and above categories subject to following conditions: -

a. In the case of requests for Proposals or Expressions of Interest, a detailed overview of the product or service concept that is required will be prepared and forwarded, usually with a covering letter, to a number of identified suppliers who would be invited to submit written proposals.

b. Similarly, requests for Proposals/Expressions Of Interest can be

announced in a variety of advertising mediums to achieve greatest exposure to potential contractors and tenderers.

 c. Tenders would be invited from potential suppliers under Two Envelop

System. Technical bids would be listed priority wise keeping the technical specifications in mind. Commerical bids would then be opened/evaluated/ negotiated. 70 percent weightage will be allocated to Technical bid while 30 percent weightage to commercial bid.

 d. Tenders would be processed by the purchase committee comprising: -

 (1) Member Technical - President

 (2) Secertary - Member

 (3) Member Finance - Member

 (4) Member Administration - Member

e. Vendor giving best technical/ commercial bid fllowing PEPRA rules would be awarded contract.

f. Approval for award of contract to the successful bidder will be accorded as under: -

 (1) Contracts upto 5,00,000 - Executive Committee

 (2) Contracts beyond 5,00,000 - Board of Trustees

6. **Benefits of a Procurement Policy.** As a consequence of adhering to this policy, AMET will: -

a. Obtain the best value for its purchases, in both cost and quality terms.

b. Have a fast and efficient purchasing process; demonstrate financial probity and accountability to its clients, stakeholders and the public interest.

c. Successfully manage and prevent the potential for conflicts of interest.

d. Monitor and evaluate performance in purchasing and procurement. Be protected from complaints and legal actions mounted by potential suppliers who believe they have not received fair treatment.

7. **Ethical Guidelines.** No matter how transparent or fool proof an arrangement may be its success lies in the behaviour of the officer(s) in-charge and his or her intention in following the laid down procedures and regulations. The set of rules laid below can serve as a guideline for any purchasing officer: -

a. The best value for the AMET goods and services must be sought.

b There will be a documented process for all purchases, which allows for transparency of decisions and review of purchases.

c. The conduct of procurement is subject to continuous auditing by AMET itself and by external bodies such as the Board, Audit Officer and Stakeholders.

d. Staff will ensure that they are not, or are not perceived to be in a conflict of interest with any supplier.

e. Those staff who have, or may be perceived to have, a vested interest in the outcome of a purchase should disclose any conflict to their supervisor and discuss whether they should exclude themselves from any role in the purchase.

f. Staff will be suitably skilled and qualified to attend to the completion of their purchasing and contracting role(s)

8. **Recording/Accounting of Purchased Equipment/Stores.** Following will be ensured:-

a. Equipment / Stores purchased will be recorded in the property ledger of AMET properly.

b. Distribution of equipment/ stores listed in the ledger will be shown on the obverse page of the property ledger giving location of each and every item.

 c. Depreciated cost would be entered in the Property Ledger annually.

d. Stock Taking Boards will be conducted at regular intervals to obviate chances of loss/ pilferage.

e. Survey Boards will also be held at regular intervals to condition the items of equipment/ stores held on charge of AMET to write off items that have completed their life and arrange their replacement.

9. **Conclusion.** The procurment policy will be reviewed at regular intervals and updated/ modified suiting the prevailing purchasing envirmoments and government policies laid down to regulate the procurment of items of equipment /stores.

Brig (Retd)

Mukhtar Ahmed

Member Administration

**AL MUJTABA EDUCATION TRUST**

**GRIEVANCE SETTLEMENT POLICY**

1. **General.** The purpose of adopting this policy is to promote the internal settlement of any controversy or claim pertaining to employment actions, which may arise between salaried employees and management. It is intended to provide an equitable and timely method for the final disposition of such issues.

2. **Definition**. A “grievance” is defined as an employee’s expression of alleged unfair or inequitable treatment with respect to the application of policies, procedures, and regulations, which he/she has been unable to resolve with his/her immediate supervisor.

Examples of staff grievances include failure to receive eligible vacation, holidays, or overtime compensation as specifically mentioned in the HR Policy. Judgments such as salary increases, salary range, or classification assignments to jobs are not considered violations of human resources policies. These types of complaints will be handled through established procedures laid out in HR policy manual.

3. **Procedure.** An employee filing a grievance shall have at every “step” the right to present witnesses and evidence to support his/her grievance. Since the processing of a grievance is not a legal matter, attorneys may not represent either the employee filing a grievance or the Al Mujtaba Education Trust. Employees (AMET) are not to be penalized in any way for proper use of the Grievance Procedure. Time spent in grievance discussions with the administration will be considered time worked with pay.

**a. Step 1**

Any employee, who wishes to file a grievance shall first discuss his/her grievance with his/her immediate senior i.e office superintendant. After the aforementioned discussion with the employee, the office supertandant shall have five (5) working days in which to reply to the employee’s grievance. If the office superinendant fails to reply to the grievance or if his/her answer is not satisfactory to the employee, the employee may present his/her grievance to the secertary AMET.

**b. Step 2**

If the disposition of the grievance in Step 1 is not acceptable, the employee shall, within five (5) working days, prepare a written statement stating the basis for the grievance and a requested settlement. He/she shall then discuss his/her problem with the Member Finance & Member Administration (in cases where the section head is the direct supervisor), who shall have five (5) working days in which to present a written reply to the employee’s complaint. If a mutually acceptable settlement cannot be reached, the employee will have five (5) working days in which to present his/her grievance in Step 3. The grievant should process his /her grievance to Step 3 through Member Administration.

**c. Step 3**

If the disposition of the grievance in Step 2 is not acceptable and the employee wishes to have the grievance considered further, he/she shall notify to the Member Administration. The incumbent representative will investigate the allegations and make arrangements to hear the employee’s complaint and the departmental charges if any. He/she shall provide a written response to the employee within five (5) working days of the receipt of the grievance. If the response is not acceptable to the employee the grievance may be processed to Step 4 through the Member Administration.

**d. Step 4**

If the disposition of the grievance in Step 3 is not acceptable to the employee and he/she wishes to have the grievance given further consideration, he/she shall notify the Chairman EC/CEO in writing to that effect. It is up to the discretion of the Chairman/CEO to either investigate the allegation on his/her own or constitute a panel to hear out the grievant. Grievance processed to Step 4 shall be reviewed and a response shall be provided to the grievant within thirty (30) days.

**4. Exceptional Cases.** In exceptional cases where the Head of Section or Senior Level Officials reporting directly to the Chairman/CEO, wishes to file a grievance shall first discuss his/her grievance with the Chairman/CEO. If the Chairman/CEO fails to reply to the grievance or if his/her answer is not satisfactory to the employee, the officer may present his/her grievance to the board member nominated by the Chairman Board of Trustees. Grievances processed under such circumstances shall be reviewed and a response shall be provided within thirty (30) days by Secertary AMET or Member Administration.

Brig (Retd)

Asad Hakeem

Secertary

Al Mujtaba Education Trust

**AL MUJTABA EDUCATION TRUST**

**DISCIPLINARY ACTON POLICY**

**1. Gerneral.** The purpose of this policy is to provide a fair, open, uniform, and objective means of correcting and improving employee behaviour and work performance in the unlikely event that such is required.

**2. Rationale.** Disciplinary action is intended to correct improper employee behaviour and improve employee work performance. To be effective, a policy of this nature must consider the nature of the offence, the past record of the offending employee, and the penalty appropriate to the offence. Section heads should exhaust every means at their disposal to improve behaviour and unsatisfactory work performance. In the few instances where employees exhibit no interest in improving their work behaviour or work performance, discharge is appropriate.

**3. Procedures.**

a. Acts or omissions on the part of employees which are symptomatic of behaviour or work habits which can be corrected or improved (for example; absenteeism, tardiness, poor work performance, etc.) should be dealt with through a series of reprimands which should include, at a minimum, a verbal warning, and a written warning prior to dismissal.

b. Acts or omissions on the part of employees, which are symptomatic or incorrigible and intolerable behaviour, should, when recognized, result in suspension without pay pending investigation. Such acts, include, but are not limited to;

(1) Disorderly conduct within organisation’s premises.

(2) Falsification of organisation’s records, improper disclosure or use of organisation’s records.

(3) Refusal to accept instructions including failure to perform work assigned.

(4) Being under the influence of alcohol or illegal drugs

within organisation’s premises (including refusal to submit to drug testing after suffering an accident or injury on the job).

(5) Theft or commission of any other crime within

organisation’s premises.

(6) Unauthorized possession of firearms within

organisation’s premises.

(7) Acts of moral turpitude, significant employee error,

breach of civil or criminal law which tends to bring discredit to the organisation.

**4. Policy Action**. When the investigation confirms employee guilt, discharge is appropriate. In case of suspension, the section head should notify the Member Finance & Member Administration Office of the circumstances surrounding the disciplinary action after approval of the Chairman.

Brig (Retd)

Asad Hakeem

Secertary

Al Mujtaba Education Trust

**AL MUJTABA EDUCATION TRUST**

**CONFLICT OF INTEREST POLICY**

**1. General.** A conflict of interest is simply a situation in which an individual has two separate and competing interests and it is unclear which interest will win out if it comes down to it. Another term we can use for this, which is equally descriptive but without the negative connotation is “duality of interest”. An example of a conflict of interest is a board member whose brother runs a print shop that could potentially print materials for the organization or sponsor children without due or a school merit to indirectly benefit the school being run by the member.

Similarly conflict of interest also applies for organisations, where duality of interests may arise. It is therefore pertinent that AMET does not promote any interest or agenda other than laid down in the declared charter. Examples may include but are not limited to;

1. Disseminating political agenda of any political party or group.
2. Promoting messages of a certain sect or religious organisation.
3. Promoting any such messages that is harmful to the society in large and

creating disharmony among the people.

1. Undertaking any such activity, to derive any specific profit or gain, directly or indirectly, under the umbrella of AMET.

**2. Avoiding Conflict Of Interest In Individual Cases**. When anyone joins the board or staff it will be mandatory that the individual completes a duality of interest form that lists any individual or organization that the nonprofit might be dealing with and the individual has an outside relationship with. Better yet, discuss possible conflicts during the recruitment process. Conflicts need not prevent from joining, but they should be transparent from the start. A new board member or staff must sign a pledge as per specimen attached he/she will disclose any conflicts of interest and keep the best interests of the organization in mind as long as he/she serves AMET.

**3. Avoiding Conflicting of Interest in Organisational Cases.** It will be mandatory that the AMET makes public its charter as well as all activities it wishes to undertake on its website & brouchures etc which will be open to public for scrutiny at all points in time and that its functions will be limited to its charter as stipulated in the Trust Deed. The AMET shall take an undertaking that all its functions would be limited to its charter and open for public scrutiny at all points in time. Specimen duality of interest form is attached as Annex A.

Brig (Retd)

Asad Hakeem

Secertary

Al Mujtaba Education Trust

**AL MUJTABA EDUCATION TRUST**

Annex A

**DUALITY OF INTEREST/PLEDGE FORM**

It is certified that I don’t have any organisation/buisness which can in any way be considered as a case of conflict of interest in discharge of my duties & responsibilities as a member board of trustees/ member of the EC or employee of the Al Mujtaba Education Trust.