



**BML MUNJAL  
UNIVERSITY™**

**A HERO GROUP INITIATIVE**

## **HR Practices at BML Munjal University**

At BML Munjal University (BMU), our HR practices are designed to foster a supportive, inclusive, and dynamic work environment that empowers faculty, staff, and administrators to excel. We prioritize professional growth, employee well-being, and collaboration, ensuring that our HR policies are transparent, equitable, and aligned with the institution's mission of academic excellence. By offering comprehensive employee benefits, opportunities for continuous learning, and a commitment to diversity and inclusion, we strive to cultivate a workplace culture that values each individual's contribution while promoting innovation and integrity throughout the university community.

### **1. Hiring at BMU**

At BML University, our hiring policy is rooted in principles of fairness, inclusivity, and excellence. We are committed to attracting, selecting, and retaining top talent who align with our core values of academic integrity, innovation, and student-centric education. The policy ensures a transparent and merit-based recruitment process that fosters diversity and equal opportunities for all applicants, while adhering to legal and ethical standards. Through this approach, BML University aims to build a dynamic, collaborative, and progressive academic community.

#### **1.1. Employment Application**

The university relies upon the accuracy of information contained in the employment application and the accuracy of data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in the information/date may result in exclusion of the individual from further consideration for employment or if the person has been hired, termination of employment. To provide equal employment and advancement opportunities to all employees, employment decisions at the university are based on merit qualifications and abilities. The university is an equal opportunity employer, and employment is provided irrespective of any caste, creed, gender, religion & discrimination.

#### **1.2. Selection & Recruitment**

The selection and recruitment of employees at BMU is conducted on an open and competitive basis, ensuring transparency and fairness at every step. The process includes the following stages:





### **1.3.Application Review**

After receiving the application, the recruitment team carefully reviews the candidate's qualifications to determine alignment with the role's requirements. This review process may take a few days.

### **1.4.Initial Interview**

If a candidate's application stands out, they will be invited for an initial interview. This stage allows the university to gain a better understanding of the candidate's skills and experiences in relation to the position.

### **1.5.Skills Assessment/Technical Round (Optional)**

Depending on the role, candidates may be required to participate in a skills assessment or technical interview to demonstrate their expertise and capabilities.

### **1.6.Second Interview (In-Person/Virtual)**

Shortlisted candidates will be invited for a second interview with the hiring manager and relevant team members/selection committee. This stage involves a more detailed discussion about the position, team collaboration, and the candidate's potential contributions.

### **1.7.Final Decision**

After completing all interviews/demonstrations/technical assessment, the university evaluates each candidate and communicate the final decision promptly.

## **2. Onboarding & Induction**

**2.1.Orientation Programs:** A structured orientation to familiarize new employees with the university's mission, policies, culture, and expectations is organized by the HR Team.

**2.2.Probation Period:** All employees are on Probation for six months and are confirmed after performance review by the Dean/HOD





### **3. Employee Development & Training**

- 3.1. Professional Development Programs:** Opportunities for continuous learning, including workshops, conferences, seminars, and further education are provided.
- 3.2. Mentorship and Coaching:** Programs designed to support new and existing employees through mentorship, career guidance, and peer support are in place.
- 3.3. Performance Management:** A framework for regular performance reviews, goal setting, feedback, and identifying areas for improvement are available.

### **4. Compensation & Benefits**

- 4.1. Salary Structure:** At BMU, the salary structure is designed to ensure fairness, transparency, and equity across all levels of employment. The university adheres to the principle of equal pay for equal work, ensuring that compensation is based solely on experience, qualifications, and performance, with no discrimination based on gender. BMU follows a transparent pay scale that aligns with various government regulations, including those set by the UGC and the Haryana Government, to maintain compliance with industry standards.  
In addition to competitive salary packages, BMU guarantees that all employees receive at least a living wage. The HR department monitors pay scale gender equity, reinforcing the university's commitment to fair compensation. approach ensures that every employee is valued and supported, fostering an inclusive and equitable work environment across the university.
- 4.2. Benefits:** BMU offers a comprehensive range of employee benefits designed to support the well-being and professional growth of its employees. These include benefits such as health insurance, leave entitlements, emergency loan facilities, employee referral incentives, upskilling and development programs, as well as flexible working arrangements. Additional benefits such as maternity leave, gratuity, housing assistance, creche, and free transportation services are also provided. The university is dedicated to upholding ethical labour practices and is actively committed to preventing exploitation, forced labour, and illegal labour practices in all aspects of its operations.
- 4.3. Incentives & Rewards:** Recognition and reward systems, including bonuses, academic incentives, and employee appreciation programs that celebrate milestones such as 5-year and 10-year service completions.





### **5. Professional Code of Conduct and Ethics**

At BMU, the Professional Code of Conduct and Ethics is the cornerstone of maintaining integrity, accountability, and professionalism within the University. All employees are expected to adhere to the highest standards of ethical behaviour, demonstrating fairness, respect, and honesty in their interactions with students, colleagues, and the broader community. The code highlights a commitment to academic integrity, confidentiality, and the responsible use of university resources, while fostering a culture of inclusion and respect for diversity. Employees are required to familiarize themselves with the Guidelines on Code of Ethical and Professional Conduct as notified by the university, which provides detailed expectations and procedures for ensuring compliance. By following these guidelines, employees play a vital role in sustaining a positive, ethical, and collaborative work environment that aligns with the university's mission and values.

### **6. Non-Discrimination Guidelines**

BMU is committed to fundamental human rights, creating an environment that respects the dignity of employees. BMU follows international human rights standards, including the UN's International Bill of Human Rights and the International Labor Organization's Declaration on Fundamental Principles and Rights at Work. The University expects its employees and its partners to adhere to these Standards. Violations will result in termination of services of its employees and cessation of relationships with such entities respectively.

### **7. Grievance Redressal & Appeal Process**

At BMU, the Grievance Redressal Mechanism is designed to provide a transparent and effective platform for employees and stakeholders to voice their concerns and seek resolution for any grievances they may encounter. The university recognizes that a healthy work environment is essential for fostering a culture of trust, respect, and collaboration. To this end, it has established dedicated committees to handle grievances, ensuring that all complaints are addressed with sensitivity and seriousness.

The University Code of Conduct & Ethics Committee, composed of senior administrators and faculty members, plays a crucial role in reviewing and addressing complaints related to various workplace issues pertaining to the professional code of conduct, including instances of discrimination, harassment, and bullying. This committee operates under established guidelines to ensure that all grievances are processed fairly and impartially.

In cases of sexual harassment, the university has instituted an **Internal Complaints Committee (ICC/CASH)**, which is specifically tasked with handling such sensitive matters. The ICC/CASH





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follows a structured procedure to investigate complaints, ensuring adherence to legal standards and the university's commitment to maintaining a safe work environment.

The University Grievance Redressal Committee plays a vital role in addressing any form of discontent, dissatisfaction, or negative perception—whether articulated or not—stemming from issues related to the university that academic and non-academic staff perceive as unfair, unjust, or inequitable. The scope of grievances encompasses complaints regarding appointments, reappointments, promotions, salaries, job responsibilities, adherence to the professional code of conduct, and various other concerns. The committee is dedicated to ensuring that all grievances are handled with care and fairness, fostering a supportive environment for all university employees.

*If a complainant is dissatisfied with the resolution provided by the respective Committees, they have the right to appeal directly to the Appellate Committee. This appeals process ensures that all concerns are given thorough consideration at the highest level of university administration.*

### 8. Separation Process

BMU ensures a fair and respectful process of separation for all the employees, whether they are resigning, retiring, or being terminated. Employees are encouraged to provide written notice of their intention to resign, typically 45 days in advance, allowing for a smooth transition of responsibilities. In cases of involuntary separation, such as layoffs or termination for cause, the university will follow established procedures to ensure compliance with legal and ethical standards. All departing employees will have the opportunity to participate in an exit interview, which aims to gather feedback on their experiences at the university and provide insights for continuous improvement. The university is committed to ensuring that the separation process is conducted with dignity, clarity, and transparency, safeguarding the rights of employees while maintaining the institution's integrity.



Registrar  
BML Munjal University, Gurugram

**Date: September 05, 2016**