

**HKBK** GROUP OF  
INSTITUTIONS

[www.hkbk.edu.in](http://www.hkbk.edu.in)

# EMPLOYEE HANDBOOK



2  
0  
2  
3

[www.hkbk.edu.in](http://www.hkbk.edu.in)

# TABLE OF CONTENTS

Handwritten text in a yellow box, possibly a page number or reference.



01	Message From Director
02	About Us
03	Organization Structure
04	Vision & Mission
05	Introduction - Service Rules
06	Code of Conduct
07	Attendance Policy
08	Work Schedule
09	Leave Policy

# TABLE OF CONTENTS



10	Recruitment Policy
11	Onboarding Procedure
12	Performance Management
13	Employee Benefits
14	Research & Development
15	etc
16	Superannuation / Retirement
17	Resignation / Separation Procedure
18	Grievance Handling Mechanism

# MESSAGE FROM DIRECTOR



**Dear Educators,**

To those of you who have newly joined us, welcome.  
To those of you who have been with us through this long journey of growth, thank you for being a part of our success story. I look forward to seeing your innovation and skill, be it in guiding our students to success or ensuring that essential functions are carried out smoothly.

Over the past two decades and more we have enacted numerous Policies to benefit, motivate and recognize the employees of HKBKGI for their sincere services. This Handbook aims to ensure that all these Policies are well documented and in the know of all employees so that it may be implemented effectively.

HKBKGI strives to ensure that all its stakeholders are well looked after. Employees are our cornerstone, and hope that our policies help you further your profession growth and reward you for your dedicated service

**C.M Faiz Mohammed**  
Director HKBKGI



# ABOUT US

## INSTITUTIONS AND COURSES UNDER THE HKBKGI BANNER

- **HKBK COLLEGE OF ENGINEERING (Affiliated to VTU, approved by AICTE)**
  - Computer Science & Engineering
  - Information Science & Engineering
  - Artificial Intelligence & Engineering
  - Electronics & Communications Engineering (NBA Accredited)
  - Mechanical Engineering
  - Civil Engineering
- **HKBK DEGREE COLLEGE (Affiliated to Bangalore North University)**
  - BBA
  - BBA-Aviation
  - BCA
  - BCom

## SISTER INSTITUTIONS

- ONE SCHOOL OF BUSINESS offering MBA (Approved by AICTE, Affiliated to Bangalore North University)

**HKBK** GROUP OF INSTITUTIONS  
[www.hkbk.edu.in](http://www.hkbk.edu.in)



# ABOUT US

HK BK Group of Institutions (HK BKGI) started out in 1997 under the Chairmanship of Shri. CM Ibrahim. The HK BKGI Campus is located in the heart of the buzzing city of Bangalore, in Nagawara, near Manyata Tech Park. Today, over 2 decades since its inception, HK BK Group has expanded and has 6 institutions under its management and a sister concern ED Innovation Trust, which has 1 college under its management.

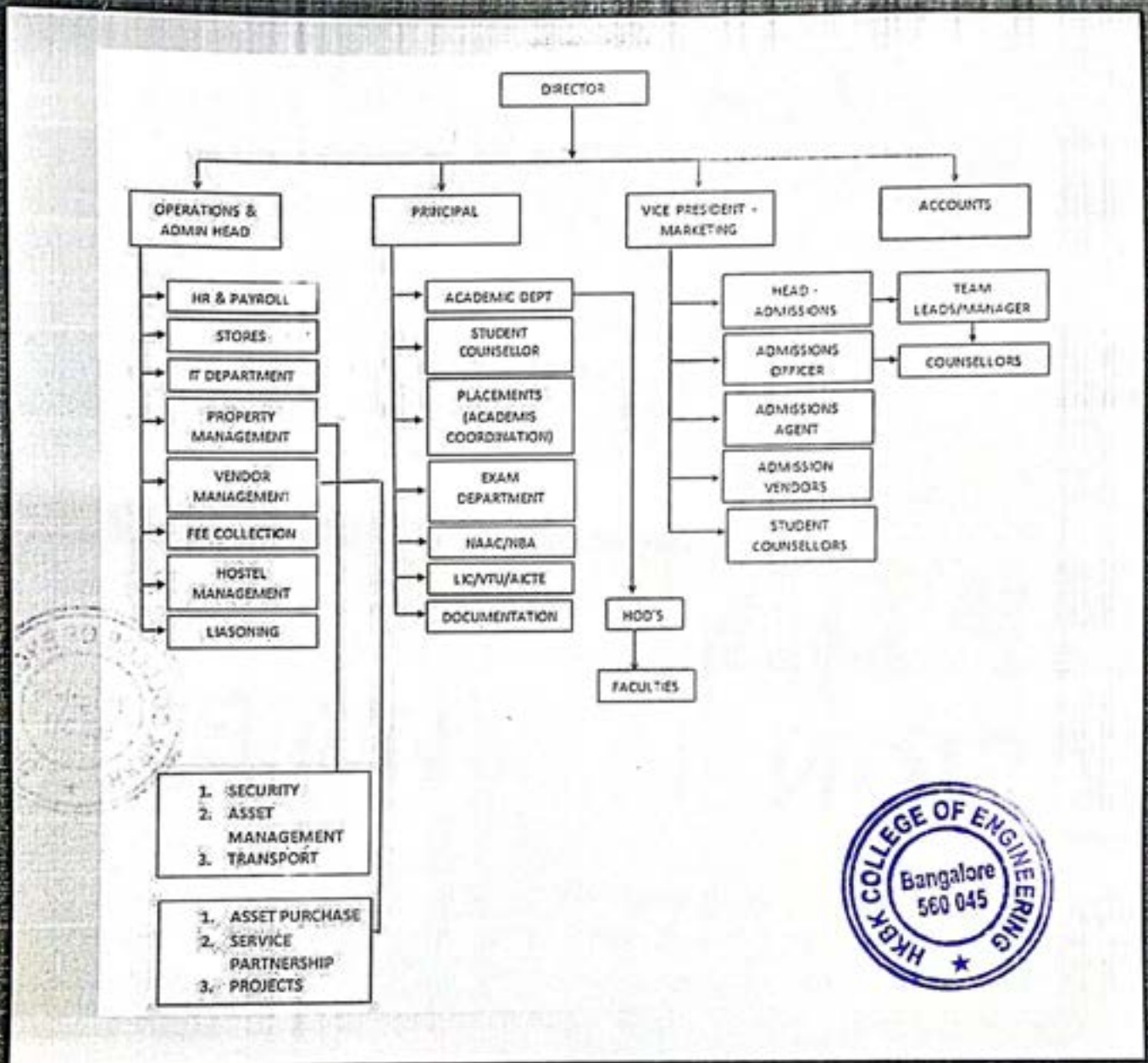
HK BKGI owes its success and growth to its management under the chairmanship of CM Ibrahim and the vision of its Director, CM Faiz Mohammed who aims at providing quality education to all sections of society irrespective of caste, creed, color, language & to make significant contributions in the field of science, engineering & technology.

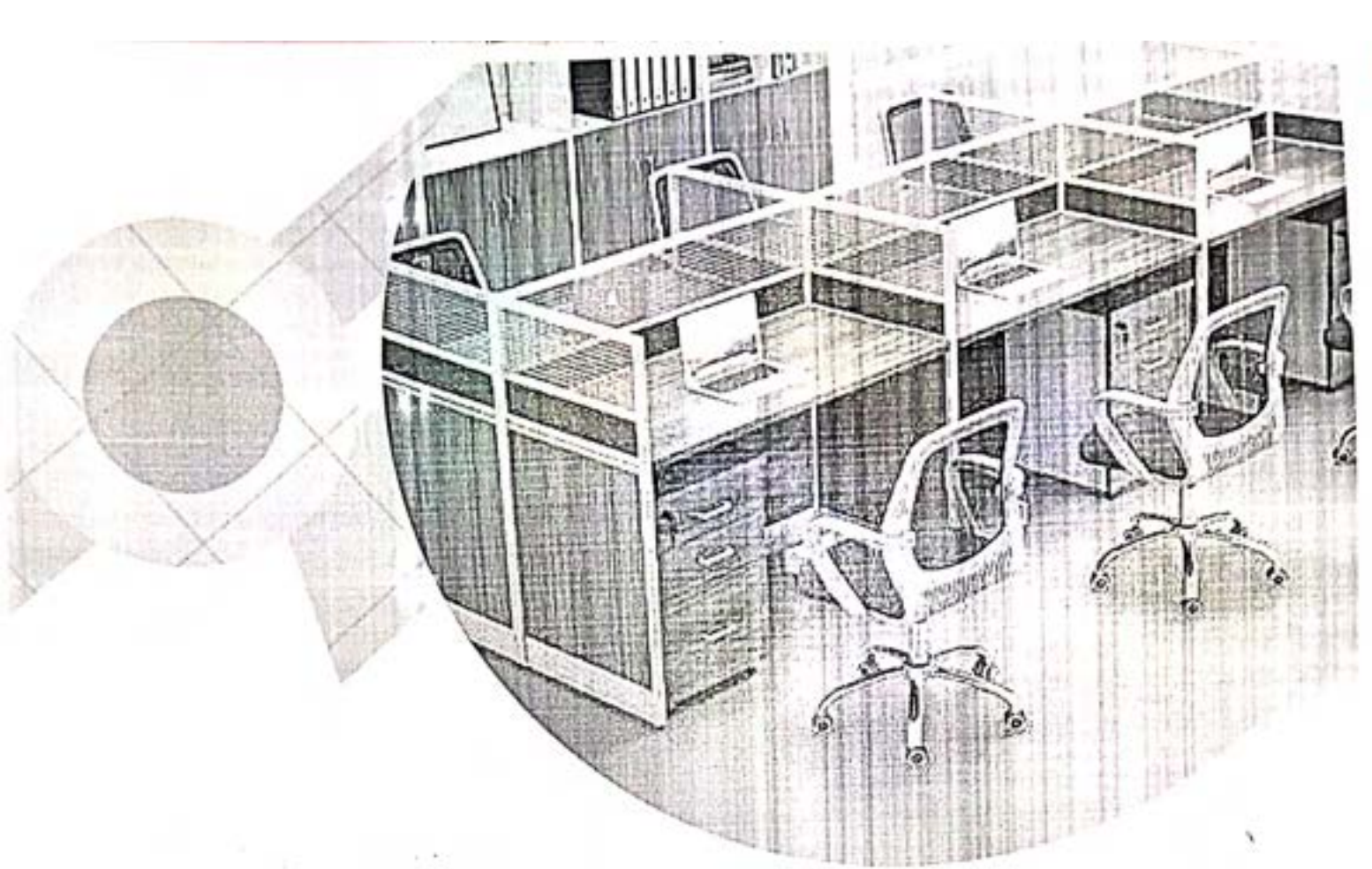
**HK BK** GROUP OF INSTITUTIONS

[www.hkbk.edu.in](http://www.hkbk.edu.in)



# ORGINIZATION STRUCTURE





# **HKBK** COLLEGE OF ENGINEERING



## **VISION**

- To empower students through wholesome education and enable the students to develop into highly qualified and trained professionals with ethics and emerge as responsible citizen with broad outlook to build a vibrant nation

## **MISSION**

- To achieve academic excellence through in-depth knowledge in science, engineering and technology through dedication to duty, innovation in teaching and faith in human values.
- To enable our students to develop into outstanding professionals with high ethical standards to face the challenges of the 21st century.
- To provide educational opportunities to the deprived and weaker section of the society, to uplift their socio-economic status





# **HKBK** PRE UNIVERSITY COLLEGE

## VISION

To provide a sustainable and accessible environment where we support and encourage students and where we are guided by the principles of inclusiveness, integrity, innovation, creativity, and quality. Empowered through resources, collegiality, and public support

## MISSION

Consistent with our Vision, HKBK Pre-University College provides educational programs and services that promote student achievement and life-long learning to meet the needs of our diverse community. Our primary mission is to provide programs and services leading to



# **HKBK DEGREE COLLEGE**

## **VISION**

To provide quality education to the younger generation so that they may be counted among the best minds in the world. With emphasis on discipline, determination and dedication towards education, it hopes to generate graduates with utmost respect for human values. We aim to achieve this by:

- Continuous Knowledge Enhancement
- Synergic contribution to society through value added services.
- Commitment and value based teaching process.

## **MISSION**

HKBK Degree College was set up to provide modern (formal and professional) education to the deserving students. It believes that education is the key that empowers the students for peaceful co-existence, encourages tolerance, which is necessary for peace and communal harmony.

With this belief, HKBK Degree College is truly committed to its LOGO of three- D's (Discipline, Dedication and Determination). It aims to provide the best possible educational experience through excellence in teaching and research activities for today's students and professionals of tomorrow. It is dedicated for honing young minds and producing conscientious individuals who will serve the society, state and country individuals who will move the human race towards responsible progress in the 21st century.

We aim to cater the knowledge seeker and shape up their career in the modern professional world through:

