



HR & Administrative Manual

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Version 1.0 | Effective 2026

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OFFICIAL ADMINISTRATION MANUAL

HR & ADMINISTRATIVE MANUAL

All India Digital Media Journalist & Content Creator Association (AIMJCCA)

Version: 1.0 | **Document Ref:** AIMJCCA/MAN/HRA-2026/05 | **Approved by:** Central Administration Directorate

SECTION 1

1. Purpose & Institutional Governance

1.1 This manual governs the human resource protocols, administrative workflows, volunteer onboarding, staff compensation policies, and office operations across the national headquarters and affiliated regional secretariats.

1.2 AIDMJCCA adheres to professional equal-opportunity standards, maintaining non-discrimination across gender, religion, region, and background in all personnel selections and committee nominations.

SECTION 2

2. Personnel Classification & Engagement Model

Personnel working within AIDMJCCA are categorized under distinct operational models:

Category	Nature of Service	Compensation / Honorarium	Appointment Authority
Elected Office Bearers	Honorary Governance & Strategy	Pro Bono (Expense Reimbursable)	General Assembly / Elections
Full-Time Administrative Staff	Secretariat Operations, IT, Verification	Fixed Monthly Salary / Payroll	Secretary General / Central Admin

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Category	Nature of Service	Compensation / Honorarium	Appointment Authority
Interns & Media Fellows	Research, Documentation, Events	Monthly Stipend + Certificate	HR & Training Committee
Volunteers & Chapter Leads	Ground Coordination & Outreach	Honorary Service / Activity Credits	State / District Executive

SECTION 3

3. Code of Workplace Conduct & Non-Disclosure

DATA PROTECTION & CONFIDENTIALITY CLAUSE



All staff and office bearers handling member database records, personal identity proofs, and grievance filings are bound by statutory Non-Disclosure Agreements (NDA). Leakage or unauthorized sharing of internal records will result in summary dismissal and legal prosecution under the Digital Personal Data Protection Act.

- **POSH Compliance:** Strict implementation of the Prevention of Sexual Harassment at Workplace (POSH) policy with an active Internal Complaints Committee (ICC).
- **Conflict of Interest:** Staff and committee heads must formally declare any commercial partnerships, sponsorships, or political roles that conflict with AIDMJCCA interests.
- **Communication Protocol:** Only designated National Spokespersons and the National President are authorized to issue official press releases and public policy statements.

SECTION 4

4. Administrative Record-Keeping & Inventory

- **Digital Registry:** Maintenance of encrypted digital logs for all incoming and outgoing letters, meeting minutes (MoM), and official resolutions.
- **Asset & Seal Management:** Official association stamps, certificates, and ID card printer inventory remain under the custody of the Central Secretariat.
- **Archival Mandate:** Executive Council meeting records, election returns, and audit reports must be preserved for a minimum period of 8 fiscal years.

SECTION 5

5. Disciplinary Process & Performance Review

5.1 Grievance Redressal: Any employee or voluntary executive facing workplace disputes may submit a formal complaint to the HR Disciplinary Board.

5.2 Termination of Services: In cases of gross misconduct, embezzlement, insubordination, or data compromise, services may be terminated with immediate effect without severance notice following an independent inquiry.



FOR ALL INDIA DIGITAL MEDIA JOURNALIST & CONTENT CREATOR ASSOCIATION (AIMJCCA)

Rupesh Kumar Singh

National President

APPROVAL DATE

01 May 2026

Empowering and uniting India's digital journalists, content creators, and media professionals through legal protection, ethical standards, and community growth.



RESOURCES

- Constitution
- Code of Ethics
- Rules & Regulations (Bylaws)
- FAQs
- Privacy Policy
- Terms & Conditions
- Disclaimer & Grievance
- Refund Policy

MANUALS

- Membership Rule Book
- Election Rule Book
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