

**BOARD HUMAN RESOURCE COMMITTEE – MTI (AMC, ATH) ABBOTTABAD**  
(Approved by the BoG in its meeting held on 31.07.2022)

**TERMS OF REFERENCE**

**1. Membership/Composition**

The Board HR committee comprised of the following

- |                              |                            |
|------------------------------|----------------------------|
| 1.1 Maj. Dr. Siddiqur Rehman | Board Member               |
| 1.2 Mrs. Vardha Malik        | Board Member (Chair)       |
| 1.3 Snr. Manager HR ATH      | Co-opted Member            |
| 1.4 Manager HR AMC           | Co-opted Member            |
| 1.5 Secretary BoG            | Secretary of the committee |

**2. Committee Mandate**

Board Human Resources Committee will be a consultative body on Human resource management & development.

- 2.1** The Board HR Committee will review, monitor and provides guidance to HR departments ion HR management, strategies, disciplinary Proceedings, promotions and policies pertaining to staffing compensation, benefits, and related issues of strategic importance that affects department capacity, recruitment and retention of highly qualified staff.
- 2.2** HR Committee will monitor annual performance of employees and furnish recommendations to the board on individual's efficiency and competence HR committee will oversee inquiries and implementation of inquiry recommendations and report to the board its findings and recommendations on major issues.
- 2.3** The HR committee will submit biannual report to the Board on HR
- 2.4** The HR committee shall review the requests & complaints of the staff, and forward the recommendations to executives, Anomaly committee or direct corrective measures to the HR department.
- 2.5** The Committee will oversee the development of HR Manual, training/learning & development plan/activities of staff.
- 2.6** Any other task relevant to HR assigned by the Board of Governors.

**3. Reporting Relationship**

The committee will make reports and submit recommendations to the Board of Governors MTI(AMC, ATH)

**4. Meeting Schedule**

- 4.1** The Board HR Committee shall meet once a month, or as determined by the committee chairperson due to emergence of any issues of applications received.
- 4.2** The minutes of the meeting shall be recorded and documented as official record.

