



IILM

HR Policy Manual



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PREFACE

Welcome to IILM!

We're pleased to have you on board. This manual is designed to familiarize you with IILM's service conditions and employment regulations, providing all the necessary information and references for IILM employees.

The purpose of this Manual is to consolidate HR policies and procedures for employees at IILM, along with the general rules and regulations governing employees of IILM. This Manual replaces any previous manuals, handbooks, or memorandums on the covered subjects. IILM reserves the right to interpret, modify, suspend, revoke, or contest any part of the Manual, with notifications provided to all employees of such changes. The Manual will become effective on April 1, 2024.

It is the responsibility of IILM employees to stay informed about current rules, guidelines, directives, policies, and practices.

If needed, feel free to reach out to the Department of Human Resources for further clarification.

Human Resource Department (HRD)

Date: April 9, 2024

1. About IILM

IILM was founded in 1993 with a vision of global education characterized by distinctive curricula and inclusive practices. It aims to engage in academic partnerships worldwide, offering enriching experiences and advancing knowledge. Committed to inclusivity, IILM seeks talented individuals regardless of socioeconomic backgrounds, offering scholarships to ensure accessibility and empowering women through education. It focuses on cultivating responsible leaders equipped with ethical values and promotes social, economic, and environmental development. The institution prioritizes academic excellence, student success, global citizenship, research, and community engagement. Embracing equity and inclusivity, IILM fosters a culture where diversity is celebrated, ensuring fair treatment and accessibility for all. Its Green HR initiatives promote environmental sustainability within human resources practices. As a group, IILM has over 31 years of experience, with campuses in key cities across North India - Gurugram, Greater Noida, Lodhi Road, Jaipur and Lucknow. Each campus features modern infrastructure, industry interfaces, global exposure, academic excellence, cultural diversity, and leadership development opportunities. Throughout its transformation, IILM remains committed to its mission, expanding its footprint while nurturing future leaders prepared to navigate the global business landscape. Its salient features include strategic locations, modern infrastructure, industry interfaces, global exposure, academic excellence, cultural diversity, and holistic student development.

2. Adherence to Foundation Philosophy

The foundation of IILM holds all its members, regardless of their position, to a standard of unwavering integrity and commitment to their duties. It expects them to operate with a proactive approach, ensuring efficiency and prudent resource utilization, while consistently upholding the organization's reputation as a premier employer. Supervisory members are tasked with safeguarding the integrity and dedication of their subordinates. All members must comply with relevant legal obligations, including tax and exchange control requirements. As ambassadors of the organization's sterling reputation, they must conduct themselves ethically at all times, refraining from actions that could tarnish the organization's standing. Additionally, adherence to environmental regulations and active participation in related educational endeavors are mandated. Members are reminded to preserve

confidentiality and never betray the trust placed in them. Open communication is encouraged, with employees urged to share constructive ideas and concerns to improve both the workplace environment and community service. IILM values the input of its employees, fostering an environment where all suggestions are welcomed and considered.

3. Induction

3.1 On First Appointment

On the Day of Joining following is a list of action items to be taken care of on the day of your joining:

- a) Joining Documents: New Joinee will be required to submit following documents/certificates:-
 - i. A copy of your appointment letter.
 - ii. A copy of your joining report.
 - iii. A copy of your birth certificate.
 - iv. A copy of educational certificates from Class XII onwards.
 - v. A copy of your experience certificates from first job onwards.
 - vi. A salary certificate from where you were last employed and a copy of your last salary slip.
 - vii. A copy of the relieving certificate from the last organizations that you have worked prior to joining IILM. In case relieving letter is taking some times you may submit a copy resignation letter duly acknowledged by the previous employer.
 - viii. In case of PF transfer: relevant forms including, family declaration forms, nomination form and Declaration of Address etc.
- b) Employee ID: You will be issued a unique employment identification number which will be used for all IILM processes and communication.
- c) Seating arrangement: The H.R Department will help you with the seating arrangement on the day of joining.
- d) College Excel Accounts, Bio-metric records, Library Accounts, ID Card, Email ID, website profile: These would be created on the day of joining.
- e) Mentor allocation: On the day of your joining, you will be assigned to a mentor who is an existing employee - a seasoned employee assigned to them to help

answer the new joinee's questions and share with them an understanding of organizational practices. They also can help to introduce the new hire to people with whom they will be interacting on a regular basis, give them a walking tour of the campus, and perhaps have lunch with them one day during their Induction.

- f) All new employees go through a half day orientation program that is designed to assist them in adjusting to their jobs and work environment and to instil a positive work attitude and motivation at the onset.
- g) As part of orientation, you would attend 3 classes of a senior faculty member and would then take 'assisted' classes for another 3 sessions.
- h) All employees are required to be covered under a Medical Policy during their employment with IILM. Either the employee submits a copy of the Medical Insurance Policy held by them or else IILM would purchase it for them at the employee cost.

3.2 Medical Fitness

Every person, on his first appointment at IILM on regular basis shall be required to produce a Medical Certificate of Fitness from a Registered Medical Practitioner or a medical practitioner nominated by, and/ or acceptable, to the institution/University.

3.3 For Efficient Discharge of Duties

The continuance of appointment is subject to the member being found and remaining medically (physically and mentally) fit. The Vice Chancellor/HOI reserves the right to have any member medically examined at any time during the course of employment through a medical practitioner nominated by it to test the member's physical or mental fitness necessary for the efficient discharge of the duties of his post; and a report of medical examination will be submitted to the Vice Chancellor/HOI, whose decision in this regard will be final and binding. In case the member is found medically unfit to perform the assigned job satisfactorily, he/she will lose lien on the job. In case a member is found suffering from an infectious disease or protracted illness and/or remains habitually irregular in attendance, the Vice Chancellor/HOI shall have the right to terminate his/her services without notice.

3.4 Incapacitation

In case a member is incapacitated by reasons of illness, accident or any other cause and cannot perform his/her duties, IILM may, at its sole discretion, grant leave for a reasonable period on full pay, or half pay or without pay, or terminate his/her services.

3.5 Date of Birth

Every member will indicate his/her exact date of birth at the time of entering service of the organization. The age mentioned in the Matriculation/ Higher Secondary Certificate/ School Leaving Certificate will be the conclusive proof of the date of birth. Where the date of birth is not available but the year of birth is only established, 1st July of the said year shall be taken as the date of birth. After the declaration of age and acceptance of the same by IILM, it shall be legally binding on the member and no revision of age shall be allowed to be made, at a later date for any reason or purpose whatsoever. Alternatively, documents such as; Passport/ Aadhaar Card/ Voter ID/ Driving License/ PAN will also be accepted as valid DOB proof.

3.6 Residential Address

Every member is required to indicate his/her residential address at the time of entry and thereafter promptly communicate any change in the said residential address. Accordingly, for service of any notice or communication, he/she will be informed by ordinary post or through courier at the latest residential address available in the service record. A copy of the letter may also be pasted on the Notice Board and/ or communicated through official e-mail which shall be considered to be sufficient service on the member. No member will refuse to accept personal delivery of any communication addressed to him/her by IILM.

3.7 Verification of Members' Particulars

A member is offered appointment on the belief that the particulars furnished in his/her application/Personal Data Form and otherwise are factually correct and no material has been concealed. In case it is subsequently found (with third party verification) that material information furnished therein is false, or that some relevant facts have been concealed, suppressed or withheld, the appointment may be considered null and void ab initio. In that eventuality, the Vice Chancellor/ HOI with

prior approval of President may terminate the member's service forthwith without any notice and may recover the payment made towards his/her remuneration during employment.

3.8 Probation, confirmation, terms and Conditions of Service

- a. All newly appointed employees will be on Probation for 6 months from the date of their appointment. During this period your performance will be reviewed and on completion of six months, there would be an evaluation done. You will know of the evaluation through a formal feedback session.
- b. On satisfactory performance your services will be confirmed in writing. In the event of unsatisfactory performance, behavior or attitude, you will be either counselled to improve your performance and the probation period would be extended or your services may be terminated depending on the circumstances. If there is no improvement at the end of the extended probation period, you may either be counselled again and another extension may be given or the Vice Chancellor/HOI will terminate your services.
- c. The period of probation may be extended up to another 6 months, at the sole discretion of the Vice Chancellor/HOI on evaluation of your performance; such extension of probation period shall be informed in writing.
- d. Every member of IILM shall be bound by the Statutes, Ordinances and Service Regulations for the time being in force in the institution/University as applicable.

3.9. Whole-time Employee

Unless otherwise expressly provided for, the whole time of a member shall be at the disposal of IILM and he/she shall serve IILM in such capacity, in such a manner and at such places as directed by the IILM from time to time. No member shall, without prior permission of the Vice Chancellor/HOI, engage directly or indirectly in any trade or business, or any private tuition, or any other work to which an emolument or honorarium is attached. Provided that nothing contained herein shall apply to the work undertaken by a member in connection with the examination of the Universities/educational institutions, or Public Service Commissions, or to any literary work or publication or radio talk or extension lecturers, or to any other academic work, with the permission of the Vice Chancellor. For this purpose,

'member' means a whole-time salaried employee of IILM and does not include honorary, visiting or part-time teachers.

3.10. Nature of Duties

Every faculty shall take part in the teaching and research programme activities at IILM and perform such duties as may be assigned to him/her from time to time in accordance with the policy framed thereunder, for the time being in force, and generally act under the direction of the authorities of IILM.

4. Leave policy

4.1. Attendance & Work Schedule

- a. All members, irrespective of their designation, will mark their attendance on the Face recognition Attendance System installed by IILM to record both incoming and outgoing timings; or as may otherwise be directed in case of posting with an Institution/Department.
- b. While remote working you will mark your attendance via Pocket HRMS portal.
- c. A staff member, who is required to go out on official duty, shall inform HR about the - Out Door Duty; and apply on HRMS which shall be duly approved by the Vice Chancellor/HOI.
- d. University/Institute shall remain open for six days a week. Option of availing 1st & 3rd Saturday as off or 2nd & 4th Saturday off, can be decided by the employee.
- e. IILM is functional on all days Monday to Saturday. The normal working hours are from 9.00 am to 5.30pm from Monday to Friday (8 hrs 30 mins) and 9.00 am to 4pm (7 hrs) on working Saturdays (5th Saturday, if any, will be working only during academic period) for all members of faculty and staff with half an hour lunch-break. The faculty is expected to take the classes as scheduled by the programme office. Delays/Rescheduling in classes is not accepted.
- f. The Vice Chancellor/HOI may regulate/stagger the hours of attendance to suit the duties entrusted to an individual member. All are expected to strictly observe punctuality. During work-hours, each member should ensure that the office knows, at all times, where he/she can be reached.

- g. On occasions when a member is late for some unavoidable reason, or is away from office for any reason, he/she should inform the office accordingly. However such late coming will not be allowed beyond 2 days post which it will be considered as a half day.
- h. An employee coming after commencement of the working hours shall be marked late. Leaving office earlier than the scheduled time of departure and any failure to record the time of arrival and departure may render the employees liable to disciplinary action, apart from debiting their leave account in accordance with the IILM's Leave Regulations.
- i. Unless otherwise stated specifically in the terms of appointment, every member may be called upon to perform such duties as may be assigned to him by the Vice Chancellor/HOI, beyond scheduled working hours and on closed holidays, Saturdays and Sundays.
- j. In case, employee is on tour, or on outside duty or have to leave for any work during the office hours, you are required to inform the HR along with approval from Vice Chancellor/HOI. ODs are to be applied on Pocket HRMS portal and prior approval is mandatory before proceeding on OD.

4.2 Types of leave

a) Sick Leave (SL) / Emergency Leave:

- i. All Staff members and Faculty members who are on 6 day track will be granted sick leave/emergency leave for a maximum period of 12 days i.e. 6 Sick Leave and 6 Emergency Leave during the leave year. Staff members who are appointed during the course of the year shall be entitled to it on pro-rata basis. Faculty members who are on 5 days track are entitled to 5 Emergency Leave and 5 Sick Leave, those on 4 days track are entitled to 4 Emergency Leave & 4 Sick Leave and those on 3 day track are entitled to 3 Emergency Leave and 3 Sick Leave.
- ii. For availing Sick Leave, all employees (Staff/Faculty) are to submit valid medical certificate, even if the absences is for a period more than 2 days. For availing sick leave, the employee has to submit a medical certificate issued by a registered medical practitioner having minimum MBBS qualification. In case the medical certificate tendered in lieu of the sick leave is not valid, the same shall be treated as cancelled and will be

subject to deduction of salary and in such cases strict disciplinary action including termination of services can be taken place.

- iii. Sick Leaves/Emergency Leaves may also be availed for diagnostic purposes, however prior approval must be taken and a certificate must be submitted for the same.
- iv. Sick leave/Emergency leave not availed will lapse at the end of the leave year.

b) Earned Leave (EL):

- i. EL will be credited to the leave account of employees after one year of service. EL credited to the individual's account will be from the date of joining to 30th June and thereafter with respect to each year, i.e. on 1st July to following 30th June.
- ii. E.g. For the Leave Year - 01.07.23 to 30.06.24, 15 days leave will be credited on 1st July 2024 for all Staff and Faculty on 6 day/ 5 day/ 4 day/ 3 day track.

Type of leave	Annual Entitlement (Staff & Faculty)	Faculty (5 day track)	Faculty (4 day track)	Faculty (3 day track)	Leave Accumulation
Earned Leave (EL)	15	15	15	15	30
Sick Leave (SL)	6	5	4	3	Nil
Emergency Leave	6	4	4	3	Nil

4.3 Application process: The Faculty/Non-Faculty of IILM may be sanctioned leave as prescribed below. These rules will be subject to the condition that leave(s) cannot be claimed as a matter of right, and when the exigencies of the Institute so require, discretion to refuse or revoke leave of any description is reserved to the sanctioning authority.

- a. Ordinarily, leave(s) will not be granted to the academic staff in the during of the academic term except on medical grounds / extreme compassionate grounds.
- b. The leave year is from 1st July to 30th June of the next year.

- c. During the period of leave, staff members shall not take up or accept any employment or work either on remuneration or without remuneration.
- d. During the period of suspension, staff members shall not be granted any leave. However, during the pendency of disciplinary proceedings, the Vice Chancellor/HOI may grant leave.
- e. Sundays and or/ holidays as may be declared by institute, may be prefixed and /or suffixed to any kind of leave, but intervening Sundays and Holidays, will be counted as a part of leave.
- f. Combination of leave: Sick Leave/Emergency Leave cannot be availed in conjunction with EL.
- g. Before proceeding on any kind of leave, staff members shall intimate to the Vice Chancellor/HOI his/her address and contact details while she/he is on leave and shall keep the said authority informed of the changes, if any.
- h. Overstay beyond the sanctioned leave shall be treated as leave on loss of pay unless the concerned staff members has got the extension of leave sanctioned by Vice Chancellor/HOI before the expiry of the leave already sanctioned. However, before treating such unauthorized absence as leave on loss of pay, the Vice Chancellor/HOI shall satisfy itself that there were no extenuating circumstances, which prevented the staff members from obtaining prior sanction for overstay. Over-stay of leave beyond 10 days without proper sanction can call for disciplinary action.
- i. National, Regional, Restricted and Declared Holidays will be decided in December each year for every calendar year.
- j. On resignation from the service of the institute, if the employee has taken any Earned Leaves or Emergency Leaves/Sick Leaves, the same shall be considered as LWP.
- k. Depending upon the requirement, officers and staff may be asked to serve in different shifts and on weekdays as per requirements.

Subject to the terms and conditions of appointment, employees will be eligible for leave in accordance with these Rules, as amended from time to time. Below is the SOP for leave application process which needs to be followed for all cases. No leave will be considered sanctioned outside this process. Leave cannot be claimed as a matter of right. Hence, all leaves will be considered approved only if the same is

sanctioned. You are required to proceed on leave only on its approval. Non adherence to this will tantamount to misconduct and will be seriously viewed. Therefore, all unapproved leaves will be treated as without pay and salary deduction will take place accordingly.

4.3.1 Procedure for Sick leave/ Emergency leave Sanctioning

An employee who desires to proceed on leave shall apply on HRMS to the authority competent to sanction leave through proper channel, and must not avail of the leave before it is sanctioned. The said authority shall issue orders on the application and where the leave is refused or postponed, the fact of such refusal or postponement shall be recorded on the leave application.

4.3.2 Procedure for EL Sanctioning

- a. EL should be recommended by the immediate superior and approved by the Reporting Head and then it goes for the final approval to Vice Chancellor.
- b. Requests for EL shall be made at least 15 days in advance.
- c. Weekly-off, declared holidays falling within the earned leave period will be counted as Earned leave.
- d. EL will be credited on pro-rata basis.
- e. An employee can avail ELs which he/she have been already earned and having in their leave account. The maximum accumulation is up to 30 days.
- f. EL can only be taken in non-academic period by teaching and non-teaching employees (i.e. during no academic activity and the session is closed). And by Admission team, Aug – Nov for MBA team and Aug – Jan for UG team.

In case the application for post-facto sanction is not submitted and/or sanctioned, the salary for the leave period will be deducted even if the employee has sufficient leave balance in his/her credit. If an employee after proceeding on leave, desires an extension thereof, he/she shall apply to the Vice Chancellor/HOI, who shall send or cause to be sent a reply either granting or refusing extension of leave to the employee concerned. It will be the duty of the employee to obtain approval for extension of leave from the appropriate authority; otherwise he shall be deemed to be on unauthorized absence.

4.4 Holidays (public/ restricted)

During December every year, a circular shall be issued regarding all the holidays for the next year.

4.5 On Duty for the faculties/staff in an academic year

Duty Leave upto 15 working days in a year may be allowed for:

- a. Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university.
- b. Delivering lectures in institutions / universities at the invitation of such institutions / universities received by the University, and accepted by the Vice Chancellor/HOI;
- c. Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister university or any other academic body; and
- d. Attending official meetings or conferences to which an individual has been nominated by the University.
- e. For performing any other duty for the University as authorized.

4.6 Maternity leave-terms & conditions.

This is applicable to all female staff who have completed one year of continuous service and have attended at least 80 days in office. ML may be granted to a female faculty / staff members for first two surviving children. A maximum period of six months of ML may be sanctioned all such employees with pay. Under the maternity Benefit (Amendment) Act, 2017, this benefit could be availed for a period extending upto 8 weeks before the expected delivery date and remaining 18 weeks can be availed post child birth. For availing ML, they have to submit a medical advice letter from a qualified doctor. All relevant Govt regulations would be applicable with respect to ML, however, prior approval of Vice Chancellor/HOI would have to be taken for availing the same. The faculty/staff member will have to necessarily join back to duty on completion of Maternity Leaves; however, in case of medical exceptions a certificate may be submitted for the extension of leave which may be granted on its merits.

4.7 Leave without Pay (LWP)

In case of a staff members whose SL/EL has been exhausted or taken in excess of the entitlement or who has extended leave without informing the authorities of IILM, those excess leave taken will be treated as leave without pay (LWP). If the leave is not so authorized, it will be considered as violation of conduct rules and dealt accordingly. In case of more than 3LWP the employee will have to provide explanation for such leaves and will also be marked as a negative indicator in the annual appraisal process.

4.8 Leave Applicable for Contractual Employees

Contractual employees will be entitled to 6 Sick Leaves and 6 Emergency Leaves that is 12 leaves in a year and the 9 declared holidays (Gazetted, festival etc). Contractual employees will also be entitled to 15 days Earned Leaves.

4.9 Sabbatical

Confirmed teaching staff of IILM, who has completed minimum 5 years of service, may be granted Sabbatical Leave without pay to undertake study or research or, other academic pursuit solely with the object of increasing their proficiency and usefulness to the University and higher education system. The duration of leave shall not exceed two years.

5 Pay, Allowances and Perquisites

5.1 Pay Scales

The members appointed by IILM shall be in the grades of Professor, Associate Professor, or Assistant Professor in so far as they take part in the teaching in the Institute/University and shall be paid salaries on such pay-scales as IILM may adopt or decide from time to time.

IILM gives the flexibility to the faculty members to work on any of the following teaching tracks;

Teaching Track	CTC
6 day track	100%
5 day track	90%
4 day track	70%

- (a) Faculty should put an application to the Vice Chancellor/HOI to apply for a particular teaching track.
- (b) The application should be put one month before the commencement of the term.
- (c) The teaching track can be changed only after 6 months or at the end of the academic year.
- (d) The leave details, for a particular teaching track is available under the leave policy.

5.2 Salary Payment

It is our endeavor to provide employees interesting and challenging work, an enabling environment and attractive rewards that encourage them to contribute and perform effectively. Compensation will be just one of the enabling factors in our multi-pronged Talent strategy. Our objective is to provide a fair compensation that is market competitive, remunerative and reflective of the capabilities and skills of an employee; a compensation to attract and retain high calibre professionals. The salary has been structured ensuring tax labour compliance and balancing both the long term and short term cash and protection requirements of employees. Compensation heads have been structured to be role and level specific. These compensation heads may be reviewed periodically to ensure that it is current with market and with tax provisions. Presently salary components include Basic Pay, HRA, PF, LTA, Medical allowance, Academic allowance, Transport allowance, Driver's allowance (if applicable) and Telephone & Internet allowance.

Salary will normally be paid on the first week of each month. Salary payments will be credited to your bank account. Each member should provide complete details along with supporting documentary evidence to ensure that the TDS (tax deducted at source) can be calculated correctly.

For this purpose you are required to open a bank account in bank designated by the organization within a week of joining the organization. After getting your account opened, you are required to intimate your account number to the Accounts department.

5.2.1 Salary Confidentiality

All information related to compensation, its elements and eligibility is confidential. All employees therefore have the responsibility of ensuring that the details of same are not shared with any third party.

5.3 Provident Fund

The provident fund shall be operative with the Commissioner of the Provident Fund, Government of India, as per the Provident Fund policy of Government of India. Presently it is 12% of the basic salary will be deposited by both, the employer and the staff members in PF account given to the staff members by the PF Commissioner. An element of interest on this amount is payable at the time of withdrawal of the same as per policy of the Govt. Those who wish to get their PF account transferred from the previous company should complete a PF transfer form and submit in the accounts department.

5.4 Allowances & Perquisites

A member will be entitled to such allowances and perquisites as may be specified in the letter of appointment and/or as notified through any subsequent communications in this regard.

5.5 Reimbursement of Expenses

The IILM will reimburse any reasonable expenses that are the direct result of the development and operation of the business and consistent with its policies, provided these are authorized by the Vice Chancellor/HOI in advance.

5.6 Travelling Policy

The objective of these rules is to provide a set of guidelines that govern travel for official purposes within or outside the country.

These rules are intended to provide reasonable and adequate allowances/reimbursements related to the responsibilities and needs of various categories of staff members in consistent with their status in the institution. It is expected that the entitlement should not exceed the need and these rules should not be mis-utilized.

For the use of personal vehicle for official work following compensation would be paid: i) Two wheelers: Rs. 7.00 /KM, ii) All 4 Wheelers: Rs. 10.00 /KM

The faculty members can call for a Taxi as per entitlement from the institute for official purposes, approved as per the rules.

5.6.1 Reimbursement of Expenses on Transfer

The faculty members who have been transferred from one place to another outside the NCR region shall be reimbursed expense incurred for transport/ carriage of house hold effects equivalent to the charges fixed for carriage of goods by train limited to the weight specified below:

A	1-	4	Metric	Tons
A	2-	3	Metric	Tons
A	3-	2	Metric	Tons
A	4-	1	Metric	Ton
A	5	0.5	Metric	Ton

Faculty members shall also be entitled to the actual fare by the mode of travel applicable to them in the travel rules of the institution for self, spouse, dependent, parents and children from the place of work to the place of transfer. These expenses can be claimed within 6 months from the date of shifting the family from one place to another. Faculty members who has been transferred from one place to another outside the NCR region shall be entitled for a special leave of 5 days as joining time provided he / she is shifting bag and baggage to that place, otherwise only the time taken in traveling from one place to another shall be treated as on duty.

5.6.2 International Travel Entitlement

Approval of President shall be required to undertake any International travel. Travelling and allied expenses shall be decided keeping in mind the pay scale and status of the employee, country of travel and other needs depending on the type of work assigned to the employee. Tour Advance Application Form for obtaining prior approval is appended below.

Generally, it is expected that the employee would stay in the Guest Room of the host institution / institute (if the visit concerns Global Study); otherwise, it is expected of

the employee to exercise discretion in finalizing the hotel for stay and use of transport.

On return to India, the employee concerned would submit a “statement of expense” along with the supporting bills, whichever feasible.

5.6.3 Travel Policy – Sales Managers

Applicability: This Policy is applicable to all the **Sales Managers** of IILM, who are required to undertake work travel.

Hotel

S.No	Metro Cities	Tier II cities
1	Rs 2500/- per day	Rs 2000/- per day

Local Travel

S.No	Own Car	Bike	Maximum allowance public conveyance *
1	Rs 9/- per km	Rs 7/- per km	600 / day

* In case of exceptions, prior approval can be taken if it is not accommodating the current Budget allotted.

Food Allowance

S.No	In case of Outstation travel
1	Rs 800/ day

Table 4: Mode of Travel

S.No	Duration (upto 12-14 hrs of overnight journey)	Duration (above 14 hrs)
1	Bus /Train (3/2 AC)	Air*

*In case of Air travel, prior special approval is mandatory.

5.7 Terms & conditions (payment/conduct) for the faculties/staff staying in IILM hostels.

The Institution will provide a furnished residential facility to the Faculty and Non-Faculty upon request, subject to the availability of accommodation. However, if there are no vacant residential units, the Faculty and Non-Faculty are required to arrange suitable accommodation on their own.

After allotment of accommodation, employees will have to sign an agreement with the Institution in the prescribed format. In every case, the allottee shall be deemed to be a licensee and not a tenant and will have to pay as per the rules of IILM.

5.8 Gratuity

As per the Payment of Gratuity Act 1972, gratuity shall be payable to an employee on termination of his/her employment after he/she has rendered continuous service for not less than 5 years.

- a) On his/her superannuation, or
- b) On his/her retirement or resignation, or
- c) On his/her death or disablement due to accident or disease.

Provided that the completion of continuous service of five years shall not be necessary where the termination of the employment of any employee is due to death or disablement.

5.9 Medical reimbursement

Medical allowance, which is a part of employee's CTC, will be paid on monthly basis. Employee need not to submit any voucher/Bill as it will be paid along with the salary. The total amount provided annually is equal to one month's basic salary.

The Institution will take a Group Mediclaim Policy to cover all the eligible employees. Medical insurance premium will be paid by the Institution for medical coverage up to Rs 5.00 lacs per family/individual. The premium amount shall be deducted from the salary in two equal instalments in two succeeding months. Employees willing to opt out of this will have to submit a mediclaim policy of same amount duly renewed every year.

5.10 Leave travel allowance

LTA which is a part of the employee's CTC and will be paid on monthly basis. Employees need not to submit any vouchers / bills as it will be paid along with the salary.

6. Faculty Teaching Load, Annual Work Plan, Performance Appraisal

6.1 Required Teaching Hours for Faculty Members

To be successful in a competitive academic environment, faculty members have to develop expertise in more areas than one. A faculty member has to undertake different roles as a teacher, researcher and a trainer/consultant. In addition, there are institutional building activities/tasks which have to be shared. At IILM, there are administrative responsibilities, both specific and common, which a faculty member must share.

Since every faculty member cannot assume all the roles, the expected output should be clearly defined. This is also necessary to ensure that all faculty members share the load/responsibilities in a pre-defined manner. A faculty member is expected to teach certain subjects/courses in an academic year and also devote the rest of the time for other activities like research, training and consultancy.

Out of these specific areas, a faculty member has to choose a minimum of two, which includes a specified minimum teaching load. Since training (MDPs) and Consulting are two areas where there is provision for income sharing between faculty and IILM (in proportions defined in Training /MDP policy separately), the remaining two (teaching and research) are essential part of the job.

IILM has a well-defined reward policy to encourage research output of good quality, published papers, working papers, presenting papers in national and international conferences and also organizing national and international conferences. This note defines the expected teaching load and exceptions available for faculty members due to admin responsibilities. These rules regarding teaching load have to adhered to by all to ensure smooth academic activities round the year.

As per the practice six courses equivalent of 3 credits each is the standard annual load. Since there are different courses which carry different credits, the teaching load is not defined in terms of number of courses but in terms of credits equivalent. Thus a faculty member in IILM will have an annual load of courses equivalent to 18 credits. Exceptions to this load of 18 credits will be provided based on the admin responsibilities as defined here.

Besides the above if a faculty member is involved in consulting project of substantial value and importance, special waiver from teaching will be considered by a committee (formed by VC/HOI for this purpose). Similarly if a faculty member develops a New Course/Module, which is offered for the first time (the same faculty member offers that course to all the sections, a waiver of 2 credits may be granted for the first time.)

It shall be necessary for the member to be available for at least 8.5 hours daily at IILM for which necessary space and infrastructure shall be provided. The direct teaching hours shall be as follows:

Faculty	Load in Hours
Professor	14
Asso. Professor	16
Astt. Professor	18

Admin Responsibility	Waiver
Faculty member in 1 st academic year at IILM (with total career experience less than 1 yrs)	3 credits
Faculty member in 1 st academic year at IILM (with total career experience less than 2 yrs)	2 credits
Dean (Program with more than 300 students)	4 Credits
Dean (Program with 200- 300 students)	3 credits
Dean (Program with less than 200 students)	2 credits
Associate Dean (Any program)	1.5 Credits
Controller of Exams	4 credits
Deputy Controller of Exams	1.5 credits

Director Placement	2 Credits
Area Chair (with more than 5 members in the area)	1 Credit
In-charge of NAAC/NBA/Rankings/Ratings (The waiver will be split, if the task is shared)	2 credits
Any other task assigned by VC/HOI	(As per the task)

The table above defines the waiver from the teaching load in terms of credits. However, a relaxation of two hours in the workload may be given to the Professors who are actively involved in Research, Extension and Administration activities.

IILM has the following expectations from the faculty:

- a. A Minimum teaching of 120 points (implies 120 hours of teaching).
- b. A Minimum 30 research points.
- c. Each faculty is required to earn a minimum of 180 points per year. There are no institutional incentives/payments below the minimum 180 points, including Professional Development Fund (PDF)/Faculty Development Fund (FDF)/Conference funds.
- d. Admissions duty is mandatory.
- e. It is mandatory for faculty to accept and honour institute duty, whether teaching or administration, when called upon by IILM
- f. The payments need to be shared with the Institution as per the Consulting revenue sharing rule. There can be minor exemptions if the honorarium amount is small (or one can do it pro-bono).

6.2 Faculty Annual Academic Plan (FAAP)

At the beginning of each financial year, every faculty member would be required to prepare an Annual Work Plan in a prescribed format and send copies to Director/Dean/HOD and Area Chair. All the faculty members in the Area will discuss their work plan in the meeting called by the Area. The Area will ensure an even workload of teaching, research, training, and academic administration to each area faculty member. In addition, the Area should also ensure the compliance of total research projects and publications and, at the same time, the number of Conferences they would like to do for that financial year. The work plan needs to be resubmitted, keeping in mind the norms of the policy. The Director will finalize the

Area work plan in consultation with the Area Chair and the Area faculty members. The Director will review the Annual Work Plan of individual faculty and the area's performance twice a year, i.e., one in the last week of September and the second one in the last week of March every year. The work plan and the report on achievements will form an important part of the appraisal. At the end of each Academic Year, faculty members will prepare a report of how successful they have achieved their planned work for the year. All faculty members are expected to fulfil the minimum requirement of 140 points during the Academic Year. The faculty members who hold any positions of responsibility (PoR) may get waiver in the minimum teaching on the discretion of Vice Chancellor/HOI.

6.3. Annual Performance Appraisal

Individual performance and contribution will be reviewed on a continuous basis through appropriate monitoring and feedback. In this appraisal the focus will be on review of performance against key deliverables and targets and on capabilities demonstrated in the course of the year. The key outcomes of the end of year performance discussions will be:

- a. An agreed set of action to be undertaken by the employee to improve performance.
- b. Identification of development needs
- c. Identification of potential for career progression and growth
- d. Basis for deciding performance awards

6.4. Performance based appraisal system (PBAS)

The Performance based appraisal System has been designed so as to achieve organization goals and facilitate individuals in achieving professional aspirations.

6.4.1 The key objectives of the Performance based appraisal system

- a. Strengthen the Intellectual Asset base of IILM
- b. Align and harness employee energies towards achieving superior results for our Stakeholders
- c. Guide employees on the path to strengthening their professional capabilities
- d. Provide a rational and objective basis for identifying high potential to take on future leadership roles

- e. Provide an objective basis for rewarding and recognizing performance.

6.4.2 Components of the appraisal system

Parameters for assessment/appraisal are announced at the beginning of the year.

These include assessment of faculty and their contribution to:

Teaching, Mentoring, Learning & Evaluation related activities	150
Research Publication & Academic Contribution during the Assessment Period	100
Institution Building	50
TOTAL (I+II+III) & Percentage	300

The purpose of the review process is to reflect on the achievements and challenges of the preceding specific issues will have been addressed during the course of the year, this is an opportunity to reflect on, and learn from, the experiences of the year as a whole.

- a. It also forms the basis of deciding the increments and charting growth map for all employees.
- b. The review should be an open and confidential dialogue between Dean/Director/VC and the faculty, sharing and discussing. The individual's progress against the objectives previously set, taking into account any changes that have occurred during the year.
- c. Factual information such as feedback from students and other stakeholders, and module review
- d. The individual's reflection on their own personal development during the year.
- e. Reflection on the individual's achievements in relation to the core values the individual is expected to uphold these may refer to such areas as quality, teamwork, customer service, teaching, research and behavior.

A personal development plan sets out the actions people propose to take in order to learn and develop themselves, together with what the organization is committed to do to support them. Individuals take responsibility for formulating and implementing their plan in agreement with their appraiser. This is an ongoing process of continuous improvement and individuals must be encouraged to engage in a range of developmental activities, both inside and outside IILM, as appropriate. In some

cases, development may be a requirement in order to meet expected standards of performance.

6.5. Parameters of the Non - Faculty Annual Performance Appraisal

Anchored on key performance indicators, this appraisal system evaluates various aspects such as professionalism, teamwork, innovation, and efficiency in executing their responsibilities. It considers factors like punctuality, adherence to IILM's policies, quality of work, and engagement in professional development activities. Furthermore, it assesses interpersonal skills, communication abilities, and the willingness to collaborate across departments. By aligning with the university's objectives and values, this appraisal framework ensures that our non-faculty members are acknowledged and rewarded for their dedication and commitment to excellence in supporting the institution's mission.

6.6 Performance Review timeline

- a. The appraisal process is conducted twice a year- December (review of progress on FAAP) & June (review and reward);
- b. The Appraisal is based on the Faculty Annual Academic Plan (FAAP) that is filled by all faculties in the beginning of the new academic session;
- c. Appraisals for Teaching and Non- Teaching are conducted twice a year.
- d. Employees who join between 01st April- 30th September) are appraised in JULY CYCLE.
- e. Employees who join between 1st October -31st March are appraised in JANUARY CYCLE.

6.7 Promotion Policy

- a. Promotion of teachers from their existing level to the next higher level – whether on regular basis or in an officiating capacity – shall be based on merit-cum-length of service at the relevant level on the recommendation of the Selection Committee, in accordance with the criteria laid down by the AICTE, UGC or any other statutory body, as the case may be.
- b. The policy is based on the principle of Seniority-cum-performance

- c. At the lowest level, the promotion is entirely based on seniority and merit, with seniority getting reasonable weightage. At higher levels, merit and background gain weightage.
- d. The cut-off date for consideration is June 30th of every year, the date on which the appraisal is done. So the period for consideration is July 1 to June 30.
- e. The Promotion Exercise for staff will be conducted once in a year after receiving all Performance Appraisal forms
- f. In the case of professional and technical positions or other post present or to be created in the future, which requires specific professional qualification and/or technical skills the same will be filled up with employees who possess such professional qualification or skill or technical competence. For recruitment and promotions to such posts preference weightages, as and when permissible, for an internal candidate shall be evolved, and the selection committee will finalize the criteria.

6.8 Confidential Appraisal Reports

Such executives of IILM as may be specified by the Vice Chancellor/HOI to act as Reporting Officer and Reviewing Officer shall report confidentially each year on the work and conduct of the members who had served under them for periods exceeding three months in the preceding year; and forward their assessment reports in the prescribed format to the HR by a prescribed date. Any adverse comments may be communicated to the employee concerned by the Vice Chancellor/HOI so that he/she makes concerted efforts for significant improvement of his/her performance in the required direction.

6.9 Age of Retirement

The age of superannuation in respect of the faculty will be 65 yrs. The age of superannuation in respect of the non-teaching staff will be 65 yrs, subject to good health.

7. Rewards, Incentive & Professional Activities Guidelines

7.1 Research policy

Knowledge creation, assimilation and dissemination are key research objectives at IILM. Research and publications at IILM focus on direct integration of research into teaching-learning process. With this aim, IILM tries to nurture, inculcate and develop a vibrant research culture in various functional area and provides an excellent opportunity for Research, Consultancy and Training. Research at IILM is encouraged in all spheres viz. action research, applied research and industry focused research. Our research ethos emphasizes integrating research directly into teaching learning process. IILM motivates faculty members to present their intellectual contributions both at national and international academic forum, through well rounded research funding norms. Our research policy focuses on encouraging and exploring new frontiers of knowledge, aimed at fostering better learning experience for our students.

The objectives of IILM's research activities are:

- a. To develop a research culture and to work out a research agenda for implementation of the same
- b. To integrate research outputs with the curricula through teaching - learning process, wherever appropriate.
- c. To effectively disseminate IILM's research output for greater visibility amongst our key stakeholders - academic community, students and industry through publication of research journal, MDPs and consulting, among others.

IILM's vision places the student at the center of its pursuits. All processes, including Research, are designed to flow into teaching and learning, thus ensuring better learning for students and development of faculty. All research activities need to be current find inclusion in the teaching and learning in the form of a course or a reading resource. Furthermore, to promote and nurture an environment of research and provide a forum for idea generation and sharing, IILM's research policy requires its faculty members to present their work-in-progress with all the faculty members in the form of a seminar prior to submission of the complete paper.

In order to nurture an environment of active research for knowledge creation, IILM's Research Policy provides the following incentives:

- a. Credit equivalence/ Incentive for Research Paper/ Case Study publication in National/ International Refereed Journals: Research Output(s) published in

National/International journals will be considered for a credit equivalence of 1 credit (100 hrs) / incentive. The credit points will be estimated on a benchmarked standard of approximately 100 hours spent on delivering a full credit course at IILM. The credit equivalence of the published work will be assessed by the Research Committee comprising the Research Head, Area Chairs and a panel of experts on the basis of the following:

- i. Presentation of the paper by the faculty to determine his/her contribution
 - ii. Evaluation of the paper for rigour and quality of research
 - iii. Publishers' credentials (based on the list of National & International Refereed journals given)
 - iv. The decision of the Research Committee will be final and binding.
- b. On-duty Leave for Case Writing: As an initiative to encourage Case Writing, IILM offers a maximum of 7 days On-Duty leave for primary research and site visit for Case Writing. The requests for On-duty leave will be assessed by the Research Committee on the basis of a research proposal submitted by the author/s.

In case the author has availed an On duty leave for writing a case, the Case Study when published will not be eligible for consideration for Credit Equivalence (Point 1) and/ or Funding for Conference Presentations (Point 3).

- c. Funding for Conference Presentations: Faculty members are also encouraged to present papers in National and International Conferences. The following funding norms for research paper presentations in National/ International Conferences are followed at IILM:
- i. Faculty member should have completed one year of continued service at IILM to be eligible to avail funding for conference presentations.
 - ii. Funding will be provided for a maximum of one conference presentation within the country in a year, and, one conference presentation outside the country in 2 years.
 - iii. Only full paper presentations will qualify for funding considerations.
 - iv. The institutional support requested by faculty towards meeting incidental expenses of Conference registration and Presentation will be based on the recommendations of the Research Committee.

- v. Funding for conference(s) Presentation(s) will cover the following as detailed in research policy:
 - 1. Registration fee for the conference
 - 2. Travel cost
 - 3. Accommodation+ Boarding
- vi. The maximum permissible funding for Conference presentation will as per the research policy
- vii. In case of research papers co-authored by two faculty members, both can apply for conference funding. Alternately, authors have the choice of converting the funding equivalence to course credit.
- viii. IILM's Vision encourages research that flows into the teaching and learning process.
- ix. The approval of the funding, therefore, is subject to fulfilment of the following clause:
 - 1. The author/s to conduct a Faculty Development Program based on their research.
 - 2. Faculty members who get approval of funding from the Institute, are additionally recommended to take the following actions (i) The author/s provide a write-up/ abstract of the paper for IILM's inhouse magazine, which will also be available on IILM's website. (ii) Given the relevance of research topic, the author/s to incorporate or include the learning from the research paper into an elective/ core module

7.2 Higher education

A teacher will be eligible for two advance increments as and when he/she acquires a Ph.D. degree in his/her service career.

7.3 Guidelines, Rules and Procedures for FDP/MDP/ Consultancy and Professional Activities

- a. Performance-based Incentive for attending MDPs/ Conferences/Global Study: IILM continuously strives to improve its intellectual capital by identifying high-performing faculty and incentivizing them for self-development. A steady step in this direction is the introduction of Performance-based incentives. IILM

offers Performance-based Incentives as detailed in research reward policy to faculty members for self-development that can be availed by the faculty in the form of MDP/ Courses/ Conferences at various IIMs/ IITs or Global Study at its Partner Institutes abroad.

- b. Consultancy is well recognized as an effective way for academic institutions to disseminate their knowledge and expertise and make an early and direct impact on society. Faculty is encouraged to take consultancy projects on a 30%-70% revenue sharing basis, where 30% of the revenue is shared by IILM. To ensure the balance between the relevance of voluntary consultancy and the core duties of the faculty, a maximum of 10 working days of On-Duty Leave per year would be approved, subject to approval by the Director.
- c. Seed Funding for Research Projects on Contemporary and emerging Issue: Given the need to encourage research on contemporary and emerging issues, IILM proposes to offer seed funding for Research Proposals. All proposals will be evaluated by the Research Committee. Approved proposal will be provided a seed funding of Rs Ten Thousand.
- d. All funded projects would require submission of a monthly progress report to the Research Committee.
- e. The funding will be applicable for a period of 6 months, on completion of which the final report/ paper has to be submitted. Any further requirement of funding will be processed on a case to case basis by the Research Committee.
- f. If the concerned faculty leaves IILM during the 6 month period, he/she is required to complete the project before departure or hand-over the project (including all documentation and data) as it exists to the Research Cell. The concerned faculty member will then also forsake any claim to the research project and data thus collected.

7.4 Intellectual Property Protection

- a. During the term of your employment, you will not directly or indirectly:
 - i. Employ or solicit for employment, or advise or recommend to any other person or entity that they employ or solicit for employment, any employee of the organization. Solicit or encourage any employee of IILM to leave

the employ of the Organization, to do any act that is disloyal to the organization, is inconsistent with the interests of the organization.

- ii. Make any statements or perform any acts intended to interfere with, reasonably likely to interfere with or having the effect of interfering with, any interest of IILM.
 - iii. Undertake any alternate employment or engage in competition with, perform any services for, participate in or be connected with any organization which engages in competition with IILM.
 - iv. Any assignment/consultancy/training/international teaching assignment need to be approved by Vice Chancellor/HOI.
- b. Data Protection: IILM will own the rights to the data collected as a part of the Research Project funded by IILM. Publication of the work outside IILM's journal would require permission from the Research Cell. Furthermore, the publication should clearly indicate that the research had been funded by IILM.
 - c. Confidentiality: We expect utmost discretion and confidentiality of information to be maintained at all times even beyond the employment term. Any indiscretion or wilful sharing of confidential information with third parties shall be deemed as a gross misconduct and may result in immediate termination of services without notice or compensation. No reports, proposals, designs, patterns, literature etc. (printed and/or on any electronic media) containing information internal to IILM should be taken out of the office, without prior knowledge of the administrative head. In no case, a copy of any Business Proposal / Project Report or any other Document or Software in any form can be given out to any third party without specific written approval from the administrative head.
 - d. Non-Competition: During the course of the employment with IILM, you will not be engaged directly or indirectly as an employee or in any other capacity in any competition whatsoever with the organization and/or its associated entities.
 - e. Non Solicitation: For all times to come, following your termination/resignation you shall not solicit or induce any person who is an employee of IILM and/or any of its associated entities to leave their employment with IILM and/or any of its associated entities.

- f. **Dispute Resolution:** In case of any dispute, difference or claim arising out of or in relation to the contract of employment, the parties shall make their best attempts to settle the dispute amicably by referring the same to the Chancellor of IILM who shall try and resolve the matter. In the event no amicable resolution of the dispute is arrived at between the parties, then the dispute shall be referred to Arbitration by a sole Arbitrator. The Arbitrator shall be appointed by IILM and the Arbitration proceedings will be held in New Delhi and will be subject to the jurisdiction of the Delhi Courts only.
- g. **Copyright Clause:** All copy right able future work done by you during your course of employment with IILM shall be the property of IILM. The future work created by you should be factually accurate and lawful and should not infringe the copyright, proprietary or personal rights of others. You would be solely responsible and accountable for such unlawful activity and further agree to indemnify IILM against any legal action that may be initiated against it in respect of any infringement with respect to the aforesaid work. With respect to the above, you will also assign the copyright, without any consideration, in and to the future work that is created by you during the course of employment to IILM by executing an assignment deed in its favor and will have no claims in and to the same whatsoever. You will not distribute at any time, future work that is created by you during the course of employment for educational, personal, commercial, non-commercial or any other purpose whatsoever without taking prior permission from IILM.

7.5 Any fee concession/relaxation/preferences to IILM faculties/staff enrolled in PhD at IILM.

In cases IILM faculties/ staff want to enroll for IILM PhD program, they will have to meet the eligibility criteria as stated by IILM university on the PhD policy. The selection to the program will be completely merit basis and no such preference will be attached to IILM faculties/ staff. Fee concession/relaxation in working for such selected faculties/ staff will be to the discretion of the Vice Chancellor/HOI.

8. Obligations

8.1 Code of Conduct

From the very first day, every member is a representative of IILM. His personal appearance, actions and the impressions made - both during and after business hours - are important to the his/her advancement and to the continuing development of IILM's image and reputation. While there are no rigid rules for personal behaviour, there exists a standard for personal conduct for every member connected with IILM and it can be maintained by exercising good taste, good judgment and moderation at all times. An employee at IILM has to follow and be mindful of few general rules

- a. Conducts himself/herself in accordance with the highest, ethical standards, remembering that the definition of a Professional, is that of a person who places the students' interest above considerations of personal financial gain."
- b. Is pleasant, tactful and considerate in manner, remembering to lead rather than drive people.
- c. Is on schedule and requests assistance, when falling behind is anticipated.
- d. Is always quick to respond to students' queries or messages.
- e. Remembers that the students ultimate benefit is more important than his/her possible interim annoyance.
- f. Stays out of politics and tries to put himself/herself in the other person's place when differences of opinion exist.
- g. Professional and business email etiquette and responsibility are expected of all faculty and staff members.
- h. Internal communication between employees is strictly for internal use and must not be forwarded /shared with persons outside.
- i. Also when communicating with outsiders, email to internal colleagues must be marked with discretion and should be on strictly need basis
- j. Whilst, an employee a IILM should never indulge in:-
- k. Promises more than he/she expects to be able to deliver
- l. Lies or misrepresents anything, either to students, subordinates or superiors
- m. Acts on primary reactions, always considers the consequences of any stand or action, checks himself/herself when necessary
- n. Fails to communicate weekly in writing with superior and designated, other recipients of weekly reports
- o. Criticizes surroundings, local habits, foods
- p. Gets involved in political arguments, national or international, or such controversial topics as race and religion

- q. Criticizes others in a non-constructive way or in the presence of third parties
- r. Faculty and staff cannot enter into any contract or agreement on behalf of the institute without a specific written authorization from either the Trustee/Secretary or the Director of the institute. Any such contract or agreement signed will be null and void and the institute will not be responsible for the consequences. In this regard the institute reserves its right to initiate appropriate legal action against the concerned persons.

The contents contained herein are only elaborative and not exhaustive, and may be modified, as deemed appropriate, from time to time.

Bringing Relatives to work place: As a rule only IILM employees are permitted on campus. All others are required to register themselves at the gate and are permitted only as per policy. In case an employee needs to bring along their child, relative or friend to work they are required to seek prior approval from their Campus Head which then needs to be conveyed to the Security personnel. While on Campus the employee would be fully responsible for the guest's safety and ensure that he or she does not become a disturbing element for anyone. Any damage caused by the guest would have to be compensated for by the employee. In case of a minor, the employee would ensure that their child will not prevent them from fulfilling their job in a normal manner. If guest is an adult their permission request would need to include details of their employer and purpose of them being allowed on campus. Each guest must wear a 'Guest of (name of employee)' ID Card provided at the Gate.

8.2 Dress Code

A suitable business dress that is consistent with our profession should be worn during official hours. This again implies good taste and judgment and suggests a dress that is neat and avoids ostentation or garishness. Though we do not have a fixed dress code for employees, however clear guidelines on the IILM's definition of the attire of its employees are provided. This helps to add a standard for our desired professional appearance.

For Men: Formal Collared Long / Half Sleeved dress shirts, tucked in Trousers and Leather shoes; good quality blazer or dark suit in winter. Smart Casuals Collared Shirts / T-Shirt with collar / Polo type shirt (Full /Half sleeves) and Leather Shoes

For Women: Formal Indian – Saree / Salwar Kameez, Suits Sandals, Western – Trousers / Full Skirts, Formal Shirts Shoes / Sandals; jacket / blazer in winters, if wearing trousers Smart Casuals Tops / Shirts, Trousers / Pants / Long skirts, Sandals / Shoe.

8.3 Secrecy Maintenance Agreement

Except to his/her direct superior authority, a member will not give out to any person any of the administrative and/or organizational matters of confidential/ secret nature which it may be his/her personal privilege to know by virtue of being a member of the IILM. All books, records and articles belonging to IILM shall remain in the office premises and it will be ensured that these are kept safe. No record will be removed from the premises to any other place without the prior permission of the Vice Chancellor/HOI. No member shall, except in accordance with any general or special order of the University or the Institute, or in the performance in good faith of duties assigned to him, divulge or communicate directly or indirectly any official document or any part thereof, or other information whatsoever to any other person to whom he is not authorized to divulge or communicate such document or information.

8.4 Acceptance of Outside Assignment

During the period of employment with IILM, every member will devote his/her entire time, attention and abilities exclusively to the performance of the assigned duties; and will not undertake any other direct/indirect business, work or assignment – honorary or remuneratory – or any further studies, examination or external academic course (including part-time or correspondence) except with prior permission of the Vice Chancellor/HOI. The members will, in all respects, obey and conform to the Vice Chancellor/HOI's orders and put in their best endeavour to promote the interest of the organization.

8.5 Taking Part in Politics & Elections

No member shall take active part in politics so as to cause interference in the discharge of his duties nor shall he in any manner associate himself with any movement or organization which is, or tends directly or indirectly, to be subversive of law and order, or the interest of IILM's education.

No member shall, without previous intimation to the Vice Chancellor, stand for election or accept nomination to any local body, legislature of the State or Parliament, nor shall he, in any manner, force his subordinates or his students against their will for the canvassing of his election.

8.6 Demonstrations & Strikes

No member shall engage himself/herself or participate in any demonstration or strike which is prejudicial to the interest of IILM, or to the interest of public order, decency or morality

8.7 Joining of Association by Teachers

No faculty shall join or be a member of an association, the objects and activities of which are prejudicial to the interest of IILM or the sovereignty and integrity of India.

8.8 Criticism of University, Institution/ Department or Government

No member shall in any electronic broadcast or any document published anonymously or in his own name, or in the name of any other person, or in any communication to the press, or in any public utterance, make any statement or express an opinion:

- a. Which is in the nature of character assassination, reflection on the personal life of his colleagues, subordinates and superiors.
- b. Which is in the nature of criticism of an individual as distinct from policy decision. Provided that nothing in this rule shall apply to any statement made or views expressed by a faculty in his official capacity, or in the due performance of the duties assigned to him, on academic matters.

8.9 Private Trade Employment or Tuition

No member shall:

- a. Except with the previous sanction of the Vice Chancellor/HOI, engage directly or indirectly in any trade or business or under any other employment.
- b. Borrow money from his subordinates or students.
- c. Enter into any pecuniary arrangement with any other faculty or student of IILM, as the case may be, so as to afford any kind of advantage to either or both of them, in any unauthorized manner, or against the specific or implied provisions of any rule for the time being in force.
- d. Engage himself in any private tuition for which a fee/ remuneration is charged either within or outside the precincts of the University or Institution in which he is working.

8.10 Membership of Local/ Public Bodies/ Associations

No member will seek membership of any local or public body/ Association without obtaining prior written permission from the Vice Chancellor/HOI. Also, no employee shall join or continue to be a member of an organization, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India, or public order, or morality.

8.11 Articles/ Talks/ Interviews, Etc.

While all members are encouraged to write articles, participate in professional forum and give talks on professional subjects, they should discuss the details with their HOD in advance and ensure compliance with the guidelines. In all matters connected with the media, they should first consult their HOD. Unless authorized by the Vice Chancellor/HOI, no member is permitted to interact with the media, on behalf of the organization.

8.12 Canvassing of Outside Influence

No member shall bring or attempt to bring any political or other influence to bear upon any senior executives to further his/her interests in respect of matters pertaining to service in the organization.

8.13 Office Property

Each member is expected to take proper care of all office property, equipment, papers or files. He/she should not take any office assets, books or working papers

away from the office without approval of HOD. In such cases proper care should be exercised for their safety and confidentiality.

8.14 Telephone Calls

Personal calls should be kept brief, to free lines for office business. No long distance calls should be made without Vice Chancellor/HOI's approval.

8.15 Office Stationery

As a matter of policy, office letterheads and stationery are not to be used for personal correspondence.

8.16 Liable to Search

On entering or leaving the office premises, all members are liable for search by the Administration and Security personnel, provided that the female members can be searched by female staff, or such other persons as may be nominated in this behalf by the organization.

8.17 Transfer

As IILM practices flexibility and continuous improvement in work processes and practices, the employees' roles, duties and responsibilities may vary from time to time. Every employee is liable to transfer from one post to another, one job to another, from one department to another without, however, affecting the total amount of gross salary payable to him exclusive of incentive, etc. Every member is also liable for transfer to any of the organization's offices, department/ Institution, associate or affiliate, located anywhere in India or abroad. Vice Chancellor/HOI reserves the right to re-designate the posts, and/or to modify the terms and conditions of appointment, if it thinks it prudent to do so in the interests of the organization and/or of the member concerned, without adversely affecting his/her job-status. In such a case, the member concerned will be governed by the terms and conditions of service applicable for the new assignment. A member may, during the course of his employment, be given any assignment that IILM, in its subjective judgment, feels is suited to his/her background, qualifications and expertise.

9. Committees

Any complaint arising during employment at IILM shall be addressed to the appropriate authority/HOI concerned for redressing the grievance through proper channel. Kindly refer to the University/ Institute website for the list of members to be approached to seek redressal of any form by employees.

The employees have also an email suggestions@iilm.edu to share any concerns.

9.1 Misconduct

If during the period of service, the Vice Chancellor/HOI comes to the conclusion that a member has committed any misconduct, his/her services are liable to be terminated. Without prejudice to the generality of the term Misconduct, the following acts of omission and commission shall be treated as misconduct:

- a. Theft, fraud, dishonesty or misappropriation in connection with the business or property of the organization or of property of another person within the office premises.
- b. Wilful insubordination or disobedience, whether alone or in combination with others, of any lawful and reasonable order of the superior executive in connection with the organization's work.
- c. Habitual absence without leave or overstaying the sanctioned leave without sufficient grounds.
- d. Habitual negligence or neglect of work including slowing down of work.
- e. Habitual late or irregular attendance.
- f. Interference or tampering with any devices installed in or about the premises of the organization, or wilful damage to any property of the organization.
- g. Furnishing false information regarding name, age, father's name, qualifications, previous service or any other matter germane to the employment, at the time of employment or during the course of employment.
- h. Drunkenness or riotous or disorderly behaviour in the office premises or outside such premises where such behaviour is related to, or connected with, the employment.
- i. Gambling within the office premises
- j. Smoking within the office premises where it is prohibited.

- k. Commission of any act which amounts to a criminal offence involving moral turpitude. Commission of any act which is generally subversive of discipline or good behaviour.
- l. Breach or violation of the rules, regulations or orders applicable to the member.
- m. Commission of any act of sexual harassment of female members such as physical contact and advances, sexually coloured remarks, showing pornography, sexual demand and any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- n. Abetment, or attempt at abetment, of any act which amounts to misconduct.
- o. Obtaining or attempting to obtain leave of absence on false pretext.
- p. Refusal to work on holidays or on off-days when required to do so in the exigencies of the University's work.
- q. Breach of confidentiality or loss of confidence by an act against the interests of the organization.
- r. Absence from work-place without permission of the HOI/ HOD.
- s. Interference, tampering with records, attendance register, etc., either pertaining to himself or to any other employee.
- t. Wilful non-cooperation with fellow employees for proper discharge of duty at any time
- u. Not wearing the complete uniform provided by the university, if any, during working hours, or wearing the uniform improperly while on duty.
- v. Eve-teasing or sexual harassment in the University's premises, or transport provided by the University, if any.
- w. Attempting to obtain any benefit under false pretext, or by making false statements.
- x. Refusal to accept any communication/order from the Vice Chancellor/HOI either in person, or by post.

9.2 Disciplinary Action

Breach of any of the service conditions will be considered as a misconduct, for which the Vice Chancellor/ HOI may issue a Show Cause Notice to the employee concerned to explain his/her conduct. In case the employee's reply is not found satisfactory, the Vice Chancellor/ HOI with the prior approval of President may

initiate disciplinary proceedings against the delinquent employee. For disciplinary cases, no payment or notice period is required.

9.3 Suspension

If considered necessary, the Vice Chancellor/HOI may suspend the employee from service pending enquiry/investigation, if the presence of the employee in the campus is likely to be detrimental to the interest of the institution. An employee of IILM shall be deemed to have been placed under suspension under the following circumstances inter alia:-

- a. In case of conviction;
- b. In case of any major misconduct which is an act of subversion of discipline.

During the period of suspension, the member will normally be entitled to 50% of salary towards suspension (subsistence) allowance, unless otherwise directed/ specified by Vice Chancellor/HOI. While claiming suspension allowance, the member will give an undertaking every month in writing that he was neither employed, nor self-employed during such period.

9.4 Investigation/ Enquiry

A Committee appointed under directions of Vice Chancellor/HOI shall investigate all matters reported to it about the misconduct of the member irrespective of whether he has been suspended or not. The member shall be notified appropriately of the charges against him and shall be given within one week's time to submit his explanation in writing. The Committee may hear the member and take such evidence as it may consider necessary. After it has considered the explanation and the evidence, if any, the Committee shall submit its report to the Vice Chancellor/HOI, who shall decide on further course of action. For a minor misconduct, it may issue a warning, or financial penalty; and in case of major misconduct, may terminate the services, or impose any other penalty.

9.5 Imposition of Penalty

No order dismissing, removing or terminating the services of a member of IILM (except in the case of a conviction for an offence involving moral turpitude, or on abolition of post), shall be passed unless a charge has been framed against the

member and communicated to him with a statement of the grounds on which it is proposed to take action, and he has been given adequate opportunity– of submitting a written statement of his defence;– of being heard in person, if he so desires; and – of calling and examining such witnesses in his defence as he may desire: Provided that the Vice Chancellor/HOI or an officer authorized by them to conduct the enquiry may, for sufficient reasons to be recorded in writing, refuse to call any witness.

- a. The Vice Chancellor/HOI may, at any time ordinarily within two months from the date of the Inquiry Committee’s report, pass a resolution dismissing or removing the member concerned from service, or terminating his services mentioning the grounds of such dismissal, removal or termination.
- b. Where the termination of service on the ground of misconduct is after suspension by the Vice-Chancellor/HOI as aforesaid, the termination of service may be from the date of suspension, if the Chancellor so directs.
- c. The resolution shall forthwith be communicated to the member concerned.
- d. The Vice Chancellor/HOI may, instead of dismissing, removing or terminating the services of the faculty, impose one or more of the lesser punishments, namely: – Issue a letter of Warning / Censure, (which will also be kept in the employee’s personal dossiers); – Reduce pay/salary of the employee for a specified period not exceeding three years; – Stop grant of increments in his pay/salary for a specified period with or without cumulative effect; – Deprive the employee of his pay (but not the subsistence allowance during the period of his suspension, if any).

9.6. Appeal

An employee of IILM aggrieved by an order may prefer an appeal to the Appellate Authority (Chancellor) within thirty days from the date of service of such order on him.

9.7 Appellate Authority

Chancellor in its discretion may appoint any officer or authority on case to case basis to consider and dispose off the Appeal.

10. Exit Policy: Resignation, termination and Exit Process

Exit policy provides guidelines to be followed when the employee leaves IILM either due to Resignation or Termination. This is to ensure that both parties have all issues tied to mutual satisfaction in a fair manner.

10.1 Resignation Process

All employees whether confirmed or not, cannot resign from the services of IILM in the middle of the academic session. However, Vice Chancellor/HOI may use its discretion in case of representation of extreme unavoidable circumstances by the departing employee. During non-teaching period all employees are required to give one month's notice or salary in lieu of notice period. An employee shall be entitled salary up to the last day of the previous month; in case he/she resigns on or before 7th of a month.

10.1.1 Notification

The mail /letter has to be sent to the Vice Chancellor/HOI by the employee for resignation. Written acceptance of resignation will be given to the employee clearly specifying the date of relieving by HR Department. All departing employees are required to hand over his/her assigned responsibilities to the designated person and get a confirmation from him/her that all job responsibilities have been handed over to the satisfaction of the Vice Chancellor/HOI. During the notice period the employee will help to complete all formalities including exit interview, handing over the no dues certificate and PF withdrawal forms. The HR/Administration will help in procuring the No Dues Certificate. On receipt of No dues Certificate, the full and final settlement of account would be prepared. Final payment amount shall be credited to the employee's account along with Experience-cum-Relieving Certificate.

10.1.2 Notice Period

- a. Faculty Members: All faculty members are liable to give two months' notice or two month's full salary in lieu of notice period in the middle of the academic session or liable to give one month notice or one month full salary in lieu of notice period in the non-academic session.
- b. Placement/Programme/Admission Staff: Since such work is in tandem with the academic functions of the institution and are the integral part of the academic development of the students, hence, if they resign in the middle of

the academic session, they are liable to give two month' notice or two month's full salary in lieu of notice period or liable to give one month notice or one month full salary in lieu of notice period in the non-academic session.

- c. Administration and other staff: Administrative and other staff members on regular/ contractual basis are required to give one month notice or pay one month's full salary in lieu of notice period.
- d. Administrative and other staff members on retainer-ship contract are required to give two weeks' notice or two weeks' full salary in lieu of notice period.

It is the sole discretion of the Vice Chancellor/HOI to accept the notice period served by the departing employee and decide the relieving date before expiry of such notice period. IILM shall not be under any obligation to pay for the non-served notice period.

After regularization following satisfactory completion of probation-period, a member's services may be dispensed with by the Vice Chancellor/HOI after giving one month's notice or such additional period as may coincide with the academic term, or by payment of one month's full salary in lieu thereof. However, no notice shall be necessary if the services are dispensed with by the Vice Chancellor/HOI for misconduct, or due to loss of confidence in the member. A member may also tender his/her resignation by giving one month's notice or salary in lieu of the unexpired notice period. However, irrespective of whether it is the period of probation or otherwise, the Vice Chancellor/HOI, at its sole discretion keeping the students' interests in view, may not permit a faculty-member to leave the University/Institute during the ongoing Semester if teaching commitments on his/her part are pending. No leave, even when due, will be availed during the one month's notice period of resignation.

10.2 Termination

IILM values commitment, excellence, and professionalism in the workplace. Services of a staff/faculty member can be terminated by giving one months' notice, or by payment of one month's full salary pay in lieu thereof. Services of a staff/faculty member on contract can be terminated by giving one month's notice, or by making payment of one month's full salary pay in lieu thereof. However no payment will be

made if an employee terminates the engagement within 07 days of joining the employment. An employee shall be entitled salary up to the last day of the previous month; in case he/she is terminated on or before 7th of a month.

10.3 Exit Formalities

- a. Exit interview: All faculty/ Placement/Programme/Admission staff is required to fill an Exit Form on leaving the institute and submit it to HR along with the no dues certificate.
- b. Handover of responsibilities: The employees during their notice period are supposed to ensure seamless transition and handover of all responsibilities to reporting/ designated authority. Only after acknowledgement of the handover of all responsibilities by reporting/ designated authority the no dues for the employee shall be issued.
- c. Return Institution property and access to Institution systems (laptop, mobile phone, data card, books, visiting cards etc.), correspondence and all other documents, papers and records in whatever form.
- d. Issue of No objection certificate/ Recommendation & Relieving Letter: At the time of leaving services, the employee shall have to obtain a “No Dues Certificate” from all the concerned departments.

10.4 Legal Considerations (compliance with employment law Non-Disclosure Agreement)

Upon termination/ resignation of employment or engagement, employees shall return all confidential information in their possession as per company guidelines. Violation of Non-disclosure may result in legal proceedings, and financial liabilities, as per applicable laws and contractual obligations.

11. Other policies

11.1 Loan Policy

11.1.1 General

Loan to an employee of the organization is not a matter of right but purely at the discretion of the Vice Chancellor/HOI. Loans are provided to an individual to meet his urgent / unexpected needs.

11.1.2 Types of loans

- a. House building or renovation.
- b. Own children's marriage.
- c. Medical emergency.
- d. Natural calamity.
- e. Purchase of vehicles (two wheeler/four wheeler).
- f. Higher education of children (for one child only).

11.1.3 Eligibility Criteria

All employees on roll of IILM and having in a minimum of 5 yrs of continuous service are eligible for applying loan.

11.1.4 Terms and Conditions

- a. All applications for loan must be applied through the specified loan form available at respective campus HR Departments.
- b. Applicant will have to attach all supporting documents along with the application towards the cause for which the loan has been requested.
- c. Gap between repayment of the last loan in full and for the fresh application should be a minimum of one year.
- d. The maximum eligibility amount will be 10 times of the basic salary of the employee. It will further depend upon the repayment capacity and purpose of the loan.
- e. Loans will be released against a security guaranty / guarantor basis. The employee shall have to pledge financial instruments in form of NSC / Bonds / Mortgage of property. The instrument will only be returned after full liquidation of the loan by the employee.
- f. Liquidation period of loan is 36 - 48 monthly instalments. Fixing of instalments would depend on the employee's repayment capacity and would exclusively be at the discretion of the Vice Chancellor/HOI.
- g. In case an employee defaults towards payment of his loan at the time of his leaving IILM, his/her full final settlement of account will be withheld till such period the complete outstanding loan is recovered from him/her. Failure to liquidating the balance loan amount within 15 days of leaving the services of the organization may lead to: -

Recovery of outstanding loan with interest as per prevailing market rate.
Initiation of legal proceedings against him / her.

- h. Deduction of outstanding loan from the Full & Final account sheet.
- i. Loan applicant should be encouraged to first apply for loan through the banks who are quiet liberal in sanctioning the same.
- j. Loan against medical reasons should be converted into advance of 3 months, (depending upon the severity of the case) gross salary which can be recovered over a maximum period of one year.
- k. Requests for multiple loans should not be accepted as a matter of principle.

11.1.5 Interest Rate

Vice Chancellor/HOI is the sole discretionary authority on decided the rate of interest. In general all loans will be bearing at the interest rate of prevailing SBI unless Vice Chancellor/HOI uses its discretion of waiving off or minimizing the interest on case to case basis.

11.2 IT Policy for Employees

11.2.1 Internet / Email

- a. IILM's computers, computer files, e-mail accounts, internet access and the software furnished to employees are IILM's property and are meant for official work.
- b. IILM specifically prohibits the use of computers, handhelds and electronic communication, including internet access in ways that are disruptive, offensive or harmful to morale. This includes sexually explicit messages, images and cartoons, ethnic slurs racial comments, off- color jokes or anything that could be construed as harassment, shows disrespect for others, defames or slanders someone, or otherwise harms another person or business.
- c. Employees are not to access the internet to visit any websites that contain pornographic content, any discriminatory message, or one that disparages any group.
- d. Employees are not to use computers, laptops, tablets or the e-mail system for commercial messages of any kind or for messages of a religious or political nature, solicitations, gambling or other inappropriate usage. E-mail and

Internet access should be used in such a way that all transmissions, whether internal or external, are accurate, appropriate, ethical and lawful.

- e. Computers, e-mail usage and internet traffic may be monitored by the institute as and when required.
- f. Employees of the institute are permitted to use their e-mail or intranet accounts only for official communication. Sending group e-mails like of festive greetings, initiating or partaking in unauthorized or inappropriate discussions, sending e-mails with large attachments, or forwarding chain mails, etc., is strictly prohibited.

11.2.2 Software

- a. Illegal duplication of software or violation of copyright laws by the copying or sharing of software, installing of pirated or unauthorized software or the distribution of copyrighted material, downloading of non-work related or objectionable files is strictly forbidden.
- b. An employee should not misuse a password, access a file or retrieve a stored communication that is not normally accessible to that employee.
- c. Access may be provided to employees for subscribed online software and resources. All data contained therein is property of the Institution and therefore may not be misused, communicated, handed over or passed on in any format and through any medium to anyone other than for whom it is intended by the institute.

11.2.3 Laptops / PCs

- a. Laptops or PCs will be provided as per the discretion of the Vice Chancellor/HOI as per the requirement/ job profile by the institute for official work. The institute therefore reserves the right to occasionally inspect all systems in compliance with policies.
- b. If issued, the individuals become conditional owners of this hardware. Employees will therefore be responsible for its security, maintenance and replacement of parts including battery.
- c. No employee is permitted to pass on or hand over the laptop or iPad issued to them to another person without fulfilling proper handover formalities.

- d. In case an employee leaves the organization they will be eligible to retain the iPad provided they have stayed at least 4 years since the issue of the iPad. The eligibility for retaining laptops remains 3 years from the date of issue.
 - a) If an employee leaves the organization prior to this period, then in case of retaining the issued laptop/ipad, the depreciated value of the issued hardware will be adjusted against their full and final valuation.
 - b) Laptops or iPads can only be returned if they are not damaged. This should be clearly endorsed by the recipient (IILM) in concerned employees full and final clearance form.
- e. In case of availability of stock and as per discretion of Vice Chancellor/HOI, the issued hardware may be upgraded to a newer model after 4 years in case of iPads and after 4 years in case of laptops. In such an event, the old laptop/iPad will be evaluated for its functionality by the IT Dept., and only after it is felt that the machine needs to be replaced/updated, considering the wear and tear and also the obsolescence, and upgrade will be made. The procedure will be the same as obtaining a new machine. In case it is felt by the IT Dept., that the machine need not be replaced immediately, subsequent evaluation for replacement will be made by the IT Dept. every six months, thereafter. No eligible employee can claim a new machine as a matter of right after 3 years (iPads) / 4 years(laptops).
- f. In case of loss / pilferage of laptop / iPad, the same will be made good by the employee. The users will have direct responsibility and custody of their assigned machine/s. They will be held financially liable for any loss and / or damage to the machine due to inappropriate usage / carelessness.
- g. Users are responsible for maintaining appropriate back-ups, especially of the work related documentation & data created that cannot be retrieved by reinstalling operating system or Program.
- h. The Vice Chancellor/HOI reserves the right to update or modify these policies as and when necessary.

11.3 Health, welfare and safety benefits

11.3.1 Health & Wellness programs/ Insurance policies

IILM has its comprehensive Health & Wellness program, designed to support the holistic well-being of our students and staff. Through a collaborative effort

involving health professionals, counsellors, faculty, and student representatives, a multifaceted approach to address physical, mental, emotional, and social health needs is crafted. From health check-ups and fitness classes to counselling services and stress management workshops, IILM aims to empower individuals to prioritize their well-being. IILM fosters a culture of inclusivity and support through social events, peer networks, and community engagement opportunities. By promoting health awareness and providing resources for self-care, we strive to create an environment where everyone can thrive holistically. IILM will take a Medclaim Policy to cover all the eligible employees. Medical insurance premium will be paid by IILM for medical coverage up to Rs 5.00 lacs per family/individual. The premium amount shall be deducted from the employee's salary in two equal instalments in two succeeding months. Employees willing to opt out of this will have to submit a medclaim policy of same amount duly renewed every year.

11.3.2 Off sight for Team Building

As part of our commitment to fostering a collaborative and cohesive work environment, IILM encourages team building activities conducted off-site. These activities provide opportunities for our employees to bond, develop trust, and enhance communication skills in a relaxed setting outside of the workplace. Off-site team building events may include retreats, outdoor adventures, or workshops tailored to specific team objectives. However, it is up to the discretion of Vice Chancellor/HOI to approve and organize such activities, ensuring alignment with organizational goals.

BEST OF WISHES FROM IILM

XXXX END OF DOCUMENT XXXX