

IILM UNIVERSITY

EMPLOYEE HANDBOOK

ACADEMIC SESSION 2021-22

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ABOUT IILM

IILM was established in 1993, a premier business school in India. The motto of IILM has been to impart quality education in the field of management. Its faculty strives to equip young people from all over the country to make meaningful contributions to an economy that is increasingly becoming a significant entity in the global arena.

IILM achieved another milestone in its exponential growth by establishing IILM University, Gurugram vide Haryana Government Gazette Notification No 57-2018/Ext dated 06 Apr 2018.

IILM University, located at the Golf Course Road, is a proponent of Liberal Education, offering a wide gamut of programs in Liberal Arts, Management and Law. While promulgating Liberal Education, IILM University strives to provide students a plethora of trans-disciplinary options to choose based on their personal interests and aspirations. It gives the students an opportunity to choose subjects of their choice across a range of offerings.

The learning modules help students acquire core knowledge and skills, while the life-skills modules enable a holistic development. Through Liberal education and inclusive approach, IILM University aims to transform the students into responsible thought leaders.

Vision

Global: To promote education that offers global perspective and is characterized by distinctive curricula and co-curricular programmes. IILM University aims to engage globally for academic partnerships to facilitate enriching learning experiences for students and advancement of knowledge.

Inclusive: IILM University will be an inclusive institution seeking talented students and staff, irrespective of social or economic circumstances. We would give students wider access through scholarships ensuring no talented student is left behind. We will promote and educate women equipping them with necessary skills for success in life.

Responsible: IILM University aims to give students knowledge, skills and values to become responsible and responsive leaders with moral and ethical values. We endeavor to promote the social, economic and environmental development of local, national and global communities. The concept of sustainability will be embedded in all our actions.

Mission

We will offer with wider access, and in an inclusive and responsible manner

- An academically rigorous, practice and research supported, management education based on principled and ethical values, which maximizes the value added from entry to exit.
- An inspirational learning environment which fosters the understanding of disruptive, technological changes; challenges current assumptions, and encourages continuous innovation and learning.
- An outstanding practice based and work related learning experience which focuses on the application of knowledge and skills and is globally relevant.
- Personal mentoring which respects individuality and inspires students to become responsive and responsible business leaders.

We will facilitate business and management research that leads to the creation of actionable knowledge, improves the understanding of management practices and provides inspiration for entrepreneurship and innovation.

Values

- A people's policy that allows flexibility, understands individual needs, promotes respect, values integrity and teamwork, and is committed to employee development.
- A culture of continuous improvement and total quality that encourages creativity and innovation through collaboration and trust.
- A deep commitment to the value of global social responsibility and sustainability putting larger interests above our own.
- An appreciation of the cultural heritage and socio-economic diversity of India.

Learning Goals

- L1 – An understanding of organizations and management techniques to allow investigation into business and management issues.
- L2 – An ability to acquire, analyze and understand data and information for managerial decisions.
- L3 – Critical thinking and informed judgment leading to problem solving, decision-making and negotiating skills.
- L4 – Cognitive flexibility which enables adaptability to uncertainty in a rapidly changing business environment.
- L5 – An understanding of disruptive and technological change and the ability to seek innovative and entrepreneurial solutions.
- L6 – Emotional intelligence and people’s skills in communicating, working in teams and with people.
- L7 – Being cognizant of the impact of individual and corporate actions on society, recognizing responsible and inclusive business practices and sensitivity to the social, economic and environmental responsibilities of business.

Key Themes

- Commitment to an exceptional student experience.
- Proactive alumni engagement.
- International linkages that promote understanding and sensitivity to diverse markets and culture.
- Safe environment and enabling infrastructure.
- Transparent and seamless communication with students and parents, faculty and staff, alumni, and employers.

Enablers

- People Strategy & Operational effectiveness.
- Safe environment and enabling infrastructure.

- Communicating transparently and seamlessly with students and parents, faculty and staff, alumni and employers.
- Raising the IILM profile.
- Social Media.

Our Logo

IILM is a seat of holistic learning.

In Persian, IILM, or “ilm” means Knowledge. IILM communicates a place for seeking and attaining education and wisdom.

Our logo depicts the rising Sun, which, in the words of Swami Vivekananda, is symbolic of Jnana, within the universal symbol of the temple of learning.

The three elements in the IILM logo combine a book, a swan and a lamp. The book symbolizes learning.

Swami Vivekananda has written that the Swan stands for the Paramatman (Supreme Self) Bhagwan Sri Sathya Sai Baba, in His Deepavali Day Discourse on 5th Nov 1991, explained that the flame of a lamp has two qualities. One is to banish darkness. The other is continuous upward movement. Even when a lamp is kept in a pit, the flame moves upwards. The sages have therefore adored the lamp of wisdom as the flame that leads men to higher states.

CODE OF CONDUCT

As an employee: You should keep in mind some constants that are the foundation of our success – past, present and future. There are six things that glue us together in pursuit of our University. These are Integrity, Quality, Innovation, Specialization, Respect and Results.

Integrity

Without integrity, nothing else matters. This means doing what we say we will do... internally and externally... in all cases.

Quality

Going the extra mile in each of your endeavours and heading towards our vision leader in responsible management education and business focused research.

Innovation

This has been a hallmark of our history and is the lifeblood of our future. We possess a great deal of intellectual capital, which we must leverage to innovative approaches for our students by maximizing their learning value-add from entry to exit and to use it further in the competitive marketplace. Our culture is of continuous improvement and total quality that encourages creativity and innovation.

Specialization

The dictionary defines specialization as the distinctive mark of quality, of service excellence.

Respect

We must respect and support all those we can come in contact with and operate in a professional manner.

Results

The greatest challenge will be to make something happen for your student that is positive and lasting, something that creates value. In the final analysis, achievement of results for the students, within the boundaries of our value system, is what matters most in our University.

Conduct Rules

Every staff member shall, at all times, maintain absolute integrity, decorum of conduct, devotion and commitment to duty. He/she should carry out the orders and act accordingly to the instructions of his/her superiors so far as his/her official duties are concerned. He / she shall do nothing which is unbecoming of a staff member of the University. Further, he/she shall not do any act, which is prejudicial to the interest of the University.

Disciplinary Rules

The following acts of omission and commission, which are illustrative but not exhaustive, shall be deemed to constitute misconduct and will entail disciplinary action. They are:

Minor Misconduct

- Negligence or failure to perform assigned duties.
- Unauthorized absence.
- Habitual late/irregular attendance.
- Habitual indebtedness, insolvency.
- Smoking within premises.
- Disorderly conduct.

Major Misconduct

- Furnishing false information regarding age, qualifications, marks and previous employment at the time of joining University.
- Taking/giving bribe.
- Dishonesty; theft, fraud or damage concerning any business/documents/property of University.
- Drunkenness, riotous or indecent or disorderly behaviour.
- Gambling within premises of University.
- Wilful insubordination, disobedience, negligence or refusal to accept charge sheet/other communication.
- Commission of any act which amounts to a criminal offence or involving moral turpitude.
- Unauthorized communication of any official document/information of University.
- Lending or borrowing money or accepting expensive gifts from person/firm having official dealing with University.
- Conviction by court of law; sexual harassment; threatening or intimidating other employees.
- Possession of illegal/unauthorized weapons or firearms.
- Engaging in business other than that of the organization.
- Holding unauthorized meetings, civic, political or union activities/collection of funds during the working hours in premises of University.
- Resorting to or abetting illegal strike/slowdown/distribution of handbills and posters or any other act of subversion of discipline.

- Being found in possession of or attempting to punch another employee's attendance.
- Deliberately spreading false information or rumours.
- Refusal to accept any communication or warning in writing, etc.
- Unauthorized absence beyond 10 days.

Where there are allegations of misconduct against a faculty/staff, the Vice Chancellor shall constitute an enquiry committee to enquire into the misconduct against the delinquent employee. The Vice Chancellor may appoint any officer(s) of the University (not lower in rank to the delinquent employee or any outsider(s) as an Enquiry Officer(s) to conduct the aforesaid enquiry and to submit the enquiry report.

Where there are allegations of misconduct against an employee (other than faculty), the Registrar or any authority higher than him shall constitute an enquiry committee to enquire into the misconduct against the delinquent employee. The Registrar may appoint any officer(s) of the University (not lower in rank to the delinquent employee) or any outsider(s) as an Enquiry Officer(s) to conduct the aforesaid enquiry and to submit the enquiry report. Upon findings of the Enquiry, the Registrar with prior approval of the Vice Chancellor and President designated person of the Sponsoring Body, may decide the action to be taken against the delinquent employee after giving him a proper chance of hearing. An appeal against any action by the Registrar can be made to the Chancellor within 30 days from the date of receiving the communication of the action taken.

COMMITTEES OF IILM UNIVERSITY

Internal Complaints Committee

With reference to the Judgments of Hon'ble Supreme Court of India in Vishaka & others vs. State of Rajasthan case, to prevent Sexual Harassment of women at work place a complaint committee comprising of following members to look into all such matters as mentioned below is formed:

S.No.	Names	Designation	Qualification
1	Dr Asha Verma	Presiding Officer	Senior Faculty
2	Dr Saima Rizvi	Member	Faculty
3	Dr Sona Vikas	Member	Faculty
4	Ms Shriya Vasisht	Member	Counsellor
5	Col Lalit Kapoor (Retd)	Member	Registrar
6	Asha Jaiswal	Member	NGO
7	Ms Kirti Maheswari	Member	Faculty
7	Ms Runjhun Ghosh	Member	Student PG
8	Ms Riya Singh	Member	Student UG

As Women working/ studying at IILM University, Gurugram, if you have been sexually harassed in any of the forms is given below: -

- a) Physical contact and advances.
- b) A demand or request for sexual favor.
- c) Sexually colored remarks.
- d) Showing pornography.
- e) Any other unwelcome gestures-verbal or non-conduct of sexual nature.

For any complaints/ suggestions, employee & student may contract / write to Vice Chancellor, Dr. Sujata Shahi at 012- 2775631, sujata.shahi@iilm.edu

Jurisdiction

All members of staff; teaching or non-teaching and all students studying in IILM University are subject to the jurisdiction of this committee.

Conducting Enquiry by the Internal Complaints Committee

i) Any person aggrieved shall prefer a complaint before the Internal Complaints Committee at the earliest point of time and in any case within 15 days from the date of occurrence of the alleged incident.

- ii) The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravene or and the complaint shall be addressed to the Complaints Committee.
- iii) If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the Vice Chancellor and hand over the same in person or in a sealed cover. Upon receipt of such complaint the Vice Chancellor shall retain the original complaint with himself/herself and send to the Complaints Committee a gist of the complaint containing all material and relevant details, other than the name of the complainant and other details, which might disclose the identity of the complainant.
- iv) The Complaints Committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if necessary.
- v) The Complaints Committee shall after examination of the complaint submit its recommendations to the Vice Chancellor recommending the penalty to be imposed.
- vi) Vice Chancellor upon receipt of the report from the Complaints Committee shall after giving an opportunity of being heard to the persons complained against, confirm with or without modification the penalty recommended after duly following the prescribed procedure
- vii) In cases, pertaining to the officer holding the posts of Asstt. Registrar / Lecturers or above the case shall be submitted to the Board of Management / Governing Body of the University.

Third Party harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and the persons in-charge shall take all steps necessary and reasonable to assist the affected persons in terms of support and preventive action.

Annual Report

The Complaints Committee shall prepare an Annual Report giving a full account of its activities during the previous year and forward a copy thereof to the Vice Chancellor concerned who shall report to the Board of Management.

Disciplinary Committee

Disciplinary Committee, comprising of the following members will look into all such matters as mentioned below: -

S.No.	Name	Designation	Qualification
1	Mr Sanjay Subarna	Chairperson	Director
2	Dr Charu Bansal	Member	Senior faculty
3	Dr Asha Verma	Member	Senior faculty
4	Dr Sona Vikas	Member	Faculty
5	Prof Nitika Seth	Member	Faculty
6	Col Lalit Kapoor (Retd)	Member	Registrar

Committee Role and Responsibilities

Ongoing Activities

1. Maintain transparency, non-bias opinion and confidentiality.
2. Review and finalize all meeting minutes in advance of Committee member circulation.
3. Sign all records, reports, member decision letters and /or other forms related to the Committee activities.

During the Meetings

1. Ensure all Committee members have the opportunity to actively participate in Committee discussions, decisions and motions; and manage controversy.
2. Ensure member secretary has documented the proceedings:
 - a) All main points of the meeting's discussions
 - b) Action items
 - c) Motions / decision made by Committee
 - d) Meeting start and end time
3. Set future meeting dates.

Acts of indiscipline and misconduct

Without prejudice to the generality of the power to maintain and enforce discipline the following shall amount to acts of indiscipline or misconduct on the part of a student of the University and affiliated colleges and institutions: -

- (i) Physical assault, or threat to use physical force, against any member of the teaching or non-teaching staff of the University or an affiliated college or institution or against any student of the University.
- (ii) Remaining absent from the class, test or examination or any other curricular or co-curricular activity which he is expected to participate in;
- (iii) Carrying of, use of or threat to use, any weapon;
- (iv) Misbehavior or cruelty towards any other student, teacher or any other employee of the University, a college or institution;
- (v) Use of drugs or other intoxicants except those prescribed by a qualified doctor;
- (vi) Any violation of the provisions of the Civil Rights Protection Act, 1976;
- (vii) Indulging in or encouraging violence or any conduct which involves moral turpitude;
- (viii) Any form of gambling;
- (ix) Violation of the status, dignity and honor of a student belonging to a scheduled caste or a scheduled tribe;
- (x) Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;
- (xi) Practicing casteism and untouchability in any form or inciting any other person to do so;
- (xii) Any act, whether verbal or otherwise, derogatory to women;
- (xiii) Drinking or smoking;
- (xiv) Any attempt at bribing or corruption of any manner or description;
- (xv) Willful destruction of the property of the University;
- (xvi) Behaving in a rowdy, intemperate or disorderly manner in the premises of the University or encouraging or inciting any other person to do so;
- (xvii) Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;

(xviii) Causing disruption of any manner or description of the academic functioning of the University system;

(xix) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University.

(xx) Truancy and unpunctuality;

Penalties for breach of discipline

Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as deemed appropriate, the Vice-Chancellor may in the exercise of their powers order or direct that any student:

(i) Be expelled from the University, in which case he shall not be re-admitted to the University, college or institution from where he is expelled but it shall not preclude his admission to any other affiliated college or institution with the prior approval of the Vice-Chancellor; or

(ii) Be, for a stated period, rusticated in which case he shall not be admitted to the University till the expiry of the period of rustication; or

(iii) Be not, for a stated period, admitted to a course or courses of study of the University; or

(iv) Be imposed with the fine of a specified amount of money;

(v) Be debarred from taking a University examination or examinations for one or more years.

The Vice-Chancellor, in exercise of his/her powers or on the recommendations of the committee may also order or direct that the result of the student concerned of the examination or examinations at which he has appeared, be cancelled.

Declaration to be signed by a student

At the time of admission, every student shall be required to sign a declaration on oath that he shall submit to the disciplinary jurisdiction of the Vice-Chancellor and authorities of the University.

Anti- Ragging Committee

Anti-Ragging Committee comprising of the following members will look into all such matters: -

S.No.	Name	Designation	Qualification
1	Dr Sujata Shahi	Chairperson	Vice Chancellor

2	Mr Sanjay Subarna	Member	Director
3	Dr Saima Rizvi	Member	Senior Faculty
4	Dr Abha Singh	Member	Dean
5	Dr Asha Verma	Member	Dean
6	Prof Nitika Seth	Member	Faculty
7	Dr Hima Gupta	Member	Senior Faculty
8	Dr Kamna Yadav	Member	Faculty
9	Col Lalit Kapoor (Retd)	Member	Registrar
10	SHO – Sushant Lok	Member	Representative Police Administration
11	To be nominated	Member	Representative Local Media
12	Ms Asha Jaiswal	Member	Representative NGO
13	Ms Runjhun Ghosh	Member	Representative Senior Student
14	Ms Shriya Vasisht	Member	Counsellor
15	Ms Riya Singh	Member	Representative Fresher Student
16	To be Nominated	Member	Representative Parents

Ragging

1. “Ragging” means display of disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any college/institution.
2. “Ragging” in any form inside or outside the campus is banned.
3. Any student found indulging in ragging will be summarily expelled from the college.
4. Person found guilty of ragging could be punished with rigorous imprisonment for three year/fine of 25,000/- INR or both depending upon the degree of severity of the offence, as per the Law.

Responsibilities of Anti Ragging Committee

1. Committee will be Responsible for the following in their areas.

2. They will carry out surprise checks in probable areas of ragging.
3. Ensure anti ragging instructions are displayed at prominent places in their areas of control.
4. The Committee member will collect the updated list of student including their latest address and phone no's in respect of the classes
5. For communication with the in-charge of Anti-Ragging the following telephone no is furnished Dr. Sujata Shahi at 0124-2775631, sujata.shahi@iilm.edu

Objectives of the Committee

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological/Physical harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from the Universities and its affiliated institutions, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law for the time being in force.

Committee For Redressal Of Grievances

A Grievance Redressal committee has been formed in the University to settle genuine grievances of students, staff and parents up to a satisfaction level so as to create a healthy relationship among the students, parents' employees and employer. The grievance will include any matter relating to student and staff. The committee is requested to contribute effectively to dispose the grievances at the earliest.

Student Grievances Redressal in compliance of DO. No. F-1-2/2012 (Website) dated September 3, 2014 of University Grants Commission, New Delhi, the students' grievances can be submitted to the committee members as follows.

S.No.	Names	Designation	Qualification
1	Mr Sanjay Subarna	Chairman	Director
2	Dr Tripti Toor	Member	Senior Faculty
3	Dr Sona Vikas	Member	Faculty
4	Dr Asha Verma	Member	Dean
5	Dr Hima Gupta	Member	Dean
6	Prof Nitika Seth	Member	Faculty
5	Mr Akshay	Member (Special Invitee)	Student
6	Mr S K Goyal	OMBUDSMAN	Retired Judge

Addressing of Grievance

1. Written Grievance needs to be submitted by the student of the University to the Grievance committee.
2. The committee is required to complete the hearing and submit its decision within 5 working days, from the date of receipt of the complaint.
3. If the student is not satisfied, he/ she has a right to appeal in writing against the decision of the Grievance Committee to the VC. Appeal should be sent by student within five working days of the said decision. The decision will be communicated to the students by the office of VC.
4. Registrar of the University to check the Grievance Register every week. Report to the Vice Chancellor of the University.

Committee For Prevention Of Caste Based Discrimination

In order to prevent caste-based discrimination and other forms of discrimination. IILM University has constituted the Anti-Discrimination Committee. The members of this committee shall desist from any act of discrimination against SC/ST students on grounds of their social origin. It would ensure that no official/faculty members indulge in any kind of discrimination against any community or category of students.

The Committee would also look into the discrimination complaints received from SC/ST/OBC students/Teachers and the non-teaching staff.

Sr.No.	Names	Committee Position	Designation
1	Dr Sujata Shahi	Chairperson	Vice-Chancellor
2	Mr Sanjay Subarna	Member	Director
3	Dr Hima Gupta	Member	Dean
4	Dr Saima Rizvi	Member	Senior Faculty
5	Dr Kamna Yadav	Member	Faculty
6	Dr Asha Verma	Member	Dean
7	Prof Nitika Seth	Member	Faculty
8	Col Lalit Kapoor (Retd)	Member	Registrar
9	Dr Kirti Maheshwari	Member	PhD Scholar
10	Ms Shahana Qutub	Member	PhD Scholar

DO's AND DONT's

A few general rules and principles an employee of IILM is expected to remain mindful of:

Always

Conducts himself/herself in accordance with the highest, ethical standards, remembering that the definition of a Professional, that we like best, is that of a person who places the students " interest above considerations of personal financial gain."

- Is neatly dressed and groomed.
- Is pleasant, tactful and considerate in manner, remembering to lead rather than drive people.
- Is on schedule and requests assistance, when falling behind is anticipated.
- Is always quick to respond to students queries or messages.
- Remembers that the students ultimate benefit is more important than his/her possible interim annoyance.

- Stays out of politics and tries to put himself/herself in the other person's place when exist differences of opinion.
- Professional and business email etiquette and responsibility are expected of all faculty and staff members.
- Internal communication between employees is strictly for internal use and must not be forwarded /shared with persons outside.
- Also when communicating with outsiders, email to internal colleagues must be marked with discretion and should be on strictly need basis.

Never

- Promises more than he/she expects to be able to deliver
- Lies or misrepresents anything, either to students, subordinates or superiors
- Acts on primary reactions, always considers the consequences of any stand or action, checks himself/herself when necessary
- Fails to communicate weekly in writing with superior and designated, other recipients of weekly reports
- Criticizes surroundings, local habits, foods
- Gets involved in political arguments, national or international, or such controversial topics as race and religion
- Criticizes others in a non-constructive way or in the presence of third parties
- Faculty and staff cannot enter into any contract or agreement on behalf of the University without a specific written authorization from either the Trustee or the Vice Chancellor of the University. Any such contract or agreement signed will be null and void and the University will not be responsible for the consequences. In this regard the University reserves its right to initiate appropriate legal action against the concerned persons.

MENTORING

IILM follows an intensive mentoring program for all its students. The faculty is actively involved in a personalized mentoring process for students. Each faculty is assigned the role of a mentor and is

expected to counsel, maintain discipline and motivate their mentees (students). The mentoring process works at three levels-personal, academic and for the professional development of the students.

The roles and responsibilities of the mentors broadly include:

- Ensuring overall integration of the student with the program –academically and psychologically.
- Counselling and motivating the students.
- Managing discipline and conduct related issues of the assigned students.
- Counselling the students to ensure adherence to attendance norms and be responsible for their self-learning.
- Ensuring personal and professional development of mentee.
- Mentoring final year students with special attention on their preparation for the placements.
- Upon announcement of pre-placement talks and interviews, mentors should make sure they spend time with their mentees in order to enable them to understand themselves better and be better prepared for the interviews.
- Keeping in touch with placement managers to be able to guide mentees effectively.

NEW HIRE ORIENTATION

On the Day of Joining

The list of actions to be executed on the day of joining the University, is as follows:

1. Joining Documents: A copy of the following documents/ certificates are required to be submitted on the day of Joining:

- Appointment letter.
- Joining report.
- Birth certificate.
- Educational certificates from Class XII onwards.

- Experience certificates from first job onwards.
 - Salary certificate from where you were last employed and a copy of your last salary slip.
 - 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 of the resignation letter duly acknowledged by the previous employer.
 - In case of PF transfer: relevant forms including, family declaration forms, nomination form and Declaration of Address etc.
2. Employee ID: You will be issued a unique employment identification number which will be used for all IILM processes and communication.
 3. Seating arrangement: The Registrar Sectt staff will help you with the seating arrangement on the day of joining.
 4. University Excel Accounts, Bio-metric records, Library Accounts, Email ID, Website profile: These would be created on the day of joining.
 5. Mentor allocation: On the day of your joining, you will be appointed to a mentor who is an existing employee assigned to help answer your questions and share with the 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 have lunch with them during their Induction.
 6. 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.
 7. As part of your orientation, you would attend 3 classes of a senior faculty from the University and would be assisted to conduct the next 3 classes.

NON-COMPETITION & COPYRIGHT

Non-Competition

- a) During the course of the employment with IILM University, 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.

- b) On resignation or termination, you shall not for a period of one year, either as an employee or in any other capacity directly or indirectly manage, render, advise or perform services to or for any other person and/or organization which is engaged in a business directly competitive to the business of IILM University or any of its associated entities and/or is located in any geographical location wherein IILM University and/or any of its associated entities are carrying on business.

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 University and/or any of its associated entities to leave their employment with IILM University and/or any of its associated entities.

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 Chairman 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.

Copyright Clause

All copy right able future work done by you during your course of employment with IILM University shall be the property of IILM University. 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 University 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 University by executing an assignment deed in its favour 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 University.

General

Any article that may be written by you independently during the course of your employment with IILM University shall not be sent for publication (commercial/non-commercial or in any other manner) to any third party without obtaining prior written consent of IILM University.

WORKING HOURS

Working Days and Working Hours

As per the guidelines of UGC on Examinations and Academic Calendar for the universities in view of COVID-19 Pandemic and Subsequent Lockdown, IILM University shall follow a 6-day week pattern to compensate the loss, during the Academic Session of 2021-22. Depending on exigencies, the University may remain open on Sundays as well. All employees are supposed to be available at all time for official duties. On week days, the working hours for the University shall be from 9.00 AM to 5.30 PM and on First/Third/Fifth Saturdays, from 09:00 AM to 04.00 PM. The faculty is expected to take the classes as scheduled by the Program office. Delay/Rescheduling in classes is not accepted.

Lunch Break

Lunch Break will be for 30 minutes.

Login System

You will be required to log in your presence in the biometric attendance system and log out when you leave the office. As per COVID appropriate protocol, biometric attendance will be replaced with physical marking of attendance in an Attendance Register, till further orders.

In case, you are 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 competent authority.

Movement out of the premises

A staff member, who is required to go out on official duty, shall inform the HR about the Out Door Duty which has been duly approved by the competent authority

Late Arrival

All Staff members must be punctual at work. Any employee, who is late beyond 15 minutes after his / her schedule time, will be treated as late comer. For two late comings, half day CL would be deducted and for Four late comings, a full day CL would be deducted. This is cumulative and not in a month.

Flexibility at Work

IILM University 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%
3 day track	52%

Note:

- The teaching track needs to be approved by the management.
- Faculty should put an application to the Vice Chancellor of the University to apply for a particular teaching track.
- The application should be put one month before the commencement of the term.
- The teaching track can be changed only after 6 months or at the end of the academic year.
- The leave details, for a particular teaching track is available under the leave policy.

DRESS CODE

Clear guidelines on the IILM University 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 Winters. Smart Casuals Collared Shirts / T-Shirt with collar and Leather Shoes in Summers.

For Women

Formal Indian – Saree / Salwar Kameez Suits, Sandals; Western – Trousers / Full Skirts, Formal Shirts Shoes / Sandals; jacket / blazer in Winters. Smart Casuals Tops / Shirts, Trousers / Pants / Long skirts, Sandals / Shoe in Summers.

PROBATION AND CONFIRMATION POLICY**Objective**

To provide the newly joined employees' clear guidelines on the terms and conditions of probation and how and when do they would get confirmed.

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 6 months, there would be an evaluation done. You will know of the evaluation through a formal feedback session.

On satisfactory performance during the Probation period, your services will be confirmed in writing. In the event of unsatisfactory performance, behaviour 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 management will terminate your services.

The period of probation may be extended up to another 6 months, at the sole discretion of the Management on evaluation of your performance; such extension of probation period shall be informed in writing.

COMPENSATION POLICY

It is our endeavour 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 heads under which compensation is delivered include Basic Pay, HRA, PF, LTA, Medical Reimbursement, Transport Reimbursement, Academic & Research allowance (for faculties only) and Special Pay.

Payment of Salary

Your salary will normally be paid on the first week of each month. Salary payments will be credited to your bank account. For this purpose, you are required to open a bank account in the bank designated by IILM University within a week of joining the organization. After getting your account opened, you are required to intimate your account number to the Accounts department.

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.

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. 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.

Applicability of 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.

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 University will take a Medclaim Policy to cover all the eligible employees. Medical insurance premium will be paid by the University for medical coverage up to Rs 5.00 lacs per family/individual. The premium amount shall be deducted from your 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.

Leave Travel Allowance

All full time employees, on completion of 12 months' service shall be entitled to Leave Travel Allowance which shall be equivalent to one-month basic salary of the corresponding year, subject to entitlement of Leave.

Procedure to claim LTA. Subject to entitlement of leave as per leave rules, on completion of 12 months every eligible staff will have to apply in prescribed format, within the immediately following 3 months, for release of LTA.

On failure to claim the LTA amount within 3 months from the date of eligibility i.e. upto 15th month, the claim shall lapse and the accumulated amount for the corresponding year shall be forfeited.

In case of academic staff, as they are not entitled to take leave during the academic period, the rule of claiming LTA within 3 months, shall be extended upto immediately following non-academic period. Thus the academic period which shall be defined in the calendar issued every year.

Note-- For the aforesaid rules, the staff posted in the Registrar office and the placement office shall also come under category of academic staff. Whereas the staff in the admission office including digital and social media shall come under the category of non-academic staff. However, in case of staff of admission office they shall avail LTA only during the months from July to December irrespective of the month in which such employees become eligible for LTA.

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 Vice Chancellor 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**' ID Card issued at the Main Gate.

Holiday List – 2021

Restricted Holidays – RH

All staff/faculty members who have completed six months service at IILM are allowed to take any two of the listed Restricted Holidays in a year, depending upon the necessity of the person concerned. Those who are interested to avail RH should apply 30 days in advance and get approval by the Vice Chancellor.

Gazetted Holiday

There are 9 declared holidays in a year.

LIST OF GAZETTED HOLIDAYS DURING YEAR OF 2021

S.No.	Holiday	Date	Day	Remarks
1	Republic Day	January 26	Tuesday	National Holiday
2	Holi	March 29	Monday	
3	Id-UI-Fitr	May 14	Friday	
4	Independence Day	August 15	Sunday	National Holiday
5	Gandhi Jayanti	October 02	Saturday	National Holiday
6	Dussehra	October 15	Friday	
7	Diwali (Deepavali)	November 04	Thursday	
8	Guru Nanak's Birthday	November 19	Friday	
9	Christmas Day	December 25	Saturday	

LIST OF RESTRICTED HOLIDAYS DURING THE YEAR 2021

S.No.	Holiday	Date	Day
1	Maha Shivratri	March 11	Thursday
2	Good Friday	April 02	Friday
3	Vaishakhadi (Bengal)/Bahag Bihu (Assam)	April 15	Thursday
4	Budh Purnima	May 26	Wednesday
5	Id-UI-Zuha	July 21	Wednesday
6	Raksha Bandhan	August 22	Sunday
7	Janmashtmi	August 30	Monday
8	Vinayaka Chaturthi/Ganesh Chaturthi	September 10	Friday
9	Muharram	August 19	Thursday
10	Karaka Chaturthi (Karva Chouth)	October 24	Sunday
11	Bhai Duj	November 06	Saturday

**Note: Faculty/Staff may avail only two restricted holidays mentioned above.
Should be applied 30 days in advance to avail restricted holidays.**

LEAVE POLICY

Type of leave	Annual Entitlement (Staff & Faculty)	Faculty (5 day track)	Faculty (4 day track)	Faculty (3 day track)	Leave Accumulation
Earned Leave	15	15	15	15	30 days

Sick Leave	6	5	4	3	Nil
Emergency Leave	6	5	4	3	Nil
Maternity Leave	As per Maternity Act	As per Maternity Act	As per Maternity Act	As per Maternity Act	N/A

Note: Leave is earned by duty or services and 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. Faculty Members may not avail Earned Leaves during teaching session.

General Conditions

- ☐• Leave is earned by duty or services and it cannot be claimed as a matter of right.
- The leave year is from 1st July to 30th June of the next year.

In case of the exigencies of work, it will be open to the Competent Authority to refuse, postpone, revoke or reduce leave of any description.

- During the period of leave, staff members shall not take up or accept any employment or work either on remuneration or without remuneration.
- During the period of suspension, staff members shall not be granted any leave. However, during the pendency of disciplinary proceedings, the competent authority may grant leave.
- Sundays and or/ holidays as may be declared by University, may be prefixed and /or suffixed to any kind of leave, but intervening Sundays and Holidays, will be counted as a part of leave.
- Combination of leave: Sick Leave/Emergency Leave cannot be availed of in conjunction with any other kind of leave/holidays.

- Before proceeding on any kind of leave, staff members shall intimate to the Competent Authority his/her address while she/he is on leave and shall keep the said authority informed of the changes in address, if any.
- 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 Competent Authority) before the expiry of the leave already sanctioned. However, before treating such unauthorized absence as leave on loss of pay, the competent authority 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.
- Gazetted and Restricted Holidays will be decided in December each year for every next calendar year.
- On resignation from the service of the University, if the employee has taken any Earned Leaves or Emergency Leaves/Sick Leaves, the same shall be considered as LWP.

Sick Leave / Emergency Leave

- 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.
- For availing Sick Leave, all employees (Staff/Faculty Associates/Faculty) are to submit valid medical certificate.
- Sick leave/Emergency leave remaining un-availed will lapse at the end of the leave year.
- 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.

- 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.

Earned Leave (EL)

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.

Procedure for EL Sanctioning

- EL should be recommended by the immediate superior and approved by the HOD/Director and then it goes for the final approval to VC.
- Requests for EL shall be made at least one month in advance.
- Weekly off, declared holidays falling within the earned leave period will be counted as Earned leave.
- EL will be credited on pro-rata basis.
- An employee can avail ELs which he/she have been already earned and having in their leave account. The maximum accumulation is upto 30 days.
- EL can only be taken in non-academic period (i.e. during no academic activity and the session is closed).

Maternity Leave (ML)

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 member for first two surviving children. A maximum period of six months of ML may be sanctioned to 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 Management 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.

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 the University, those excess leave taken will be treated as leave without pay (LWP), if approved ex post facto by the management. If the leave is not so authorized, it will be considered as violation of conduct rules and dealt accordingly.

Study Leave

- A study leave/extended/deputation for a maximum period of two years may be available on recommendation of the Director only after the faculty members has completed at least five years of continuous service at the Institute. However, in some cases faculty with lesser years of continuous services with IILM may be considered.
- Eligibility of study leave would be assessed on how this leave would improve the intellectual capital of the institute.
- Should be applied 30 days in advance in the beginning or end of academic year.
- During the period of study leave the faculty member will not be entitled to draw any salary. He / She will also not be automatically entitled for promotion as a result of his/her receiving any advanced degree during the course of his study leave. Also, while calculating the total length of service, the time taken on a study/sabbatical leave shall not be counted and that employee shall not claim any allowance or any other benefit, promotion, increments, gratuity, LTA etc. for the period of their study/ sabbatical leave."
- During the period of study leave, the faculty will not engage in any gainful employment in other organization and an employee will have to sign an undertaking binding them to the terms of such leave.
- After completing the study leave, re-joining of the faculty will always depend upon the availability of vacant position in the concerned department.

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) and 2 restricted holidays. Contractual employees will be entitled to 15 Earned Leaves only after their contract is renewed after completion of 1 year.

Procedure for applying for Leaves

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.

- Application to be made in hard/soft copy and given to your HOD.
- HOD to recommend with reasons and send to the Vice Chancellor for approval.
- Medical leave in an emergency can be taken with information but needs to be backed up by a medical certificate.

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.

TRAVEL POLICY – RULES & GUIDELINES

Objective

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 University. 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

Two wheelers: Rs. 4.00 /KM

All 4 Wheelers: Rs. 7.00 /KM

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

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 him in the travel rules of the University 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 his 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.

Disturbance Allowance

On transfer, faculty members shall be entitled for a disturbance allowance equivalent to one month's-basic salary, if transferred to outside NCR.

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 / University (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.

LOAN POLICY

General

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

Types of loans

- House building or renovation.
- Own children’s marriage.
- Medical emergency.
- Natural calamity.
- Purchase of vehicles (two wheeler/four wheeler).
- Higher education of children (for one child only).

Eligibility Criteria

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

Terms and Conditions

- All applications for loan must be applied through the specified loan form available at respective campus HR Departments.

- Applicant will have to attach all supporting documents along with the application towards the cause for which the loan has been requested.
- Gap between repayment of the last loan in full and for the fresh application should be a minimum of one year.
- 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.
- 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.
- Liquidation period of loan is 36 - 48 monthly installments. Fixing of installments would depend on the employee's repayment capacity and would exclusively be at the discretion of the management.
- 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.
 - Deduction of outstanding loan from the Full & Final account sheet.
- Loan applicant should be encouraged to first apply for loan through the banks who are quiet liberal in sanctioning the same.
- 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.
- Requests for multiple loans should not be accepted as a matter of principle.

Interest Rate

Management 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 management uses its discretion of waiving off or minimizing the interest on case to case basis.

IT POLICY FOR EMPLOYEES

Internet / Email

1. The University's computers, computer files, e-mail accounts, internet access and the software furnished to employees are the University 's property and are meant for official work.
2. The University 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.
3. Employees are not to access the internet to visit any websites that contain pornographic content, any discriminatory message, or one that disparages any group.
4. 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.
5. Computers, e-mail usage and internet traffic may be monitored by the University as and when required.
6. Employees of the University 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.

SOFTWARE

7. 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.
8. An employee should not misuse a password, access a file or retrieve a stored communication that is not normally accessible to that employee.

9. Access may be provided to employees for subscribed online software and resources. All data contained therein is property of the University 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 University.

LAPTOPS / IPADS

1. Laptops or iPads are provided by the University for official work. The University therefore reserves

the right to occasionally inspect all systems in compliance with policies.

2. Once issued, the individuals become conditional owners of this hardware. Employees will therefore be responsible for its security, maintenance and replacement of parts including battery.

3. 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.

4. 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.

5. 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

The Management reserves the right to update or modify these policies as and when necessary.

EMPLOYEE REFERRAL POLICY

To encourage Employees to refer suitable candidates from time to time and helping us meet the staffing requirements of the organization.

Eligibility

When you refer your friend / acquaintance, we expect you to have briefed the candidate about IILM.

Please do bear in mind the “MUST HAVES” for all those being referred:

- Strong academic background from educational institutions of very high standing
- Pleasing Personality
- Excellent Communication & skills
- Relevant experience
- Strong Analytical Skills
- Team Player
- Should be open to travel/ relocate
- Strong Educational background from premier Universities

It's opened and closed with prior announcement.

PERFORMANCE MANAGEMENT SYSTEM

Objective

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

The key objectives of the Performance Management System are to:

- Strengthen the Intellectual Asset base of the University
- Align and harness employee energies towards achieving superior results
- Guide employees on the path to strengthening their professional capabilities
- Provide a rational and objective basis for identifying high potential to take on future leadership roles
- Provide an objective basis for rewarding and recognizing performance

The Performance Appraisal Cycle

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:

- An agreed set of action to be undertaken by the employee to improve performance.

- Identification of development needs
- Identification of potential for career progression and growth
- Basis for deciding performance awards

The Appraisal is based on the Faculty Annual Academic Plan (FAAP) that is filled by all faculty in the beginning of the new academic session and is conducted twice a year- July (review of progress on FAAP) & January (review and reward).

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:

- Academics
- Mentoring
- Placements
- Admissions
- Research & Publications
- Availability to students and presence on campus

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.

- It also forms the basis of deciding the increments and charting growth map for all employees.
- The review should be an open and confidential dialogue between Dean/HOD/Director/Vice Chancellor 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.
- Factual information such as feedback from students and other stakeholders and module review
- The Individual's reflection on their own personal development during the year.

- 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 behaviour.

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.

CONFIDENTIALITY & IPRs POLICY

Non-Solicitation

During the term of your employment, you will not directly or indirectly:

- 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 employment of the Organization, to do any act that is disloyal to the organization, is inconsistent with the interests of the organization.
- 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.
- 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.
- Any assignment/consultancy/training/international teaching assignment need to be approved by competent authority.

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 Vice Chancellor. 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 Vice Chancellor.

EXIT POLICY

Objective

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

Termination of Service

During probation period and / or extended period of probation, every staff is liable to be terminated at any time without any notice or assigning any reason(s) thereof.

On confirmation, services of a staff member can be terminated by giving one month's notice, or by payment of one month's basic pay in lieu thereof. For disciplinary cases, no payment or notice period is required.

Resignation

All employees whether confirmed or not, will not resign from the services of the University in the middle of the academic session. However, management 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 who has put in service for a period of less than six months shall be entitled to

salary upto the last day of the previous month, in case of his/her resignation by the 7th of the month.

Faculty Members

All faculty members are liable to give two months notice or two month's salary in lieu of notice period in the middle of the academic session. All faculty staff is required to fill an Exit Form on leaving the University.

Placement/Registrar Sectt/Admission Staff

Placement/Registrar Sectt/Admission staff work in tandem with the academic functions of the University and are the integral part of the academic development of the students. Hence, if they resign from the services of the University in the middle of the academic session, they are liable to give two months notice or two month's salary in lieu of notice period. All Placement/Registrar Sectt/Admission staff is required to fill an Exit Form on leaving the University.

Process for Resignation

The mail /letter has to be sent to the VC. 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 handover 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 HOD. 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 cheque shall be issued along with Experience-cum-Relieving Certificate. This will be telephonically communicated to the employee who can either collect the cheque or it can be posted to the address as mentioned by them.

Please note once the duly completed no dues certificate reaches the office it will take 15 days to clear the account.

Retirement

Staff shall retire from service of the University on attaining the age of superannuation fixed at 58 years. However, the retirement age may be changed from time-to-time by the management. To determine age of retirement, the official record of age available with the Institution shall be treated as final. However, fresh arrangement can be made to avail the service of the retired employees on consultancy basis on terms fixed by the management, which will be at the sole discretion of the Management.

In case of long unsanctioned leave

You will be considered to have voluntarily abandoned the service of the organization if you fail to report for duty, either after 5 days from the date of expiry of your sanctioned leave, or you are absent for a period of 5 consecutive days or more without sanction or if you turn up to rejoin duty after an unauthorized absence of more than 5 days and are unable to explain your absence to the satisfaction of the organization.

Return of IILM's Property

You shall promptly upon the termination of your employment, deliver organization's equipments and belongings (laptop, books, visiting cards etc.), correspondence and all other documents, papers and records in whatever form, including but not limited to, electronically held data containing or referring to any client, proprietary or confidential information concerning the business of the Firm and of any of its Clients which may have been prepared by you or have come into your possession, custody or control in the course of your employment. You shall not keep any copies of these items.

No copy (printed or digital) of any document or proposals or report or contacts database can be made by the departing employee. Any violation of the University's intellectual property ownership or rights will be taken very seriously and legal action may be initiated against such employees who are found to have taken any organization document or file or presentation or any other official records.

Issue of No Objection Certificate/ Recommendation & Relieving Letter

Any employee requiring such letter/s / NOC, may forward their request to their HOD, who may forward recommendation of such letters to HR.

The HR team will issue such letters to the respective employee in its standard format.

(Annexures for internal usage only)

Exit Interview Form

- To get the unbiased views of the outgoing employee.
- To get feedback and suggestion relating to University policies,
- To use the reason(s) of quitting for the further development of the organization.

Personal Details

Name	
Designation	
Reporting Authority	
Date of Joining	
Date of Leaving	
Key Responsibility Areas	

1. Reasons for Leaving. [Please mark a tick against the reason(s) for leaving.]

Career & Growth

Higher job responsibilities in the next job	
Better prospects in the next job	
No perceived growth in the present job	
Lack of personal growth	

Compensation & Benefits

Low Salary	
Perks not adequate	

Personal Reasons

Higher studies	
Marriage	
Health problem	
Unable to adjust	
Old age	
Leaving country	
Any other (specify)	

HR & Administration Policies

Promotion scheme is not good
Last increment was not satisfactory
Organization and culture
Working conditions
Job location
Others (Specify)

Job Related

Lack of challenges	
Lack of job satisfaction	
High pressure at work	
No work	
Underutilized potentials	
Working hours	
Superior does not cooperate	

2. Comments on your relationship with

- a. Superior(s) _____
- b. Colleagues _____
- c. Subordinates _____

3. Please give your perception in respect of the following organizational process (es) by rating them.
 (Put a tick mark in the appropriate column.)

Factor	Highly Unsatisfactory	Unsatisfactory	Highly Satisfactory	Satisfactory
Challenges & satisfaction in terms of job.				
Authority Commensurate with Responsibility				
Recognition in terms of respect & rewards				
Opportunity in terms of growth & development				
Compensation package with respect to job				
Quality of Superior-Subordinate relationship				
Employee's welfare				
Training Policy				
Employee's participation in decision making				
Organization culture				
Openness & trust				
Working conditions				
Communication process				
Team work				
HR & personnel policies				
Freedom to work creatively				

Employee are encouraged to take higher responsibility Support & cooperation from peers				
--	--	--	--	--

4. Kindly suggest improvements that in your view can help the organization to grow.

5. Did organization treat you well after you decided to quit? Did you expect anything different?

6. If given an opportunity, would you like to rejoin the organization in the future? If yes then 'why', if not then 'why not'. -

7. Any specific remarks / appreciation you would like to give regarding the organization and/or any colleague:

Signature: _____

Date: _____

HR DEPARTMENT

1. Comments on the behaviour of the outgoing employee.

2. Comments on the exit interview.

For HR Department

Name of Interviewing Officer :

Date:

IILM

Tour Advance Application

Name & Designation of the official	
Dates of Journey (from – to)	
Places (from – to)	
Mode of Journey	
Purpose of Journey	
Client details (name & address)	
Estimated cost of journey	Transport (a) Air fare / Train fare: _____ (b) Local journey: _____ Accommodation : _____ Other expenses (meals etc.): _____ Total: _____
Signature of applicant	Name: _____ Date: _____
Approved by	Name: _____ Signature & date _____

Passed for payment Rs. _____

Received by Rs. _____

(Signature)

Note:

1. TA bill has to be submitted within 1 week of date of completion of journey
2. Delayed TA bills will not be accepted and amount paid will be treated as salary advance and recovered there from.
3. TA bills need to be supported with appropriate expenditure vouchers like air-ticket/room rent receipt/hotel bills etc., in support of the expenses claimed.
4. No new advance will be given till the detail of earlier advance is submitted.

END OF THE DOCUMENT