

# INDIAN ACADEMY

**get ready for life**

## HR MANUAL

**INDIAN ACADEMY** Group of Institutions

**Hennur Cross, Hennur Main Road, Kalyan Nagar, Bangalore - 560043**

## HR MANUAL CONTENT SHEET

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## INTRODUCTION

### Indian Academy Group of Institutions



Indian Academy Education Trust was established by a group of visionary and dynamic academicians driven with a desire to establish top quality educational institutions in India. Systematic execution of long cherished plans resulted in the establishment of many educational institutions in the last decade. These institutions listed here in the order of establishment, comprise Indian Academy Group of Institutions.

**Indian Academy** Pre-University College

**Indian Academy** Degree College

**Indian Academy** Centre for Research & Postgraduate Studies

**Indian Academy** College of Nursing

**Indian Academy** School of Nursing

**IA** School of Management Studies

**Indian Academy** Evening College

Indian Academy Group of Institutions is managed under the umbrella of Indian Academy Education Trust. Within a short span of time, Indian Academy Group of Institutions has made an incredible mark in the map of higher education and these are regarded as the outstanding academic institutions. The Indian Academy Education Trust is committed to establish many more institutions in the near future including College of Engineering and college of Medical and Allied Sciences.

### **Vision**

The Vision of Indian Academy Education Trust is to establish educational institution that would offer dominant, career oriented comprehensive education combined with humanistic, scientific and social learning.

### **Statement Of Mission**

The mission of the Indian Academy Group of Institutions is to provide cutting edge career oriented academic programs in a supportive and stimulating environment for the intellectual and ethical growth of a diverse student community. Indian Academy Group of Institutions takes pride in its unwavering commitment to their values: Excellence in Education, Sensitivity to Students and a Spirit of Community.

Indian Academy Group of Institutions strives to prepare graduates who manifest critical and creative thinking, effective communication skills, informed value judgments and a strong educational foundation. Indian Academy Group of Institutions strongly believes in collaborating with business, government and community to assist in meeting future challenges.

## PURPOSE OF HRD MANUAL:

I. IA believes that we have to attract, engage and retain committed, competent and cultured staff and Faculty at all levels to accomplish the vision and mission of IAET. The competency, attitude and the efforts of human resources can play a major role in achieving the envisioned goals and objectives of the Institute. The main purpose of this manual could include the following:

The prevailing HR policies, practices and processes of IA have been compiled in this manual for the information of all employees and to facilitate the implementation in a transparent manner.

1. This manual can enable the new employees to get oriented at the time of Induction and on boarding , inform employees about company's policies and procedure so as to enable them to understand the rules, responsibilities and the related systems and procedures.
2. Facilitate all employees to have a full right of appeal in case of grievances not been handled appropriately by the department head and the next superior authority.
3. Brand IA as the best employer and make it a compelling and **good place to work** to get overall benefits and a sense of achievement. We would encourage all Staff and Faculty to implement the best management practices which would provide an environment of openness, continuous improvement and learning

We believe that these policies need to be evolved dynamically based on the situation and development and hence the management would be happy to get the feedback and suggestions to revise the same periodically.

**We have tried to compile the HRD manual in detail. It primarily consists of:**

1. **Manpower Planning**
2. **Employee Recruitment & Selection Process**
3. **Service Conditions**

## **MANPOWER PLANNING**

### **Preamble**

This exercise is undertaken once in a year in the month of Jan/Feb before the budget is finalized. The HODs are required to assess the manpower requirement both in terms of Faculty and Non teaching staff based on the current teaching Load, New courses to be introduced, size of sections, usage of technology, new core competency needs to be added, regulatory requirement and the overall quality parameters. The typical process to be adopted is explained below for compliance.

### **Process Description**

#### **Assessing the Need of Teaching Faculty and Non Teaching staff**

- Head of the Department in consultation with the senior department faculty members is required to assess the need of the faculty based on the overall work load for the various programs. A faculty meeting may be convened for the purpose.
- A skill audit is also carried out to provide the identification of the gap that may exist among the faculty.
- HOD prepares the Manpower requirement Request Form and forwards it to the Principal along with workload in the department.

#### **Approval of Manpower**

- Principal examines the manpower requirement along with the workload and accordingly recommends the same for consideration by a committee. The HR department coordinates and documents the discussion and takes it to Chairman for approving the manpower requirement planning.
- HR department takes the approval from the Chairman for notification of the vacancy.

#### **Assessing the Need of Non Teaching Staff**

- The HOD of the concerned department identifies the vacancy and tries to fit in the internal staff in sharing the workload in case a need occur to get an additional staff.
- The HOD prepares the man power requirement request form and forwards it to the Principal along with workload in the department and the same process of committee recommendation is taken before presented to Chairman

- HR department takes the approval from the Chairman for notification of the vacancy.

### **Annexure1 - Manpower Requisition Form**

## **EMPLOYEE RECRUITMENT & SELECTION PROCESS**

### **Process Description**

The HR Department starts sourcing the CV and Profiles internally and externally through various sources including Advertisement, Referrals, website advertisement, consultants etc.

The Job Description, specification, KRA sheet for the particular post needs to be prepared before the process is started for more clarity

The shortlisting of CV will be facilitated by HR In charge and the concerned HOD will help HR to close the shortlisting of candidates to be called for selection process.

The HR will send the interview communication mail, letter to candidates, facilities to conduct the interview as per the schedule.

In case of Faculty, the candidates need to make a demo presentation to the Faculty committee and the Faculty senior member committee will interview the shortlisted candidate

The criteria to be considered include the technical, cultural and compensation fit as per the prevailing system. The weightage will be given to the candidates with higher qualification like UGC NET, MPHIL and PhD with adequate and relevant experience.

The demos assessment will be given by the committee members individually and the interview comments will also be given individually by the panel members.

Based on all the above-mentioned assessment, the final round of interview will be conducted by the senior management chaired by the chairman.

The final selection and rejection of candidates will be recorded and send to HR department for issuing final letters

The HR will check the selected candidate reference and the comments would be recorded and finally the Offer of appointment letter will be issued

Annexure 2 -Demo session assessment Form

Annexure 3 – Interview Evaluation Form

Annexure 4 – Final assessment comments by the Chairman

Annexure 5 -template of Offer letter

### **Induction and On Boarding**

- Once the final approval of the right candidate is approved, offer letter is prepared.
- The terms and conditions and other requirements are explained in detail.
- The acceptance of the offer letter has to be authorized by signing in the copy of it.
- Required credentials are collected from the employee. All statutory forms required for the organization records have to be filled. For the proof of address valid document like passport copy, adhar, voter ID or driving license has to be produced.
- The selected candidates are required to submit the original qualification document or they will deposit one-month salary to be kept as deposit and the same can be taken back at the time of leaving the Institute.
- Once the preliminary requirements are done, on the day of joining Appointment letter is given and authorized copy has to be signed and preserved with other documents. A personal file is maintained for each employee by the HR department. Subsequently employee appraisal forms, salary revision, leave records etc will be added to the personal file as the employee continues in the organization.
- A formal request is sent by the HR department for the creation of Biometric ID and for employee identification card.
- All the information regarding the employees will be strictly kept confidential under the supervision of the HR personnel.
- All the new joiners' will have to undergo 3 days well planned induction programme including the ISO and regulatory compliance details

### **Probation and Confirmation**

- An employee shall be on probation for a period of six months from the date of joining. The probation can be extended at the discretion of management on account of non-satisfactory performance. The employee will be confirmed in the services based on the satisfactory completion of probation and or any extended period thereafter. The confirmation will be issued in writing by the designated authority.
- The similar procedure is adopted for appointing the non teaching Staff members also and the only exemption is waiving of demo or practical session as it is not relevant for them.



## **SERVICE CONDITIONS**

### **Dress Code**

All teaching and non teaching staffs are expected to be well groomed and presentable at all times both within and outside the Institute. Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene. The dress and grooming of IAGI employees shall be clean, neat, in a manner appropriate for their assignments. In general, anything that may cause students/employee to be distracted should not be worn.

Men attire: Shirts, Trousers and Closed Shoes

Women attire: Sarees/Salwars

Attires that are not permitted are: Sports Wear and Collarless T-shirts

### **Language within the Campus**

English shall be the language for all communication at Indian Academy, both internally and externally.

### **Working Hours**

#### **Preamble**

All teaching and non teaching staffs are informed about the time they have to spend within the campus. This is to inculcate a sense of “discipline” amongst teaching and non teaching staffs.

## Characteristics

### 1. Teaching Staff

<b>IA School of Management Studies</b>	
Monday to Friday	08.30 a.m to 04.30 p.m
Saturday	08.30 a.m to 01.00 p.m
Sunday	Holiday
<b>Degree College/PG-IADC/IACRPGS</b>	
Monday to Friday	8.00 a.m to 3.00 p.m 9.00 a.m.to 04.00p.m, 10.00 a.m to 5.00 p.m
Saturday	8.00 a.m to 12.00 Noon, 9.00 a.m to 1.00 p.m, 10.00a.m to 2.00 p.m
Sunday	Holiday
<b>Pre University-IAPUC</b>	
Monday to Friday	8.00 a.m to 3.15 p.m
Saturday	8.00 a.m to 12.15 p.m
Sunday	Holiday
<b>College of Nursing-IACN</b>	
Monday to Friday	09.00 a.m to 04.00 p.m
Saturday	09.00 a.m to 12.00 Noon
Sunday	Holiday

### 2. Non Teaching Staff (General)

Monday to Friday	9am - 5pm, 9.30am - 5.30pm, 10am - 6pm, 8.45am -5.30pm etc
Saturday	9am- 4pm, 9.30am- .30pm, 10am- 5pm, 8.45am-4.30pm,
Sunday	Holiday

### 3. Transportation Department

(College Drivers)

Monday to Friday	7.30am to 6.00pm
Saturday	7.30am to 5.00pm
Sunday	Holiday

Holidays are as per IAGI holiday list. If the drivers are instructed by the institute to work on Holidays/Sundays, overtime will be paid accordingly.

Any employee may be asked to work late hours/holiday due to exigency of work.

## **Leave Policy**

### **Preamble**

The institute recognizes different types of leaves that can be availed by the employees for fulfilling their personal and social commitments. The employees are eligible for Casual Leave, Vacation Leave (VL), Maternity Leave (ML) and Paternity Leave (PL) as per the norms detailed below:

### **Casual Leave**

- All employees (IAET, IAPUC, IADC and IACN) are entitled for one day Casual Leave per month.
- Only faculties of IA School of Management Studies are entitled for 15 days of casual leave for a period of one year. i.e @ 1.25 day per month.
- The Casual Leave Period for the teaching faculties will be as follows for different Colleges:

<b>Institution</b>	<b>Casual Leave Period</b>
IA School of Management studies	September - August
IAPUC	May - April
IADC	July - June
IACN	November - October

- For Non teaching employees of all group of Institutions, the casual leave period is calendar year i.e January - December.
- Leave of any kind should be applied through proper channel and prescribed format only.

- Casual Leave will be allowed on prior approval of the Competent Authority only. If the employee is not in a position to take prior approval due to some unavoidable circumstances, he/she can inform and take oral approval from the Competent Authority/Principal/Vice Principal/HOD over phone. However, the employee should comply with the procedure of applying once he/she returns to duty.
- Casual leaves without prior approval will be limited to two (2) per semester (IADC/IA School of Management Studies) or four (4) in an academic year(IAPUC/IACN/IAGI). Double deduction will be applied when stipulated limit is exceeded. Pro rata eligibility will be applied for new employees.
- Before applying for any leave, proper care should be taken by the employee to adjust his/her work with fellow employees and the consent of the fellow employees may be obtained on the Leave application form.
- If Casual leave is not availed during a particular month, employees will be allowed to carry forward the unutilized casual leaves to the next consecutive months subject to a maximum of Six days. While availing the accumulated casual leaves, the number of days should not exceed three days i.e. an employee cannot avail more than three days of leave at a time. If the leave exceeds three days, then only 3 days will be adjusted against the credit and deduction will be effected for the rest of the days.
- The casual leave should not be combined with vacation leave and OOD in case of IADC/IA School Of Management Studies/IAPUC employees.
- If any employee of IA School Of Management Studies avails more than one day of casual leave, only the leave accrued till that particular month @ 1.25 days per month will be adjusted and salary deductions will be made for the extra leaves taken after adjusting the Casual Leaves at credit. For calculation purpose, odd months will be credited with 1 CL and even months with 1.5 CL (Total 2.5 CL for two months @ 1.25 CL).
- If any employee of IAET,IAPUC,IADC and IACN avails more than one day of casual leave, salary deductions will be made for the extra leaves taken after adjusting the Casual Leaves at credit subject to the above mentioned rule i.e maximum of 3 days.
- Employees can avail leave along with General Holiday/s/Sunday (Prefix/Suffix/in between/Continuous Holidays) once in a semester(IADC/ IA School Of Management

Studies) or twice in an academic year(IAPUC/IACN/IAGI) with prior approval of Heads of Institutions.

- Double deduction will be applied if leave is taken more than once in a semester along with general holiday/s/Sunday. However, the double deduction will be adjusted first with the available Casual leaves. If casual leave is not available, then it will be adjusted with the Vacation Leave. If both are not available, then deduction will be effected in salary payment.
- Encashment is not allowed for un availed casual leaves.

### Holidays

- Holidays will be observed by the Colleges as per the Holiday List Announced by the Management viz. Indian Academy Education Trust.

### Punctuality

- All the employees should report to duty on time. If, it is observed that any employee is reporting late to duty, his/her salary may be deducted as per the norms given below:

<b>Time of Reporting</b>	<b>Penalty</b>
Upto 5 minutes late More than Eight times	No penalty for Eight times in a month 1/5 day salary deduction for every late for every late reporting
6 minutes to 10 minutes More than two times	No penalty for Two times in a month 1/4 day salary deduction For every late Reporting
11 minutes to 60 minutes	1/3 day salary deduction for every late Reporting
>60 minutes reporting	1/2 day salary deduction for every late Reporting

- If any employee reports late for only one day in a month between 11 to 30 minutes, no deduction will be made.

- If any employee reports late up to 5 minutes for 10 times in a month, no deduction will be made provided he/she has not reported late any other time i.e he/she should not fall under any of the category mentioned above.
- Penalty will not be imposed if the employee reports late for duty with prior approval from the competent authority for genuine reasons on one or two occasions in a month. Late reporting will not be adjusted against permission.
- Permission (either late reporting or early leaving) will not be allowed for more than an hour in a month.
- Late reporting will not be adjusted against permission.
- All the employees are required to stay in the College Premises during the working hours even if there is no class/work.

## **BENEFITS FOR EMPLOYEES**

### **Vacation Leave for Teaching Employees**

#### **For IAPUC, IADC and IA School Of Management Studies Faculties**

- All teaching faculties are eligible for vacation leave from the second year of their service only i.e at the end of second academic year
- Faculties are eligible for 15 days of paid vacation on the first occasion i.e at the end of second academic year of their service. From next academic year onwards, they are eligible for 3 weeks of vacation. i.e end of third academic year .
- IADC and IA School Of Management Studies faculties will be allowed one week during winter and 15 days during summer. However, the IAPUC faculties should avail the entire vacation leave during summer only.
- The Table below shows the eligibility criteria of faculties of IADC/ IA School Of Management Studies who have joined during 2018-19. The same criteria will be applied for subsequent years.

### The Eligibility Criteria of IA School Of Management Studies /IADC Faculties

Period of Joining at IAGI	Year of Eligibility for Paid Vacation <b>Summer</b> (Even Semester) (15 Days)	Year of Eligibility for Paid Vacation <b>Winter</b> (Odd Semester) (6 Days)
1 April 2018 to 30 September 2018	2019-20 2020(Summer)	2020-21 2020(Winter)
1 October 2018 to 31 March 2019	2020-21 2021(Summer)	2021-22 2021(Winter)

### The Eligibility Criteria of IAPUC Faculties

Period of Joining at IAGI	Year of Eligibility for Paid Vacation Summer (15 Days)	Year of Eligibility for Paid Vacation Summer (21 Days)
1 April 2018 to 30 September 2018	2019-20 2020(Summer)	2020-21 2021(Summer)
1 October 2018 to 31 March 2019	2020-21 2021(Summer)	2021-22 2022(Summer)

- The period of Vacation will be announced by the Competent Authority on appropriate time.
- Vacation Leave cannot be deemed as a right by the employee.
- Vacation Leave will not be carried forward and has to be availed during the prescribed period only.

- Prefixed or Suffixed holidays will not be considered for double deduction during vacation leave.
- If the employee does not avail vacation, it will be considered as lapsed.

#### **For IACN Faculties**

- Faculties who have completed one year of service at IACN are eligible for vacation leave.
- Faculties are eligible for 30 days of Vacation in an academic year.

Vacation leave will be granted to the faculties depending on the exigency of work in the institution, in consultation with the Management.

#### **Vacation Leave for Non Teaching Employees**

- All administration staff and Lab Technicians who have completed three years of service at Indian Academy Group of Institutions are eligible for Seven days of Vacation Leave in addition to the casual leave.
- The period of Vacation Leave is calendar year i.e January to December.
- The vacation leave can be availed on prior approval only. The vacation leave will be sanctioned by the competent authority depending on the exigency of work in the concerned departments.
- Vacation Leave cannot be combined with casual Leave.
- All intervening Holidays/Sundays will be counted as leave even if prior approval is obtained.
- Vacation Leave can either be availed in toto or on two occasions. It cannot be availed for one day.
- The vacation leave cannot be carried forward and will not be reimbursed if not availed.
- The vacation leave may be availed at any time during the calendar year i.e from 01<sup>st</sup> of January to 31<sup>st</sup> of December.



- The cutoff date for determining the eligibility will be 31<sup>st</sup> of December i.e the employee will become eligible for vacation leave only if he/she has completed three years of service as on 31<sup>st</sup> of December.
- The employee is eligible for half the vacation leave i.e. Four days if he/she has completed 2 ½ years as on 31<sup>st</sup> December.
- The eligibility criteria for the calendar year **2019** is given below. The same criteria will be applied for the subsequent years.

<b>Period of Joining</b>	<b>Eligibility</b>
Upto 31-Dec-2015	7 days
1-Jan-2016 to 30-Jun-2016	4 days

- Vacation leave pertaining to the Administrative Staff attached to Principal's office, Lab Assistants and other non teaching staff will be monitored by the Head of the Institution i.e Principal and the leave will be sanctioned as per the requirement of the Principal's office/Departments.
- Drivers are not eligible for vacation leave

#### **Vacation Leave for Librarians**

- All Librarians who have done M.Lib.Sc., and completed one year of service at Indian Academy Group of Institutions are eligible for Seven days of Vacation Leave in addition to Casual Leave.
- The vacation leave can be availed on Prior Approval only. The vacation leave will be sanctioned by the competent authority depending on the exigency of work in the department of Library and Information Centre.
- The vacation leave cannot be carried forward and will not be reimbursed if not availed.

- The vacation leave may be availed by the librarians on rotation basis during the months of May and June (being the lean period) for IADC, IA School Of Management Studies and IAPUC. However, Librarians posted at IACN should avail the vacation during the lean period of the institution i.e when the students are on vacation. The vacation should be availed in one stretch only. However, if the work demands, then vacation leave may be split and availed with the approval of the competent authority.
- The cutoff date for determining the eligibility will be 31<sup>st</sup> of May i.e the employee will become eligible for vacation leave only if he/she has completed one year of service as on 31<sup>st</sup> of May in the previous year.

#### **Rules pertaining to Placement Staff**

- Placement Officer will be considered as a teaching faculty and will be eligible for all the benefits applicable to the teaching faculty members.
- Other employees of the Placement will be considered as non teaching/Administrative staff and the will be eligible for all the benefits applicable to non teaching staff.

#### **Maternity Leave**

- A female is eligible for maternity leave benefits if she has completed two years of service at Indian Academy Group of Institutions. Maternity leave is allowed for teaching faculties only.
- Maternity Leave will be allowed for 90 days.
- One month salary will be paid on reporting back to duty within/On completion of 90 days.

- If reported within/on completion of 90 days, the faculty will be eligible for service continuity and other existing benefits i.e vacation leave, increment etc.,
- If the faculty avails more than 90 days of maternity leave but less than six months or one semester, she will be eligible only for service continuity. The employee will not be eligible for vacation leave and increment at par with others.
- Once, the employee reports back to duty after maternity leave, permission will not be granted during working hours for visiting home.
- Vacation leave will be allowed on pro rata basis if reported back after 3 months but before completion of six months.
- The increment date will be postponed accordingly i.e if the employee reports back after 4 months, her increment will be postponed by 1 month and so on. This postponement is applicable till the end of six months only. Once the six month period ends, the employee will be considered as a new employee for all purposes.

### **Paternity Leave**

- The employee is eligible for Paternity Leave if he has completed two years of service at Indian Academy Group of Institutions. Paternity leave is allowed only for teaching faculties.
- Paternity leave will be allowed for 7 days(One Week) inclusive of Sundays/Holidays

### **Compensatory Off**

- If the employee is required to work on any Holiday/Sunday, he/she will be allowed a day of compensatory off.

- Compensatory off will be allowed only if the employee has been instructed to work on a Holiday/Sunday by the Competent Authority. Prior approval of Chairman should be obtained by the concerned Heads before any employee is called for official duty on Holidays/Sundays.
- Compensatory off if not availed during the month, can be carried forward to the next month. The Compensatory off will be adjusted first if any leave is taken subsequently.

### **Sabbatical Leave Policy**

Policy for availing paid Sabbatical Leave for Faculty Members who are writing Ph.D. thesis  
Sabbatical Leave is not Career Break Leave. Sabbatical Leave is not Recreational Vacation Time

### **Objective**

The Management at Indian Academy believes in the continuous development of faculty in general and thus, in enabling Faculty members to complete Ph.D. This policy document is a guideline for availing the 'Paid Sabbatical Leave' assistance under the Benefits scheme which is applicable from 28 August 2020. The Policy shall be subjected to modifications and changes, as and when deemed necessary and based on future requirements, with formal approval from the Chairman, Indian Academy Education Trust.

A 'Research Committee' (RC) is being constituted with the following members:

- Chief Operating Officer (COO) - Indian Academy Group of Institutions
- Director - IA School of Management Studies
- Principal - Indian Academy Degree College
- Director - Indian Academy Centre for Research

### **Entry point**

- The Faculty members can submit Applications for getting the sabbatical leave for collecting Data and writing the thesis.

- The Research Committee will scrutinize Applications based on the following Guidelines/Criteria

### **Guidelines**

- In order to avail the benefit, the Faculty member should have completed minimum two years of service with Indian Academy.
- The Faculty member should have registered for Ph.D (Registration proof should be enclosed) and should have completed all formalities such as Pre-Ph.D. exam, course work, etc. Additionally, the Faculty member should have completed at least One - Two Years after registering for Ph.D.
- A Maximum of two faculty members, from the Group of Institutions, will be allowed to avail this facility in a year
- Additional weight age may be given to Departments /Areas based on Institutional priorities
- Faculty members will be allowed to avail this benefit based on their respective HOD's recommendation, after arrangements have been made to accommodate teaching and other core academic duties of the faculty member

### **Exit Point**

- The Committee can recommend up to one month (maximum) leave for writing Ph.D thesis
- The Committee can recommend a maximum 15 Half-day-permissions for the collection of data (if applicable)
- A Faculty member can avail one of the above mentioned benefits (One Month Leave OR 15 Half-Day-permissions) only.
- The approval of the Chairman has to be obtained in writing before releasing the Entitlement Order.
- One-month salary will be reimbursed after submitting the Thesis though the provisional acceptance order would be given in advance after completing the above-mentioned procedure.

### **Procedure for Applying for Sabbatical Leave**

- Departmental Heads must communicate this procedure to all staff at every level of the organization.
- Applications should be made in letterform to the Departmental Heads. They in turn forward it to Director/Principal. After it is reviewed and forwarded to COO. COO in consultation with Chairman final decision is taken. Once decision is taken a copy of it is sent to the HR department.

### **Other terms**

- Faculty members who have availed this benefit of one-month sabbatical leave with salary will continue to work with the Indian Academy for a minimum period of two years after completing the PhD.
- In case the Faculty leaves Indian Academy before two years, they have to pay back one-month salary. Alternatively, the HR department will adjust against their salary or other dues at the time of final settlement.

### **Other Benefits - Attending Workshops, Conferences and Seminars**

- For Outstation Participation and for presenting a paper  
A maximum of Rs.1,000/- or 50% of the expenditure whichever is less will be reimbursed to cover Registration, Travelling Allowance in addition to OOD facility for 3 days.
- In Bangalore:  
Registration fee upto Rs.500/- in addition to OOD facility. Faculties will be given one opportunity in a year to participate in each programme. OOD (on Official Duty) facility will be limited to 2 days per semester or 4 days in a year for participating in seminars/workshop/conference/presenting a paper.

## **Awards for Publications:**

### In Peer reviewed Journals:

- International : Rs.5,000/-
- National : Rs.3,000/-
- Text Book Publications : Rs.2,000/-
- Popular articles published in journals & Newspapers : Rs.1,000/-

## **Insurance**

- All the employees are covered under Group Accidental Insurance Policy. All Teaching Staff , Administration staff, Lab Technicians, office attenders, supporting staff and Drivers are covered for Rs.1,00,000/- .

## **Research Policy of the college**

### Research Policy Document

#### **1. PREAMBLE**

IAGI believes in promoting Research and intellectual contribution and constantly improving the academic currency of Faculty on a continuous basis. The workload of Faculty members is being designed to contribute to three major dimensions; Teaching; Research/Consultancy and Institutional service. Each Faculty is required to contribute to Research as a mandatory requirement and it is linked to their annual performance appraisal. The detailed policy guideline has been documented by the academic committee and approved by the Chairman. The UGC approval of 12 (B) status to 2 (f) can be leveraged to facilitate and optimize the research output.

#### **2. Purpose of the Research Policy**

The purpose is to:

- Provide a framework of governance for the purpose of Research
- Affirm Research as Priority
- Provide for continued High level, effective and efficient support for Research

- Ensure the fair treatment of all researchers
  - Ensure effective communication about the policies and principles of Research
  - Establish rational, Transparent and collective decision making processes about the support and allocation of research fund and resources.
3. Governance through Research committee

The research committee called Research Advisory Committee (RAC)

The research policy planning, implementation of research goals will be handled and monitored by the RAC.

The RAC will consist of the following members;

1 The Principal

2. Director, R&D

3. Three senior faculty members preferably with a Ph.D degree

4. External Expert by invitation

4. The Role and Functions of the RAC would include the following:

- Prepare the document of annual research goals, strategy to achieve the same and get it approved
- Prepare the Budget and resource generation plan from grant and other sources and succeeds in getting the fund allocated for research purpose
- Encouraging the Faculty members to submit the research proposals, scrutinizes and facilitates in achieving the same.
- Maintaining the contact and relation with the regulatory and external funding authorities
- Conducting various seminars to guide and help the Faculty to contribute to research activities effectively.



- Connecting the Faculty to the external Funding agencies and helping them to mobilize adequate grants
- Sanctioning the allocated budgeted fund form internal sources based on policy guidelines.

#### 5. Different kinds of Research activities

- IA recognizes both the Basic , Strategic and Applied Research

*Basic research is "experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view".*

*The results of basic research are not generally sold but are usually published in scientific journals or circulated to interested colleagues.*

*Strategic research (also known as oriented research) is "research carried out with the expectation that it will produce a broad base of knowledge likely to form the background to the solution of recognised or expected current or future problems or offer possibilities for solving them".*

*Applied research is "original investigation in order to acquire new knowledge". It is, however, directed primarily towards a specific practical aim or objective. The results of applied research are intended primarily to be valid for a single or limited number of products, operations, methods or systems. The knowledge or information derived from applied research is often patented but may also be kept secret.*

- Management Development Programmes (MDP) conducted for the Industry by the Professionally qualified Faculty
- Consultancy arrangement - The contribution of Faculty in assisting the Industry through consultancy arrangement
- Participation in National and International Seminars /conferences
- Publication of papers in Indexed and Refereed Journals
- Conducting conferences in the campus.

## 6. Current policy entitlement to Faculty

The following conditions need to be met to avail the incentives and schemes available to the Faculty

- The Faculty should have completed minimum One /Two Years of service in the college
- They will submit the Plan of Research and the fund requirement to RAC as per the current permitted limit ;
- The available grant limit will be for the proposal to RAC is  $\text{INR } 50,000 \geq \text{Grant Size} \leq 1,00,000$  for a period of two years.
- New recruits and Junior faculty can take the opportunity of Seed Money Grant (SMG) available with RAC in the range of  $25,000 \geq \text{Grant Size} \leq 50,000$  for a period of one and half years. It is expected that new recruit should mull of submitting a SMG proposal within a year of joining.
- Incentives towards research performance: All the activities related to research (grant attraction, conduction of experiments, data collection and publication etc.) have to be accomplished on-site of the organization. Publication in non-impact factor journal will not attract incentive more than once. Review article does not warrant incentive until and unless it is brought out in a very reputed or high impact publication, subject to the consideration of RAC.
- Incentive for publication: Quality of publication is judged primarily with the indicator called "impact factor (IF)" which is universally accepted. However there are other indicators e.g.; index Copernicus etc. RAC expects the data and result obtained from research activity should be aimed to publish in a peer reviewed and indexed journals. However junior faculties can begin their experience of publication with a non-impact factor journal.

Journal with an Impact factor (2-5):	Draft Proposal
Principal Investigator or Corresponding author	5000
First author	3000
Second Author	2000
Third author	1500
Journal with an Impact factor (1-2):	
Principal Investigator or Corresponding author	4000
First author	3000
Second Author	2000
Third author	1500
Journal with an Impact factor up to 1:	
Principal Investigator or Corresponding author	3000
First author	2000
Second Author	1500
Third author	500

Journal without impact factor (one time pay):	Draft Proposal
Principal Investigator or Corresponding author	2000
First author	1500
Second Author	1000
Third author	500

Other Category of Publications	
Book	Depends on the quality book (subject to the discretion of RAC), starting from INR 2000
Popular articles	Depends on the where it has been published (subject to the discretion of RAC), starting from INR 1000

- Incentives will be equally shared if many authors have contributed for one publication.

#### 7. Collaboration:

Faculties in formulating projects must seriously look at the opportunity of collaborative implementation of projects. Collaboration may be with other departments of the college or external agencies (Governments, industries, societies). In such case, even though there may be an overall project, there must be a separate budget and work statement to be submitted by the faculty of the organization and outside agencies to RAC.

#### 8. Consultancy:

In addition to offering undergraduate and post-graduate and value addition programs in various disciplines, and promoting in the integration of a research environment, RAC actively encourages its faculty to undertake consultancy projects in order to strengthen the foundation of the Institute. Consultancy Services may be offered to Industries, Service Sectors, Government Departments and other National and International agencies in niche areas of expertise available in the college or to the faculty's personal capacity.

Consultancy services can be of both categories, remunerative or free. However, it is mandatory to bring the consultancy services offered by the employee to the notice of RAC irrespective of the category. It may recommend to the Principal of the college for the consideration of On Official Duty (OOD) provision if the magnitude of the service offered appeared to be significant. The current revenue sharing ratio is 50:50 (Faculty involved: Institution) and the same will be revised if necessary, in future, based on the standard policies that are in practice in other premier institutions such as IITs and IIMs.

- #### 9. Incentives for Grant attraction: Grant attraction qualifies incentive only if it is obtained from external agencies. It will be at the rate of 0.05% matching to the grant size.

Incentive to participate in workshop, conferences and seminars: Faculties will be permitted for one opportunity/year and OOD facility limited to 2 days/semester or 4 days/year to participate in any one of these activities. However, for outstation participation some additional

consideration may be permitted depending on the importance of event, significance of participation and distance needs to be travelled.

Within City Limit	Registration fee and OOD
Outstation	Will be fixed case by case basis depending the gravity of the event.

#### 10. Publication and Intellectual property

The selected Faculty Members who have more potential and intention to contribute more towards research will also be encouraged by reorganizing their teaching load on case to case basis by the RAC

All the research output including the publications, Books etc. would be the intellectual property of the college in case of institution funded project.

In case of external funded projects intellectual property will be as per the guidelines laid down by the funding agency.

#### **Faculty Development Programme**

IA strongly believes in developing the Faculty on a continuous basis. The annual FDP is called SRUJANA conducted every year which spans across 4 to 5 dedicated days. The Faculty members will not handle classes during these days and learn intensively during these days. Experts from various specialisation areas are invited including teaching-learning process, student support, best practices in teaching, outcome based education, assurance of learning etc. This is conducted in a structured manner every year with the total commitment and involvement of Principals, Directors, HOD and also the senior management including Chairman.

The Institute sponsors the Faculty participation in various Faculty development workshops, seminars conducted by the premier institutes. The Faculty members can avail on duty leave and the expenses on account of fees would be reimbursed by the college.

## **WORK CULTURE**

### **Code of Conduct**

#### **Preamble**

Code of conduct at Indian Academy is a set of rules outlining principals, values, standards, or rules of behavior that guide the decisions, procedures and systems of the institute in a way that high professional and ethical standards can be maintained. Our institute expects its employees conduct in conformity with code of conduct and shall not indulge in disobedience of the instructions given.

During the period of employment, employees are expected to work with honesty, faithfulness, diligent and efficiently for the growth of the institute. Highest standards of behavior are expected from all employees from both teaching and non-teaching. These standards have to be maintained even when the employees represent Indian Academy at any other place. This policy is applicable to all teaching and non-teaching staffs of IAGI.

#### **Characteristics**

1. Professional Interactions

All teaching and non teaching staffs are expected to work without personal biasness and should be courteous and impartial.

2. Abstinance from Politics

Employees should not encourage or indulge in any politics within the organization.

3. Merit Allied Employment

Selection of employees should always be made on merit and not be influenced by relationships or friendships

4. Equality

All teaching and non teaching staffs have the right to be treated with fairness and equality. Respect and dignity should be maintained irrespective of the positions in the organization.

5. Optimal use of Resources

All resources are expected to be used responsibly and minimize the wastage of it.

6. Accepting Gifts

Receiving gifts from anybody outside the organization, especially service providers should be avoided. Gifts of significant financial value have to be avoided. Any gifts accepted during any conventional occasion should of less financial value.

7. Non-Disclosure of Information:

All Employees are expected to maintain utmost secrecy with regard to the affairs of the organization and shall maintain confidentiality related to any information (verbal or documented) associated to the organization that may have come to their knowledge as an employee of the organization. Teaching and non teaching staffs making unauthorized communications shall render themselves liable to disciplinary action.

8. Other Confidential Information

Teaching and non teaching staffs are requested to maintain high confidentiality regarding their salaries and expect them not to enquire or discuss such matter.

9. Surfing and Emails

Internet access provided to teaching and non teaching staffs is expected to be used only for work purposes. Institute policy strictly prohibits access to unsolicited sites.

10. Dedication to the Job

After accepting the job at Indian Academy, an employee is expected to devote exclusively to the job. Employees are not entitled to accept, whether directly or indirectly, any part-time or other job or businesses of any kind whatsoever during their employment with the organization.

11. Inventions

All the work programs, procedures etc including invention or any other development during the employment with the organization, in which employee of Indian Academy is associated, shall be the sole property of IAGI and the institute will be free to apply for patents, copyrights in respect of the same.

## **Workplace Hygiene**

### **Objective**

To ensure a safe and healthy work environment for all teaching and non-teaching staff of IA School of Management Studies .

### **Characteristics**

- A good, healthy team work is expected from all the employees of the organization. For achieving this there will be continuous support and encouragement from the management.
- All efforts are taken to maintain and improve the cleanliness and hygiene in and around the work place and also in the common areas.
- Employees are expected to keep away from unwanted controversies and rumors to maintain a healthy environment to work.
- All staffs are expected to adhere to all rules and regulations put forth by the institute.
- Staff should bear the responsibility to be the role model for the students to follow.

## **Workplace Security Policy**

### **Objective**

To provide a safe and secure workplace to all IAGI teaching and non teaching staffs

### **Characteristics**

- Indian Academy ensures and maintain the safety and security of all its teaching and non teaching staff.
- All are expected to support for maintaining a safe and secure environment to work.
- Any unwanted, unexpected incidence like accidents, illness or death has to be reported immediately.



## **Alcohol and Drug Abuse Policy**

### **Objective**

To maintain an alcohol and drug free workplace

### **Characteristics**

All are committed to providing a safe working environment. Hence, teaching and non teaching staffs of IAGI are required to perform their job duties unimpaired by illegal drugs, alcohol, or the improper use of legal substances.

- Definitions of terms used

Drugs: —Any mind altering or non prescribed controlled substance or controlled substances used for non medical purposes.

Alcohol/Drug dependence: —Habitual drinking of intoxicating liquor/taking of drugs other than drugs prescribed as medication, whereby ability to perform duties is impaired or attendance at work is interfered with, or safety of others is endangered.

- All teaching and non teaching staffs are prohibited from working or reporting to work when impaired by alcohol or drugs.
- Teaching and non teaching staffs are responsible for complying with IAGI policies on professional behavior, harassment, violence-free workplace.
- The Institute forbids the possession, use, sale, or solicitation of illegal drugs and the irresponsible use of legally obtained drugs in the workplace and while conducting Institute business at any location. Appropriate action will be taken, irrespective of the position that individual hold. The disciplinary action up to the dismissal of the individual from service.

## **Non Discrimination Policy**

### **Objective**

To provide equal opportunity to all the employees. There will not be any kind of discrimination among employees with regard to race, color, religion, sex, national origin, age, sexual orientation, disability, and/or any other characteristic.

### **Characteristics**

- Indian Academy is committed to maintaining a working environment that is free from sexual harassment and other types of discriminatory harassment.
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. Any conduct of such kind is taken seriously and should report to HR personnel.
- Disciplinary action includes counseling, warnings and suspensions may culminate in termination of employment.
- Investigation regarding any kind of harassment will be taken seriously and is investigated discreetly and confidentially as possible.

## **PERFORMANCE APPRAISAL**

### **Preamble**

The performance management system of the College will be the key driver of Planning, setting, measuring, managing, improving and ensuring the achievement of goals and objectives of the College through a transparent and comprehensive process which will result in recognizing and rewarding performance.

The main theme and objective of the PMS is to improve performance and instilling a high performance culture and to adhere to Total Quality Management

The methodology would be clinical, mutual discussion with expectation clarity, forward looking, consensus and development oriented. It is neither a faultfinding approach nor a control-oriented approach

**This exercise is undertaken for four levels of employees;**

1. Faculty
2. HOD
3. Principals/Directors
4. Non Teaching Staff

**Process for Appraisal of Faculty**

- The Faculty members are required to submit the filled Self Appraisal Form to the HOD and to the Principal directly
- Both the HOD and the principal will assess their Performance individually and allot scores in the prescribed Appraisal sheet
- The domain of assessment would be in three levels: Teaching, Research and Institutional service and contributing to stretched goals of the college including extra curricular activities
- The students feedback would be given adequate weightage in the appraisal process
- The senior management committee would examine any significant differences in the appraisal assessment of HOD/Principal and moderate the scores accordingly
- Based on the total scores obtained, the Faculty members would be awarded the performance Grade, The subjective comments about the potentiality and other areas of improvement would also be documented and communicate to the Faculty.
- The performance Grade would be –
- The Faculty can appeal to the next higher level in regard to the grade awarded and they would be given an opportunity of hearing and accordingly the final grade would be informed to them
- The next step is to link the increment amount based on the obtained scores, budget allocation
- The amount of increment would be considered at three levels; Basic increment; special/merit and moderation increment based on the corrections needed.

**Annexure -Self-Appraisal**

1

2

### **Process for appraisal of HOD**

- The HOD will submit their Self Appraisal to the Principal and another copy directly to the Chairman
- The domain for assessment would be Governance, teaching, research and holistic institutional service
- The Feedback of Faculty would also be given adequate weightage
- The appraisal would be undertaken by two authorities simultaneously; Principal and the Chairman
- The general competency of HOD would also be taken in to consideration along with other appraisal scores
- Attempt would be made to moderate the overall scores of Principal and the Chairman
- Accordingly the HODs would be awarded the performance Grade accordingly
- They can appeal and final grade would be communicated along with subjective comments
- The increment amount would be fixed on the same uniform patterns of Faculty but the quantum of amount for the base would be higher than the amount given to Faculty

### **Annexures**

- 1
- 2
- 3

### **Process for appraisal of Principal/Directors**

- They have to refer to the KRA/KPI document mutually decided and issued and accordingly write their self appraisal report
- They can also make a presentation to highlight their performance during the period of assessment
- The Senior management committee headed by Chairman would evaluate in a holistic manner and conclude their contribution to the college

- The increment amount would be finalized based on the assessment and meeting the moderation requirement.

#### **Annexure**

1

2

#### **Process for the appraisal of Non Teaching Staff**

- The Staff would be facilitated to write the achievement against the core responsibilities and objectives in a measurable manner
- The HOD would give their comments and forward to Chairman
- They would be given increment based on their contribution, number of years of service ,potentiality ,loyalty etc.

#### **Annexure**

1

2

#### **Time Period of Assessment**

- The Performance Appraisal is conducted on a yearly basis. All employees those who have completed one year of service are eligible for the assessment process.
- All those employees who have completed One year of service will be eligible for the annual increment.
- For administrative reasons, the annual increments are given twice in a year i.e June and December. The employees who have joined the organization between 1<sup>st</sup>June and 30<sup>th</sup>November will qualify for increment with effect from June and those who have joined between 1<sup>st</sup> December and 31<sup>st</sup>May will qualify for increment with effect from December. This rule is applicable only from the Second Annual Increment. However, this rule is not applicable to Indian Academy College/School of Nursing. The increment will be granted to the faculties of IACN on their respective date of joining.

- Employee database is updated with the increment/ promotion details

### **Importance of PMS**

**The management believes in conducting the appraisal system seriously and advising all the appraising authorities to take it in a systematic and rigorous manner.**

## **GRIEVANCE REDRESSAL POLICY**

### **Objectives**

To resolve grievances expeditiously by following the procedure established for it.

### **Characteristics**

It must, however, be clearly understood that all grievances must be resolved within the

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### **Objectives**

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### **Characteristics**

It must, however, be clearly understood that all grievances must be resolved within the framework of the Institute established rules / regulation and policy.

An aggrieved employee shall present his / her complaint in writing to his / her immediate superior. The immediate superior shall fully investigate the complaint, review it with the employee concerned and convey his decision within 3 (three) working days. In the event the complainant is not satisfied with the mode and manner of disposal and / or the designated superior fails to dispose the complaint within a period of 3 (three) working days, then the aggrieved employee shall be free to present his / her case to next higher authority( may Be Principal, Director, Chairman) and finally to the grievance committee through HR executive. The committee shall convey the decision within 4 working days. In effect, the final decision of the committee shall be communicated by to HR Department to the aggrieved employee on the expiry of 7(seven) working days from the date of presentation of a complaint. Framework of the Institute established rules / regulation and policy.

## **Process for resignation and separation of service and the exit procedure**

- *An employee of Indian Academy Education Trust (IAET), whether belonging to Teaching or Non-teaching Faculty, shall not resign and seek relief from duties **during the course of the academic year, under any circumstances**. In case an employee wishes to resign, he/she can do so at the end of the academic year, with a prior notice of a minimum period of thirty days and after the fulfillment of all other relieving formalities. Therefore, a Faculty/Staff member who is resigning in the middle of an academic year, even if it is at the end of a semester, will not be formally relieved until the end of the academic year.*
- *In the case of key employees (Principal, Director, Admin Head, Head of the Department, Librarian, etc) the minimum advance notice period is three months. The employee shall be provided with an Experience Certificate, along with the relieving orders only upon the completion of at least one full academic year of service with any of the Institutions of Indian Academy*
- *Even If the employee is relieved from the services of IAGI during mid-way, the exit formalities will be completed at the end of academic year only. i.e releasing of Originals, Experience Certificate etc.*
- *Experience Certificate will not be issued to the exit employee if he/she had served less than one academic year.*
- *The employee has to complete all the tasks, assignments before leaving including surrender of Identity Cards, Department Keys.*

**BEST WISHES & NEVER STOP ROLLIG THE DICE !!**