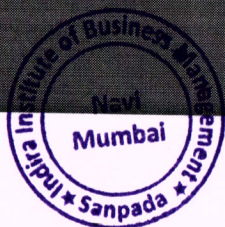


HUMAN RESOURCE HANDBOOK

Vishweshwar Education Society's
Indira Institute of Business Management
Sanpada, Navi Mumbai

HR Policy HandBook
for Vishweshwar
Education Society's
Indira Institute of
Business
Management
Sanpada, Navi
Mumbai



HUMAN RESOURCES POLICY HANDBOOK

Vishweshwar Education Society's
Indira Institute of Business Management
Sanpada , Navi Mumbai



VISION:

To be one of the most preferred institutes in higher management education.

MISSION:

1. To provide education that enables students to apply knowledge of management in their respective domains.
2. To inculcate and nurture a sense of ethics and values among students.
3. To develop managerial, analytical and collaborative skills related to the business environment.

VISION & MISSION OF HR**Vision:**

To support the achievement of the institution's strategic objectives as described in the Organization's plan and to realize its goals.

Mission:

To demonstrate the alignment of human resource activities-plans, policies, programs, workforce practices with Indira Institute OF Business Management strategic priorities and its goals and to present a comprehensive work plan to help us to achieve our objectives.



Features of our HR Operating Model:

Effective academic, research and administrative leadership.

- Highly qualified faculty, researchers and staff.
- A collaborative, respectful and safe working environment that engages all employees and focuses energies on achieving our objectives and goals.
- Effective change management and internal and external communications.
- Administrative support that facilitates the success of academic and research

1.1 Human Resource Planning

The MMS College is an Equal Opportunity Provider committed to providing equal employment opportunities to all employees and applicants without discrimination based on race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected status.

1.1.1 The director shall assess at the end of every semester every year the staff requirement for the subsequent semester.

1.1.2 He/she will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required as per AICTE and management guide lines.

1.1.3 In consultation with the managing committee, the Director will also evaluate the staff's performance and evaluate the continuity of their service. Also, the director will take note of the staff's intention to continue services and then forecast the future requirement.

1.1.4 The teacher student ratio shall be as per AICTE guidelines from time to time.

1.2 Recruitment

The manpower (faculty) requirement is listed out in consultation with the Coordinators of the MMS program and the Director, IIBM. After consultation with the Administration department, proper advertisements are released in National daily newspapers like Times of India, local news dailies, official networking platforms like LinkedIn. The administration receives applications and scrutinise the same by an internal scrutiny committee, consisting of the Director of the MMS program, a Subject Matter Expert, and a staff from administration department. Suitably qualified and short-listed candidates are called for a demo session followed by an interview. The Faculty Selection Panel consists of the Director of the MMS program, Subject Matter Expert/s- internal or external and member/s from the Board of Trustees, who interview & recommend the selection of the candidates. Based on the recommendation of the interview panel, the staff in the Administration Department sends offer letters to the selected candidates and posts successful reference check/s & document verification.



Every position to be filled, from any or all of the following sources:

- Advertisement in the Newspapers
- Files maintained or storing the unsolicited applications
- Application received through website notification
- Application received through various job portals
- Referrals from existing staff
- The committee if it deems fit, may also conduct walk in Interviews for augmenting the required candidates.
- The committee shall shortlist the candidates in the following processes:
 - Professional & Academic Background
 - Personal, Technical & HR Interviews
 - Class room demonstrations

The committee shall finalize the shortlisted candidates and submit their recommendation along with the Personal datasheets/Biodata of the candidates to the Director, who will then forward it to the Management for appointment. An Offer of appointment shall be released by the Secretary or other members of the Management

Note: Whiles selecting a candidate, the concept of relevant qualification shall be strictly followed and adhered to without any deviation.

All recruitment and selection processes will be conducted in a fair and transparent manner, based on merit and job-related criteria. Vacancies will be advertised internally and externally to attract a diverse pool of qualified candidates.

1.3 Joining

1.3.1 Every staff needs to Submit Copies of all the certificates (whichever is applicable) Passport size photographs copy of PAN card and Aadhar card to the Admin department and collect the acknowledgement. The documents shall be verified by a relevant committee and returned upon verification.

1.3.2 Appointment order will be issued only on submission of above documents.

1.3.3 HR will take all information that is needed as per AICTE, and other regulatory bodies; Name of the faculty member also needs to reflect in all the records

1.3.4 Every faculty needs to collect their Faculty ID card, registered Email address from the HR department within one week of joining the organization. This will complete all the formalities of joining process

1.4 Orientation



- 1.4.1 Every teacher appointed in the College shall be given a brief introduction about the College by the Director /Head of the Department on the day of his/ her joining.
- 1.4.2 The Admin department will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- 1.4.3 He will also take him/ her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- 1.4.4 The Admin department will also ensure that all the registration formalities, including submission of joining report etc., by obtaining the assistance of the Office team.
- 1.4.5 The Course coordinator will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.
- 1.4.6 The Admin department shall brief all the staff about the rules and regulations

SALARY& INCENTIVES

2.1 Positions and Pay Scales

2.1.1 The College will have the following positions of hierarchy in the teaching departments:

- a. Director
- b. Special positions, including Deans and Directors
- c. Heads of Departments
- d. Committee heads for various central and departmental works
- e. All other teaching staffs
- f. All other non-teaching staff in the Department

Designations:

- a. Professors
- b. Associate Professors
- c. Assistant Professors
- d. Technical Assistants/ Lab Assistants

2.1.2 In addition, each department shall have support staff like Lab Assistants, Department Clerk and Department Attendant.

2.1.3 The College Office will have the following positions of hierarchy in the administrative department.

- a. Director
- b. Director Administration
- c. Head Placements
- d. Human Resource Head
- e. Librarian/ Admin.
- f. Officer/ Office Superintendent/ Placement officer



- g. Purchasing & Store Keeper /Accounts officer,/Exam department Staff/Hostel in-charge
- h. Stenographer/Office Assistant/Clerk/ Housekeeping in-charge
- i. Housekeeping staff/ Drivers/Security

2.1.4 The Scales of pay for various teaching positions will be as per AICTE/Visweswar Education society norms .The salary once fixed at the time of appointment will be reviewed for an increment either on completion of 1year of service or obtaining higher educational qualification or any other time fixed by the selection committee. Awarding of increments will be at the discretion of the college managing committee .However, the managing committee can review and renegotiate the salary based on performance at anytime.

2.2 DEARNESSALLOWANCE / INCREMENTS

2.2.1 In addition to the Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculties with the exception of those in consolidated pay category as per the discretion of College managing committee

2.2.2 Management can also decide other allowances for Professor, Director and Special posts

2.2.3 Staff Members are eligible to the increments prescribed at the end of 12months service in the Institution. The Increments will be evaluated within one month after the declaration of previous semester results.

2.2.4 The increment amount will be in effect from completion of one-year service from the date of joining or from the date of increment in salary due to up-gradation of qualification. The increment arrears will be issued as per the date communicated at the time of awarding. The amount can be reduced if the performance is not found to be satisfactory

2.2.5 Faculty members will have to present their performance before College managing committee and based on the guidelines issued in Staff Appraisal format, increments will be evaluated

2.3 Faculty Development

Since the development of good students depends on the quality of teachers, members of faculty are given necessary encouragement to improve their competence in various areas.

The plan for such faculty development envisages

- Deputing staff regularly for quality improvement program,(QIP)Seminars, Conferences, Workshops, FDP's, Summer and Winter continuing education courses, with special leave and financial assistance
- Providing opportunity to involve in Research or Developmental activities of their choice in the department and at the Institutional level.
- Identifying teachers with special talents and competence and encouraging them by honouring them with awards, monetary benefits as per their achievements.



- Special leave for faculty on higher studies in reputed institute as approved by the managing committee.

PERFORMANCE MANAGEMENT

A. Self-Evaluation:

- Implementation of an online self-appraisal form for employees.
- Employees are required to update the self-appraisal forms every semester.
- Self-appraisal forms should cover job responsibilities, achievements, challenges, and personal development goals.
- Employees are encouraged to reflect on their performance and provide an honest assessment of their strengths and areas for improvement.

B. Appraising authority Evaluation:

- Employees are expected to provide constructive feedback on their colleagues' performance.
- Peer evaluations will be conducted anonymously to encourage honest and objective feedback.
- The evaluation criteria should focus on teamwork, collaboration, communication, and contributions to the team or projects.

C. Superior Evaluation:

- The performance of employees will be evaluated by their respective superiors.
- Superiors will assess and provide feedback on various aspects of performance, including job responsibilities, goals, targets, and competencies apart from institutional building.
- Superiors will use a fair and objective approach while assessing performance, considering both qualitative and quantitative factors.

D. Performance Feedback and Development:

- Feedback sessions will be held with employees to discuss their performance evaluation results.
- Constructive feedback will be provided to employees, highlighting their achievements and areas for improvement.
- Development plans and resources will be identified to support employees' professional growth.
- Performance appraisal outcomes will be considered for promotions, rewards, and career advancement opportunities.

LEAVE

3.1 General

3.1.1. No leave shall be granted beyond the date on which an employee must compulsorily retire/relieve

3.1.2. Leaves are deemed to have come in to effect from the date the class work commences



- 3.1.3. Leave account of each employee is maintained separately by the Director's office.
- 3.1.4. Unauthorized absence from duty not only results in cut in the emoluments for the period but also considered as misconduct inviting disciplinary action.
- 3.1.5. An employee, on leave or otherwise, cannot take up any service or accept any other employment or remuneration without prior approval from the Institution
- 3.1.6. A Medical Certificate by a Registered Medical Practitioner shall accompany application for leave on Medical grounds. Approval will be on sole discretion of the Director and HOD.
- 3.1.7. Any employee on leave or on vacation can be called back to duty, incase of exigencies and the leave can be availed later /cancelled based on the discretion of the managing committee.
- 3.1.9. All leaves can be availed only after permission sanctioned by the Director & HOD. Only in respect of casual leave applied due to sudden illness or such other emergency, it can be availed before sanction. As far as possible, it is obligatory to the employee to inform the sanctioning authority about his/her availing of casual leave in advance.

3.2 Casual Leave

Casual Leaves will be granted for a particular cause. Yearly 8 days of casual leave is permitted to avail by all staff irrespective of their regularization of services. Casual leaves will be granted subject to the following conditions:

- 3.2.1 The staff should have submitted the Casual Leave letter at least 1 working day prior to availing date, the approval should have been taken. It should be approved by Director before it is availed
- 3.2.2 It is the individual's responsibility, along with the HOD, to assign the concerned classes to other faculty in his/her absence. The assigned staff must also submit consent letter. Once submitted, incase of non-compliance, LOP will be affected to both the concerned staff. No extra CL will be awarded due to the LOP
- 3.2.3 If the staff doesn't take appropriate prior permission the nit will be marked as LOP and show-cause notices shall be served. Based on the reply, appropriate action will be taken
- 3.2.4 Staff is permitted to avail a maximum of three CLs in one stretch for genuine reason viz family commitment, attending event of his/her interest, etc.,
- 3.2.5 Staff can club second Saturday/Sunday or any public holidays, in series, however if number of CLs is more than one day, clubbed days of second Saturday/Sunday and public holidays will be considered LOP

3.3 Maternity Leave

3.3.1. A female employee may be granted maternity leave on 50% pay for a period of 90 days from the date of its commencement, subject to the following conditions:

- a. The lady faculty must have completed at least 3 years of continued service in Indira Institute of Business Management



b. The lady faculty must have accomplished 80% +results of students at least in 8 subjects over three years' time

3.3.2. Staff members availing this leave have to give an undertaking before availing leave that they will work for a minimum period of 2years after their return from leave.

3.3.3. Maternity leave can be availed only once by the employee

3.3.4. Maternity leave may be combined with vacation or any other kind of leave

3.3.5. The Maternity leave shall not be debited against the leave account

3.4 Sick Leave:

10 days of sick leave granted for all the employees per year, for which staff can apply after they recoup from ailments. No prior approval is required. However, appropriate medical certificates are to be produced .if the leave is more than 3 days

3.5 Earned leave (EL)

Earned leave is given to staff or faculty who cannot take leave on a fixed cycle in an year and their service is required during vacation

3.5.1. 30 days of EL is given to an employee per year

3.5.2. Earned Leave (can be combined with any leave and also can be prefixed and suffixed with holidays but Intervening holidays will be treated as EL). EL can be availed up to a maximum of 180 days at a stretch

3.5.3. EL should not be accumulated more than 300 days .

3.5.4. Leave encashment" refers to compensation or payment made in return for unused leaves,The leave encashment formula is a straight forward calculation: (Basic salary + Dearness Allowance) /30 * Number of Earned leaves.

3.5.5. Early leaving-late coming permission:

3.5.1 Three either early or late exemptions for up to 20 mins is allowed for any faculty in a month. However, the scheduled class work must not get disturbed under such situations else it will be treated as LOP

3.5.2 Once in a month, a two-hour early or late permission can be availed with prior permission from HOD and Director.

3.5.3 Granting of permission will be at the discretion of the HOD and Director.

3.6 Vacation

3.6.1 No vacation for faculty whose service at IIBM is less than 1 year at the time of vacation declaration

3.6.2 Refer Number of days of eligibility for vacation based on years of service

3.6.3 Vacation can not be adjusted during the academic class work under any circumstances. These can be availed in blocks of Maximum 2



3.6.4 If on vacation, a staff may be recalled depending on the need of the hour

4.1 Promotion Policy

4.1.1 All promotions shall be considered on the basis of merit-cum– seniority basis.

4.1.2 The Director shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.

4.1.3 The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guide lines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.

4.14 Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher-level position, subject however, he/she had completed the years of service in the present position as prescribed and should have obtained AICTE prescribed qualification:



5.1 Retirement from Service

5.1.1 All teaching and non-teaching staff shall retire on completing the age of superannuation, which is as per AICTE/UGC 65 years for teaching and 60 years for non-teaching.

5.1.2 When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1st of May of the succeeding year.

5.1.3 If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Director and appropriate sanction by him.

5.1.4 The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

5.2 Retirement benefits

5.2.1 All employees who are coming under the purview of the Employee's Provident Fund legislation shall be enrolled as members as such, on the date of their joining the College and on completing one year of service.

5.2.2 The College shall contribute 12% of the pay subject to the ceiling of Rs1800 per person, towards the Employer's contribution to the EPF Scheme.

5.2.3 The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution to the Employer's contribution to the EPF Scheme

5.2.4 The College shall remit both the contributions as stated above to the EPF Scheme authorities.

5.2.5 The College shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the concerned employee.

5.2.6 The College shall help the employee to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement

6.1 Code of Conduct for Teachers

6.1.1 Teachers shall be at the appointed classroom 5 minutes before the appointed time without any exception.

6.1.2 Every teacher shall take attendance at the beginning of the teaching hour.

6.1.3 Every teacher shall close the hour punctually at the end of the hour.

6.1.4 A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be Taking correctional action if it is within his/her power, or reporting the matter to the Director and HOD.

If it is observed that the faculty failed to act accordingly, then appropriate action on faculty shall be taken by the managing committee



6.1.5 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.

6.1.6 Faculties and staff members shall not engage themselves in other activities/ businesses, which affects their effective contribution in the Department and the College.

6.1.7 Teachers shall maintain a respectable work conduct in terms of

- a. Preparation for the particular day's Classes, with latest information added to earlier course content.
- b. Keeping all teaching aid material required for conducting the class in an orderly manner.
- c. Going according to session plan for the day and completing the syllabus for the semester without any back log.
- d. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- e. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the Admin department staff ,wherever appropriate.
- f. Obtaining prior sanction for leave of absence and for warning the students of such absence as a measure of courtesy.

6.1.9 Teachers shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow teachers, parents and other members of public.
- Not entering in to quarrels fights or any act of disrespectful nature.
- Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization that might cause conflict of interest with the duties of a teacher and the reputation of the Institution.
- Smoking/ drinking or use of any kind of Narcotic items inside the campus or within a radius of 500 meters of the college premises.
- Not try to form any kind of Unions or Associations within the Faculty community or student community without prior approval by the managing committee.

6.1.10 Faculties shall conform to the Ethical Standards of a teacher

6.1.11 Dress code prescribed for the Teaching Staff is as follows

For Male staff:

- a. Formal Dress (shirt and trouser) code with a tucked in shirt
- b. Formal Shoes
- c. Well-groomed look



For female staff:

- a. Indian formal dress code
- b. In case of Hijab, face should not be covered while handling classes

Note: Defaulters of dress code will be penalized with half day LOP; Decision of Director is binding in this regard .If default continues for a long period, the Director is authorized to take appropriate action

6.2 Grievances

The Director, in consultation with the management, shall constitute a Grievance Committee to redress the Grievances of the teaching and non-teaching staff.

The grievance committee shall:

- a. have a convener, to monitor the proceedings
- b. meet once every month on a stipulated day and time

Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.

The convener of the Grievance Committee shall include such grievance as an item of the agenda in the next monthly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.

The grievances shall be redressed immediately by the committee and by the

Chairman/Management the Convener shall record and maintain the minutes the meetings.



6.3 STAFF WELFARE POLICY

(Extracted from Finance Policy)

Aims: To prioritize the well-being and development of staff members, fostering a supportive and enriching work environment within the college community.

Fee Concession for Staff Members' Children:

Staff members are eligible to apply for fee concessions for their children based on the completed years of service.

- For every completed year of service, a fee concession of Rs. 1000/- will be granted.

The total fee concession for staff members' children should not exceed 50% of the total fees.

Financial Assistance:

The college will provide support to staff members in applying for fee concessions from government and private agencies.

- * Efforts will be made to establish connections with government agencies, private trusts, and charitable organizations to secure scholarships for economically disadvantaged students, including staff members' children.

Value-Added Courses:

- * Staff members will have access to value-added courses offered by the college free of cost

The Finance Committee of the college will determine the allocation of resources for such courses.

Professional Development:

The college will facilitate opportunities for staff members professional development through workshops, seminars, and training programs.

Financial support or sponsorships may be provided for staff members to attend external professional development activities relevant to their roles.

Healthcare Benefits:

- * The college will offer healthcare benefits to staff members, including medical insurance coverage for employees and their dependents.



* Regular health check-ups and wellness programs will be organized to promote the well-being of staff members.

Employee Assistance Program (EAP):

* An Employee Assistance Program will be established to provide confidential counseling, support, and resources to staff members facing personal or professional challenges.

* Counseling services will be available to address issues such as stress, mental health, family concerns, and work-life balance.

Recognition and Appreciation:

* The college will implement a system to recognize and appreciate the contributions of staff members.

* Recognition may include awards, certificates, or public acknowledgment of exceptional performance, dedication, and service.

Work-Life Balance:

* Measures will be implemented to promote a healthy work-life balance for staff members, including flexible working arrangements, telecommuting options, and provisions for parental leave and caregiver support.

Retirement Benefits:

* Staff members will receive support and information regarding retirement planning and benefits.

* Retirement benefits such as pension plans, provident funds, or other post-employment benefits may be offered to eligible staff members.

Feedback Mechanism:

* A feedback mechanism will be established to gather input from staff members regarding their welfare needs and suggestions for improvement.

o Surveys, focus group discussions, or suggestion boxes will be utilized to solicit feedback and ensure continuous improvement of the staff welfare program.

