

JAIPURIA INSTITUTE
OF MANAGEMENT

HANDBOOK OF SERVICE RULES

2024



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Proposed by

Approved by



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Shreevats Jaipuria

The service Rule has provision to review the policy or its content after one year from the release date. The policy has been drafted keeping the interest of the Institute and its employees. The provisions of this Handbook will supersede the existing terms and conditions of employment wherever applicable. This document is proprietary information of Jaipuria Institute of Management and should not be reproduced or altered without requisite.







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ABBREVIATIONS

S. No.	Abbreviation	Full Form
1	&	And
2	AA	Academic Administration
3	ABDC	Australian Business Deans Council
4	AGM	Assistant General Manager
5	AM	Assistant Manager
6	AP	Assistant Professor
7	AP II	Assistant Professor Grade 2
8	AP III	Assistant Professor Grade 3
9	AVP	Assistant VP/ Associate VP
10	CAO	Chief Administrative Officer
11	CAS	Career Advancement Scheme
12	CO	Corporate Office
13	CL	Casual Leave
14	CMC	Career Management Centre
15	CTC	Cost to Company
16	DGM	Deputy General Manager
17	DM	Deputy Manager
18	DOB	Date of Birth

19	EA	Executive Assistant
20	EE&C	Executive Education and Consultancy
21	EL	Earned Leaves
22	ESIC	Employees' State Insurance Corporation
23	Exec	Executive
24	FDP	Faculty Development Program
25	GM	General Manager
26	HO	Head Office
27	HoD	Head of Department
28	HR	Human Resource
29	HRIS	Human Resource Information System
30	ICC	Internal Complaints Committee
31	ID	Identification
32	IFSC	Indian Financial System Code
33	IQAC	Internal Quality Assurance Committee
34	IT	Information Technology
35	Jr.	Junior
36	KRA	Key Result Area
37	LDP	Leadership Development Program
38	LTC	Leave Travel Concession
39	MDP	Management Development Program
40	Mgr.	Manager
41	MIS	Management Information System
42	MOOC	Mass Online Open Course
43	No.	Number
44	NPS	National Pension Scheme
45	PAN	Permanent Account Number
46	PF	Provident Fund
47	SC	Schedule Caste



48	SCSTC	SC/ST Committee
49	SGM	Senior General Manager
50	SOP	Standard Operating Protocol
51	Sr.	Senior
52	SL	Sick Leave
53	ST	Scheduled Tribe
54	TA/ DA	Travel Allowance/ Dearness Allowance
55	UAN	Universal Account Number
56	UG	Under Graduate
57	VP	Vice President
58	VP - HR	Vice President – Human Resource

INTRODUCTION



- 1.1 These rules shall be called the EMPLOYMENT RULES and shall apply to all employees of the Institute / Head Office/ Corporate Office. The rules should be read along with any system manual/SOP of the Institute, if any.
- 1.2 In this Service Book, “The Institute” means the Jaipuria Institute of Management, “HO/CO” means the Head Office / Corporate Office of Jaipuria Institute of Management.

Words implying singular number may include the plural number and vice versa.

Words implying the masculine gender may include other genders and vice versa.

- 1.3 The management reserves the right to amend, add, delete, alter or substitute the rules, as it may think fit, from time to time and may consider giving retrospective effect to any such change.
- 1.4 All other rules of the Institute concerning the terms of employment or conditions of service shall be subject to these rules.
- 1.5 All employees (Faculty, Non-Teaching Staff, Support Staff) shall be classified as under: -
 - a) Regular - A “Regular Employee” is a person who has been engaged on a regular basis and who has satisfactorily completed the probationary period of service, if provided in the employment letter.
 - b) Probationer - A “Probationer” is a person who is provisionally employed to fill a regular vacancy subject to regularization and satisfactory completion of the probationary period.
 - c) Contractual (include faculty named as Adjunct / Distinguished / Visiting Professors) - A “Contractual Employee” is a person who has been employed in a temporary vacancy, or on such work as is not of a regular nature, or who is otherwise expressly employed on temporary basis or for a predetermined term and his term of employment specifically provide so.

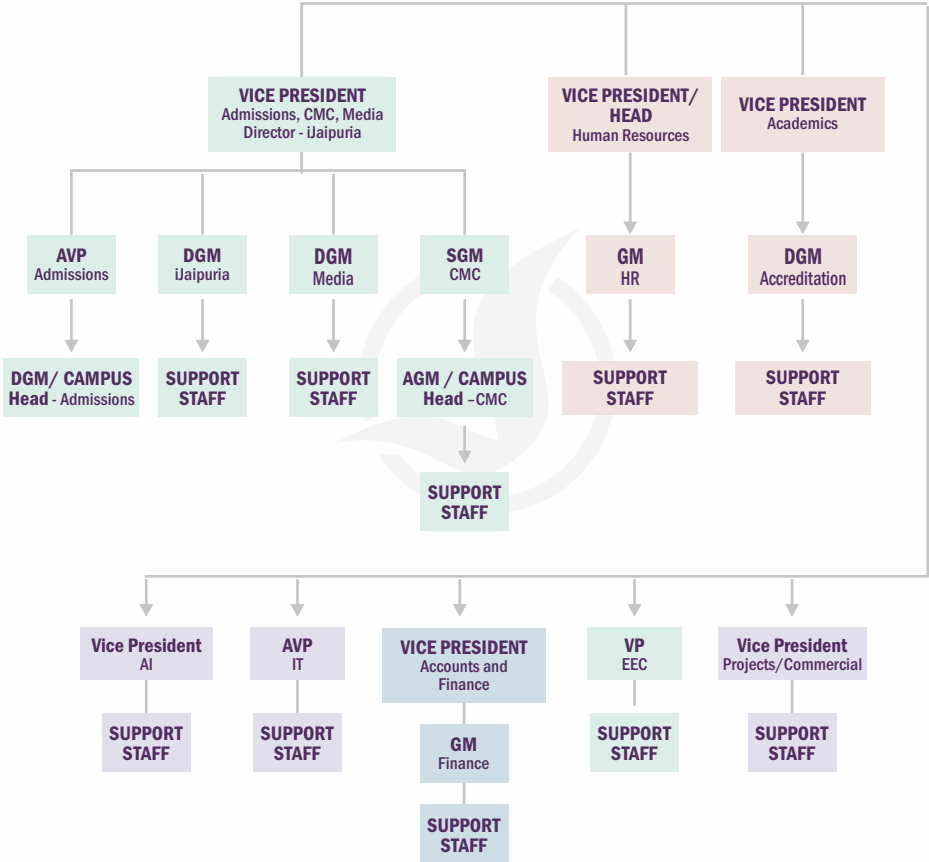
ORGANISATIONAL CHART



Corporate Office

CHAIRMAN
Board of Governors

VICE CHAIRMAN



Campus

CHAIRMAN
Board of Governors

**VICE
CHAIRMAN**

DIRECTOR - 4 CAMPUSES
Lucknow, Noida, Jaipur, Indore

ACADEMICS

**DEAN
ACADEMICS**

**DEAN
RESEARCH**

**DEAN
STUDENT AFFAIRS**

**PROGRAM
DIRECTOR**

AREA CHAIR

**ONLINE
MBA**

FACULTY

PMC

**SUPPORT
SERVICES***

ADMINISTRATION

HR

ACCOUNTS

LIBRARY

IT

EE&C

IQAC

ADMISSIONS

CMC

RECRUITMENT & SELECTION PROCESS



3.1 FACULTY

3.1.1 Assessment of Faculty Requirement

The Director of the respective campus shall assess the requirement of faculty (new/replacement, as the case may be) at the time of approval of annual budget in consultation with the Dean Academics and take approval of the plan from the Head office at the time of budget approval.

Any new appointment not covered under the annual budget plan shall be made with the prior approval of Vice Chairman only. Sourcing of the profiles against the vacancy will be done by the HR Team. A guideline for shortlisting profiles will be shared by V.P.- HR time to time.

3.1.2 Selection process of the faculty will be a two-tier system

- (a) Faculty Research Seminar (FRS) - The shortlisted candidates shall give a presentation on a relevant research topic, as approved by the campus in the presence of all available faculty members and the director of the concerned campus.
- (b) Based on the outcome of FRS, shortlisted faculty will be assessed by a panel consisting of the Director, External Expert, and Pan Area Chair on the following parameters:
 - 1. Knowledge of Subject
 - 2. Research Potential
 - 3. Teaching/ Pedagogy
 - 4. Alignment with cultural fitment
 - 5. Qualification and relevant experience

Shortlisted candidate from the expert round shall undergo the additional rounds of Personal Interview as mentioned below.

- (c) Personal interview: - The candidates shortlisted from the expert round will be called for a personal interview in-person / online mode (as deems fit), either in the respective campus or Head Office depending upon the situation.

The selection committee will consist of the following members: -

- 1. One member of the Board of Governors or their nominee.
- 2. Head/Vice President - Human Resource



The panel will assess the faculty on the following parameters:

1. Research Potential
2. Communication Skill
3. Alignment with Jaipuria Principle
4. Professional Development and Continuous Improvement
5. Qualification and relevant experience

The candidate shall be selected based on the meritorious ranking by the panel.

3.1.3 Negotiation of Salary

In case of the recruitment of faculty (Professor/Associate Professor / Assistant Professor – I, II, III/ Professor of Practice), the Director of the campus and HR would finalize the salary based on the budget.



3.2 STAFF

3.2.1 Assessment of Staff Requirement

The Director of the respective campus, shall assess the requirement of staff (new/replacement, as the case may be) at the beginning of the financial year in consultation with the Department Heads and incorporate in annual approved budget.

Similarly, the strategic team at CO shall assess the requirement of staff (new/replacement, as the case may be) at the beginning of the financial year in consultation with the Director and the Campus Departmental Heads and incorporate in annual approved budget.

Any new/ replacement appointment not covered under annual budget plan shall be made with the prior approval of CO only.

3.2.2 Selection of Staff Members

Grade/Designation*	Level of Interview	Panel
	Preliminary Interaction	VP – HR
A+ (VP and Director)	Level 1	VP - HR and VC
	Level 2	Member of BoG / Advisor and VC
A (AVP, Sr GM, GM)	Level 1	VP - HR and Respective VP/Director
	Level 2	VC
M1(DGM, AGM, Sr. Manager, Manager)	Level 1	HoD and Respective VP/Director
	Level 2	VP - HR and VC
M2 (Depty Manager, Assistant Manager)	Level 1	Line Manager (Corporate/Campus) and Corporate Functional HoD
	Level 2	VP, Campus Director and VP - HR
M3 (Senior Executive, Executive, Interns)	Level 1	Line Manager (Corporate/Campus) and Corporate Functional HoD
	Level 2	VP /Campus Director and GM HR
S (Office Boy/Peon)	Level 1	Respective Administration Incharge / CAO & Manager - HR / Campus HR Spoc

3.2.3 Negotiation of Salary

In case of the recruitment of Manager and below in the campus, the Director of the campus would finalize the salary. In rest of the cases, VP-HR will approve the salary if the salary is within the budget. In case the negotiated salary is above the budget, VP-HR will take approval of VC.



3.3 REIMBURSEMENT OF TRAVELLING EXPENSES TO CANDIDATE CALLED FOR INTERVIEW

Only outstation candidate shall be reimbursed to & fro bus / train / air fare tickets for travelling to the campus / CO for interview purposes, provided same is agreed in advance at the time of calling him for interview. Mode of travel shall be according to the Travelling Rules (Table No. 8) of the institute.

For local candidates, no local conveyance, boarding & lodging expenses shall be reimbursed.

3.4 REIMBURSEMENT OF RELOCATION EXPENSES

The relocation expenses from current location city to the city of posting will cover both the cost of one way travel as well as the one-time cost of transporting the household and personal effects.

- One way travel cost will include travel by the shortest and direct route for the new employee, spouse and dependent children.
- The mode of travel will be as per the applicable travel rules of the Institute at the designation level / grade of the employee.
- Transportation of household goods and personal effects will be by surface transport.
- Household goods and personal effects will include furniture, clothing, household appliances and similar other items that are usual and necessary for regular running of a household.

3.4.1 Limit

- Reimbursement of relocation expenses will be limited to actual expense incurred or the entitlement amount whichever is lower.
- The one way travel cost will be limited to applicable travel mode and class by the direct and shortest route as per the designation level / grade of employee. One way ticket of family (upto 1+3) shall be reimbursed as per entitlement of Travel Policy.
- The packaging & one way transportation cost for movement of household goods and personal effects shall be reimbursed as mentioned below (Table No. 1).
- All claims for reimbursement of relocation expenses must be duly supported by valid receipts.

Grade	Truck Load	Max. Limit	Vehicle Reimbursement
A+	Actuals	Rs.65,000/-	Upto maximum of Rs. 15,000 (either self-driven or by transportation on production of bills for grade M1 & above).
A	1 truck (1109/15 ton)	Rs.50,000/-	
M1		Rs.40,000/-	
M2	1 truck (709/5 ton)	Rs.30,000/-	
M3 & S	1 truck (407/3 ton)		

Any exception beyond the maximum limit will be approved by VC on the recommendation of VP-HR/ Director. All employees including new joinees and transferred employees relocating to other city shall be entitled for initial upto 2 weeks of stay and food at Guest House on pre-approval basis.



- At the time of issuing the appointment / transfer letter, a note shall be made in the file regarding the payment of relocation expenses agreed with the appointee. Campus Director shall approve the relocation expenses as agreed at the time of appointment subject to this policy. The payment of relocation expenses shall be paid after the approval of Director/VP. All relocation expense of Director shall be paid by the head office only.

3.4.2 Eligibility

All new employees including faculty and staff will be eligible for reimbursement of relocation expenses.

- In case the spouse of new employee is eligible or is in receipt of relocation allowance from the new or the previous employer, the new employee will not be eligible for reimbursement of relocation expenses from the Institute. Relocation claims shall have a certificate from the employee confirming that his/her spouse has not preferred a similar claim.
- In case an old employee is transferred from one location to another by the management, then he will be eligible for reimbursement of relocation expenses from the institute. In case of self-requisition for transfer, no relocation expenses will be reimbursed.

3.4.3 Refund

- Upon resignation by the employee within a period of 12 months of appointment, he / she will be required to refund the total amount of relocation reimbursement received. Alternatively, the management reserves the right to make necessary deduction from his / her full and final settlement and raise a claim for the balance.

3.4 UNIVERSAL CONDITIONS

- a. False or Untrue Statement: Any false or untrue statement in the application will render the services of the employee concerned liable to immediate termination without notice or compensation, whenever it comes to the notice of the Institute. Institute's contribution to his provident fund and other benefits shall be forfeited either in full or in part at the discretion of the management, apart from the liability for other penalties under these rules.
- b. Appointment: Every employee shall be given a letter of appointment in such form as may be prescribed by the Institute from time to time; such letter of appointment being conclusive evidence of the nature and terms of appointment.

3.5 NEW JOINING

3.5.1 Personal File

Personal file of an employee shall contain the following documents:

- Personal Details-Name, employee Id, Image Link, Email,Contact No, Alternate Contact No, Date of Birth, Age, Gender, Address
- Whether they belong to SC/ST- Religion, Caste
- Declaration of marriage- Marital Status, Date of Marriage



- Family Details-Father's Name, Spouse Name, Spouse D.O.B, No of Children, Name of the children and DOB
- PAN Card Copy
- Aadhar Card Copy
- Bank Account Details- Bank, Branch Name, Account No., IFSC Code
- PF Details- PF Account No, UAN No, Nomination of PF, National Pension Scheme (NPS) No.
- Blood Group
- Medical Fitness Certificate (To be done by the employee himself/herself)
- Exact Designation, Area of Specialization, Date of Joining, No. of Years of Service with Jaipuria, Employment (Regular /Contractual), Date of Confirmation (Employment), Total Experience-Teaching experience (for Faculty), industry experience
- Educational/Professional/Technical qualifications at the time of appointment and those acquired subsequently-UG Degree, Highest Degree, Other Qualification, Research Work Undertaken during present year (for Faculty)
- Copy of Appointment Letter
- Collateral evidence of the previous organization and change of name, if any
- Changes in nature of appointment by way of promotion/ reversion/ deputation/ transfer-Date of Last Promotion
- Changes in postings/office/scale of pay
- Increment, stoppage of increment
- Any disciplinary Action/Report. The personal file shall be updated on a regular basis.

Employees are expected to update the above documents/informations at HRIS as it changes. All employees appointed by the Institute shall be bound by the rules and regulations of the Institute in force from time to time.

3.5.2 GENERAL CONDITIONS

Probation: Faculty members shall be employed on probation for a period of one year starting from date of joining, which may be extended, if necessary. The confirmation of a probationer will depend on the performance of the individuals. All Non-teaching staff will have probation period of 6 months from the date of joining, which can be extended depending upon the performance of the individual.

The confirmation will be communicated in writing. In absence of written confirmation letter, the faculty will be deemed to be on probation. An employee on probation, unless specifically endorsed in the employment letter, is not eligible to avail Earned Leaves. Earned leaves for that year will be credited in his leave balance on successful completion of the probation period and can be availed after that. Any increment awarded during the probation period due to grade structure system, shall not be treated as appreciation of services or indication of confirmation.

New employment is subject to medical fitment of the individual and verification of relevant documents submitted by the employee.

Accrual of Privileges: A faculty, on confirmation as regular at the end of his original period of probation, shall be entitled to the privileges of regular employees from the date of his appointment. In case the management for any reason whatsoever extends the original probation period, the privileges shall accrue only from the date of regularization and not from the date of appointment. In case of confirmation of the probation, the age of service would be taken from the date of joining.

Other Rules Binding: The employee will be bound by all other rules and regulations of the Institute in force from time to time in respect of matters not provided herein.

Transfer: All employees are liable to be transferred or sent on probation, on deputation either from one department to another or from one office or place or campus to another, or to an allied or sister concern, at the discretion of the management. Every employee shall be bound, when required by the Institute, to assist in any other business, corporation or concern.

Degradation: An employee is liable to be degraded or otherwise dealt with on the report of the department head for reason(s) of indiscipline, inefficiency, irregularity or unsatisfactory work.

Service of Notices: All notices or letters dispatched, delivered, or offered for delivery at the address given in the application form of the employee or at his residence, shall be considered to be duly served on him. The employee should immediately notify the Institute of any change of address. Such notices sent to the personal email (given in the personal file/ HRIS application form) of the employee shall also be treated as notice duly served.

Photo: Institute requires that an employee, at the time of appointment must furnish his three (03) passport size photographs for the record purposes.

Medical Unfitness: Any employee found to be medically unfit by the Medical Officer of the Institute, or found to suffer from a contagious type of disease, may be discharged by the Institute, without any notice in the larger interest of health of the employees.



Bar against other Occupation: No employee shall, during his services with the Institute, except with the written permission, enter the services or employment of any other person or firm, or himself carry on any other business or engage himself in any other activity.

Conflict of Interest: Employees must give written declaration to HR of the existing engagement/ business relationship, direct or indirect of any family member/ blood relation with the institute or any of its associated or group companies/ society/ organization. The relationship may be in the form of being an owner, director, employee or company which is a supplier, customer, buyer, agent, contractor, service provider to the institute or its group companies/organizations. In case of new engagement/ business relationship after joining, prior declaration and subsequent permission of corporate HR must be taken by employee.

Failure to inform of such relationship will be treated as breach of trust and may lead to termination of services. The employee may not claim ignorance of such relationship.

Institute Secrets: No employee shall at any time, even after he ceases to be in the employment of the Institute, publish, divulge or disclose any secrets of the Institute or information about its affairs that may come to his knowledge or possession.

Faithful Discharge of Duties: Every employee shall devote his whole time and energy in the faithful discharge of his duties towards the Institute and shall properly observe all Rules and Regulations in force from time to time and also comply with such instructions as he may receive from time to time from the Institute or its officers.

Courtesy in Dealings: Every employee is expected to be courteous in dealing with the public, in the discharge of his duties and his conduct even outside should not bring any discredit to the Institute.

Liability to Render True Account: Every employee shall at all times truly and faithfully account for and pay over or deliver to the Institute as directed, all money, stores, goods or other property of the Institute, or of any concern for which he may be acting for the time being under instructions of the Institute, that may from time to time be entrusted to or come into his hands or be under his charge, and keep or cause to be kept all proper entries in books of the Institute or in any other appropriate books according to the instructions of the Institute. Violation to the rules shall bring disciplinary action to the employees.





Liability for Damage Caused to Institute's Property: An employee, who willfully or negligently causes any damage to machinery, or any other property of the Institute, is liable to be charged for the damage and loss to the extent of the expenses incurred in repairing the damage or recouping the loss, and may further be dealt with according to Law and these Service Rules.

Dress Code: All employees of the institute are required to dress in formal business attire and business casual during regular working days. An employee, whose attire is not consistent, may be cautioned to pay closer attention to their choice of clothes. Casual Dress for men shall include collar T-shirts without quotes, jeans, shirts, shoes (no sandals and floater). For Women- T-shirts without quotes, jeans, shirts, kurtis, and any dress which is below knees.

Campus Residential Duties: There is requirement of certain essential staff to be permanently available in the campus. The Director of the campus shall formulate essential administrative rules/ guidelines to ensure the discipline of all personnel and accountability of the resources.

3.5.3 Acts of Misconduct (Suggestive but not complete)

Any of the following acts of an employee shall be construed as an act of misconduct:

- a) Negligence in the discharge of duties.
- b) Willful insubordination or disobedience to an order of a higher authority as per provisions of the Institute, or breach of discipline.
- c) Academic/administrative non-compliance.
- d) Academic irregularity and indiscipline.
- e) Theft, fraud or dishonesty in connection with the property of the Institute.
- f) Giving false information regarding one's name, father's name, age, qualifications, previous service, etc. at the time of joining employment or subsequently.
- g) Habitual late attendance or wilful absence from duty without leave or sufficient causes and reasons.
- h) Taking or giving bribes or any illegal gratifications or indulging in corrupt practices.
- i) Sexual harassment as defined in the POSH Act.



- j) Indecent behaviour or any other act subversive of discipline.
- k) Assaulting or intimidating any employee of the Institute.
- l) Sabotage or wilful damage to or causing loss of goods or properties of the Institute. Acts of strike, gherao, meeting against the provision of law.
- m) Spreading false information with a view to cause disruption of the normal work of the Institute.
- n) Unauthorized use of land and building of the Institute.
- o) Conviction in a court of Law for offence involving moral turpitude.
- p) Breach of rules and regulations, orders and circulars of the Institute of any of the higher authorities.
- q) Abetment or attempt to commit any of the acts of misconduct.
- r) Any other ground which may be considered by the Governing Body to be detrimental to the interest of the Institute.
- s) Sharing data/informations of the organisation to unauthorised person. Penalties

Based on good and sufficient reasons, and after complying with procedure laid down by the institute; the following penalties may be imposed on employees for misconduct;

- a) Censure.
- b) Compulsory administrative leave without salary for a specified period.
- c) Withholding of increment/s or promotion including the stoppage of increment at and efficiency bar, if any.
- d) Reduction of position to a lower stage in the scale of pay for specified period with further direction as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the expiry of period the reduction will or will not have the effect of postponing the future increment of his pay.
- e) Recovery from pay of the whole or part of any loss caused to the Institute due to negligence or breach of order by the employee concerned.
- f) Compulsory retirement.
- g) Removal from service
- h) Dismissal from service.

(Corporate Office shall at all times be informed of all the disciplinary case in progress.)

3.5.4 Disciplinary Authorities

Subject to the provisions made hereinafter, the Director of the Institute/VP of CO shall be the disciplinary authority in respect of all employees. However, in case of the Director/ VP, the Vice Chairman will be the disciplinary authority.

3.5.4.1 Suspension

- a. The disciplinary authority, after approval, may place an employee under suspension.
 - I. Where the disciplinary proceedings against him/her is contemplated for and is pending or
 - II. Where a court case against him/her in respect of any criminal offence is under investigation, enquiry or trial.
- b. An employee shall be deemed to have been placed under suspension by an order of the disciplinary authority:
 - I. With effect from the date of detention, if he/she is detained in police custody on a criminal charge for a period exceeding 48 hours.
 - II. With effect from the date of his conviction, if, upon such conviction, he/she is sentenced to a term of imprisonment exceeding 48 hours.
 - III. Where the penalty of dismissal or removal from service imposed upon an employee, under suspension, is set aside on appeal or review under these rules or under any order of the Court of Law and the case is remitted for further enquiry or action with any other direction his/her suspension shall be deemed to have continued and in force from the date of original order of the dismissal and shall remain in force until further orders of the disciplinary authority,
 - IV. During the period of suspension, the employee concerned shall be entitled to a subsistence allowance of an amount equal to half of his/her basic pay only. In the event of his suspension being followed by punishment he/she shall not be entitled to any further emoluments other than what he/she had already been paid from the date of his suspension unless the Governing Body directs otherwise.
 - V. An order of suspension under these rules shall not be deemed to be or construed as punishment for any purpose whatsoever.



3.5.4.2 Procedure of Imposing Penalties

a. No order of imposing of the penalties shall be made except after an enquiry is held. The Disciplinary Authority shall draw or cause to be drawn up –

I. The substance of the imputation of misconduct/ misbehaviour/non-compliance/ insubordination/ irregularity/indiscipline into definite and distinct article or articles of charge.

II. A statement of imputation of misconduct/ misbehaviour/non-compliance/ insubordination/ irregularity/ indiscipline in support of each article of charge which shall contain a statement of relevant facts including any admission or confession made by the employee;

b. The Disciplinary Authority may, for the purpose of enquiry, appoint a Fact-Finding Committee to advise the Director about and/or Enquiry Authority action to be taken.

3.5.4.3 Appellate Authorities

Governing Body shall be the final appellate authority with respect to any decision taken by the disciplinary authority. Decision of Governing Body will be final and binding.

3.6 AGE OF RETIREMENT

- Normal age of retirement shall be 60 years .
- All employees who attain the age of 60 years shall retire at the relevant month end.

3.6.1 Extension Post Retirement

- A fresh engagement on contract basis can be initiated on a yearly contract basis, after review of health condition, professional competence, availability of vacant positions etc.
- However, Post-retirement engagement to any employee shall be management prerogative only.



ONBOARDING AND INDUCTION PROCESS



Induction CO-Institute

Day	Department	SPOC	Content	Timeline	Medium
DOJ	HR	VP HR / GM HR	1. Jaipuria Principles 2. HR Service Rules 3. Introduction to HR Team	Date of Joining: 2 Hours (2 pm to 4 pm)	1. Campus - Zoom Call 2. CO - Face to Face
DOJ	HR	Recruitment Incharge	1. Induction on Peoplestrong 2. Induction on Leave, Attendance etc.	Date of Joining (4 pm to 5 pm)	Face-to-Face
	VC Office	VC	1. Introduction about the organisation and explaining: a. Vision b. Mission	on Monthly Basis	1. Campus - Zoom Call 2. CO - Face to Face
DOJ+1	Accounts and Finance	VP Accounts & Finance	1. Department Process and 2. Introduction to key members	11 am to 11.30 am	Face-to-Face
DOJ+1	Admissions, CMC, Jaipuria	VP	1. Department Process and 2. Introduction to key members	11.30 am to 12 noon	Face-to-Face
DOJ+1	EE&C	AVP	1. Department Process and 2. Introduction to key members	12.00 noon to 12.30 pm	Face-to-Face
DOJ+1	Projects	VP	1. Department Process and 2. Introduction to key members	12.30 PM TO 1.00 PM	Face-to-Face
DOJ+1	Respective Campus Function	Campus Function Manager	Brief about the campus and respective function	2.00 pm to 4.00 pm	Zoom

Induction Faculty Campus

Day	Department	SPOC	Content	Timeline	Medium	
DOJ	HR	VP HR / GM HR & Campus HR	1. Jaipuria Principles 2. HR Service Rules 3. Introduction to HR Team	Date of Joining: 2 Hours (2 pm to 4 pm)	1. Campus - Zoom Call 2. CO - Face to Face	
DOJ	HR	Recruitment Incharge / Campus HR	1. Induction on Peoplestrong 2. Induction on Leave, Attendance etc.	4 pm to 5 pm	Face-to-Face	
	VC Office	VC	1. Introduction about the organisation and explaining: a. Vision b. Mission	on Monthly Basis	1. Campus - Zoom Call 2. CO - Face to Face	Monthly Once a month
DOJ +1	Director's Office of respective Campus	Director	1. Institutes Process and 2. Introduction to key members	10.00 am to 10.30 am	Face-to-Face	
DOJ +1	Development - only for Leadership and Faculty Members	VP-Development	Specifically for Faculty Members 1. CAS Policy 2. Research Policy 3. Faculty Development Opportunity	10.30 to 11.30 am	Zoom Call	
DOJ +1	Area Chair	Campus Area Chair & Pan Area Chair	1. Update about the area, 2. Introduction to Area Faculty	11.30 am to 12.30 pm	Face-to-Face / Zoom Call	
DOJ +1	Admissions, CMC	Admission and Placement Manager	1. Department Process and 2. Introduction to key members	12.30 to 1.00 pm	Face to Face	
DOJ +1	Lunch with campus Area Chair			1.00 to 1.30 pm		
DOJ +1	Dean Office	Dean Academics	1. Academic Process and 2. Introduction to program office	1.30 pm to 2 pm	Face-to-Face	
DOJ +1	Dean Office	Dean Students Affair	1. Institutes Process and 2. Introduction to student Committees	2 pm to 2.30 pm	Face-to-Face	
DOJ +1	Dean Office	Dean Research	1. Research Process and 2. Introduction to key facilities	2.30 pm to 3 pm	Face-to-Face	
DOJ +1	Academics	Program Director	Brief about the program being offered	3 pm to 3.30 pm	Face-to-Face	
DOJ +1	Academics	Area Chair	Introduction to other fellow faculty members	3.30 pm to 4 pm	Face-to-Face	
DOJ +1	Accounts and Finance	Accounts Manager	1. Department Process and 2. Introduction to key members	4.00 pm to 4.30 pm	Face-to-Face	
DOJ +1	Administration Head	CAO	1. Details of Infra and Facilities 2. Introduction to key members, 3. Visit to the campus	4.30 PM to 5.00 PM	Face-to-Face	

Induction Staff Campus

Day	Department	SPOC	Content	Timeline	Medium	
DOJ	HR	VP HR / GM HR & Campus HR	1. Jaipuria Principles 2. HR Service Rules 3. Introduction to HR Team	Date of Joining: 2 Hours (2 pm to 4 pm)	1. Campus - Zoom Call 2. CO - Face to Face	
DOJ	HR	Recruitment Incharge / Campus HR	1. Induction on Peoplestrong 2. Induction on Leave, Attendance etc.	4 pm to 5 pm	Face-to-Face	
	VC Office	VC	1. Introduction about the organisation and explaining: a. Vision b. Mission	on Monthly Basis	1. Campus - Zoom Call 2. CO - Face to Face	Monthly meeting (in group)
DOJ +1	Director's Office of respective Campus	Director	1. Institutes Process and 2. Introduction to key members	10.00 am to 10.30 am	Face-to-Face	
DOJ +1	CO Function (Concern function only)	V.P.	Functional Update	10.30 am to 11.00 am	Zoom Call	
DOJ +1	CO Function (Concern function only)	V.P.	Introduction to other Functional Team	11.00 am to 12.00 pm	Zoom Call	
DOJ +1	Dean office	Dean Academics	Brief function and Introduction to Programme Office	1.30 pm to 1.45 pm	Face-to-Face	
DOJ +1	Dean office	Dean Students Affair	Introduction to student Committees	1.45 pm to 2.00 pm	Face-to-Face	
DOJ +1	Dean office	Dean Research		2.00 pm to 2.15 pm	Face-to-Face	
DOJ +1	Academics	Program Director(s)	Brief about the program being offered	2.15 pm to 3.00 pm	Face-to-Face	
DOJ +1	Academics	Area Chair(s)	Introduction to other fellow faculty members	3.00 pm to 3.30 pm	Face-to-Face	
DOJ +1	Accounts and Finance	Accounts Manager	1. Department Process and 2. Introduction to key members	3.30 pm to 4.00 pm	Face-to-Face	
DOJ +1	Administration Head	CAO	1. Details of Infra and Facilities 2. Introduction to key members, 3. Visit to the campus	4.00 pm to 4.30 pm	Face-to-Face	
DOJ +1	Admissions, CMC	Admission and Placement Manager	1. Department Process and 2. Introduction to key members	4.30 pm to 5.00 pm	Face-to-Face	

6 Buddy Programme

6.1. Objective

Objective of Buddy Programme is to facilitate the new joiners in settling down with the organisation in the initial stage of joining. The programme aims to enable the new joiners understanding the cultural nuances of the organisation and fosters a sense of belonging and community. The programme will help to create a supportive and welcoming environment for new joiners within the organisation. Under this programme, new joiner will get paired with an experienced colleague who will guide and mentor them during the initial period of joining.

6.1.2 Responsibilities of Buddy

- i. Welcome: The buddy welcomes the new joiners on the day of joining and shows them around the premises and introduces to the key members of the team.
- ii. Guidance – The buddy explains the organisation values, culture and procedures and helping the new joining adapt quickly. The buddy also helps in the process acquittance of the organisation. The buddy extends support in personal guidance like searching house, shifting of family and commuting support
- iii. Role clarity – The buddy provides the insights into the new employee's role, responsibilities and expectations ensuring a clear understanding.
- iv. Networking – The buddy helps new joiners to build relationships by introducing them to colleagues, faculty members and stakeholders.
- v. Highlighting the Issue – The buddy supports in highlighting any issue which the new joiner faces to the concern authority to get resolution.the attendance.

6.1.3 Process

The new joiner will get the name and contact details of the Buddy before the date of joining. Similarly, the buddy will also get the details including the profile of the new joiner. The Buddy will make a welcome call to the new joiner at least a day before joining introducing himself / herself. 'Know Your Buddy' card will be prepared in PDF to share with the new joining. The buddy will be available to the new joiners for six months.

6.1.4 Selection of Buddy

Buddy should be relatively vintage colleague who has fair idea about Organisation culture and process and should be a role model. This will be nominated by the respective HoD in consultation with Director / HR Head. The selection of buddy will be for 2 years which can be extended on need basis.

To recognise the buddy, a customised T-Shirt will be provided to the buddy. A budget of up to Rs. 5000 per year will be given on reimbursement basis which can be spent on refreshment of the new joiners and buddy.

6.1.5 Evaluation of Buddy Programme

In the onboarding feedback form, feedback will be taken on the efficacy of Buddy programme. Buddy can be changed during the tenure depending upon the feedback of the buddy or if the buddy is not keen to continue.

6.1.6 Induction of the Buddy

Induction of the New Buddy will be done by HR Head.

Check list - Buddy Programme Name of the

new employee: Date of Joining:

Name of Buddy

Time line	Activity	SPOC	Remarks
10 days before joining	Intimation of joining along with details like Name, DOJ, Level, Function and Contact details	Recruitment Manager (HR)	
10 days before joining	Assignment of Buddy to the new joiner	Recruitment Manager (HR) in consultation with Director / VP HR	
5 Days before joining	Share Buddy Card to the new joiner	Recruitment Manager (HR)	
2 days before joining	Welcome Call to the new joiner	Buddy	
On date of joining	Introduction to colleagues and Lunch	Buddy	
Within one month of joining	One Informal meeting with agenda to know each other more, Jaipuria Culture, way of working and introduction to the critical people	Buddy	
	One informal meeting addressing the initial challenges related to settling down with the Organisation.	Buddy	
From second month to six month	One formal / informal meeting per month with focus to connect the new employee socially with the ecosystem	Buddy	

WORK TIMINGS & WORKING DAYS



Campus Flexi Timings

Purpose: To extend working hours flexibility encouraging employees for a better work-life balance.

Applicability: To all full-time employees

Campus timing: 08:30 - 09:30 am to 04:30 - 05:30 pm (Subject to change as per local weather requirements)

Working Hours Approver: Director/ HoD

Working Hours: Faculty and Staff can report to Campus between 8:30am to 11:00am

Non-Faculty Staff can report to Campus between 7:00am to 10:30am

Library staff shall report in shifts, as decided by the Director's office

Description Part A: Faculty

Part B: Campus Staff

Part C: Head Office Staff

Part D: Calculations



Part A

Subject to approval of the Director, flexible campus timings will be allowed as per below guidelines:

1. To complete working of minimum 40 hours in a week starting from Monday to Friday, from 8:30 am to 7:00 pm.
2. Five days in a week with minimum 6 hours per day to a maximum of 10 hours per day will be calculated for the attendance.
3. If there is class scheduled or administrative duty assigned on Saturday and/or Sunday, then the faculty may have to work. The working hours on these days shall be a part of the 40 hours per week work timings. If the faculty has worked minimum 6 hours on Saturday/Sunday, it will be counted as 1 working day.

Please note that the teaching calendar is sacrosanct and there should not be any deviation due to shift timing of any individual. No Class Timetable to be rescheduled due to flexi-timing.

Part B

Subject to approval of HOD/Director, flexible campus timings will be allowed as per below guidelines:

1. Must complete 48 hours from Monday to Saturday, or 40 hours in weeks when Saturday is weekly off.
2. Five days/6 days in a week from 07:00 am to 8:00 pm.
3. Minimum 6 hours per day to a maximum of 10 hours per day will be calculated for the attendance.

Part C

Subject to approval of VC/VP/HOD, flexible campus timings will be allowed as per below guidelines:

1. To complete working of minimum 42.5 hours in a week starting from Monday to Friday, from 8:00 am to 7:00 pm.
2. Five days in a week with minimum 6 hours per day to a maximum of 11 hours per day will be calculated for the attendance.

Part D

1. Weekly Off/Holiday/Leave shall be considered at the rate of 8 hours.
2. Working of Minimum 4 hours is required to avail a half day or a short leave. A full day leave shall be calculated/considered/marked, if the attendance of 4 working hours is not found in the attendance on HRIS software.
3. The monthly cycle of attendance is from 26th of the previous month to 25th of the current month.
4. For calculation of the working hours of the first/last week, the number of hours per day shall be considered on pro-rata basis.

Last Week having	Campus Faculty (40 hours per week)	Campus Staff (48 hours per week)	CO Staff (42.5 hours per week)
1 day	8 hours	8 hours	8.5 hours
2 days	16 hours	16 hours	17 hours
3 days	24 hours	24 hours	25.5 hours
4 days	32 hours	32 hours	34 hours
5 days	40 hours	40 hours	42.5 hours
6 days	-	48 hours	-

Sum of total working hours in a Week is 40hrs (Faculty)/ 48hrs (Staff). In case one falls below 40/48 hrs, additional leave shall be deducted proportionately in intervals of 2 hours (from Short Leaves).

The staff can take an off on any two Saturdays of the month with the prior approval from the HoDs based on the attendance roster. The campuses will open for all Saturdays hence the HoDs are requested plan rosters accordingly.

Staff members are expected to be present beyond stipulated hours on working days and / or during the weekends, whenever situation so warrants. Non-teaching staff will be required for support in holding classes on Sundays/ holidays. Only "M3" Grade and below staff will be paid compensation/compensatory off as per norms for attending office on weekly off or holidays.



TRAVEL ALLOWANCE AND DEARNESS ALLOWANCE RULES



Based on the grade of the employee following travel and dearness allowance rules shall be applicable:

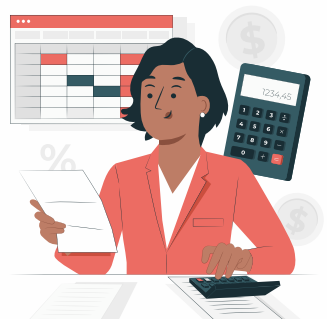
Table No. 8: Travel Allowance/Dearness Allowance Rules					
Grades	Designations	Entitlement of Outstation Travel	Maximum Ceiling per Day		Local Conveyance
			Stay Allowance Plus Taxes	Meal Allowance (incl. Taxes)	
A+	Director General, President, VP. Director, ED	Air economy, Self-Car, AC Taxi	Actual	Actual	Self- Car / Ola/Uber/ Corporate Contract Taxi
A	Associate VP, Assistant VP, Sr GM, GM, Professor & Associate Professor	Air economy, Self-Car, AC Taxi	Rs. 4000	Rs. 1500	Self- Car / Ola/Uber/ Corporate Contract Taxi
M1	DGM/AGM, Sr. Manager, Manager, Assistant Professor	Air economy, Self-Car (only DGM, AGM), AC Taxi upto 150 km (one side)	Rs. 3000	Rs. 1000	Self- Car / Ola/Uber/ Corporate Contract Taxi
M2	Deputy Manager, Assistant Manager	2- Tier AC / AC Bus	Rs. 2500	Rs. 800	Ola/Uber/ Corporate Contract Taxi
M3	Sr. Executive, Management Trainee, Executive, Interns	3- Tier AC / AC Bus, Deluxe Bus	Rs. 1800	Rs. 650	Auto/ Shared Ola/ Self Two-Wheeler
S	Jr. Executive, Supervisors, Drivers, Peons, Office Assistants	2nd class Sleeper /Bus	Rs. 1000	Rs. 500	Auto/ Shared Ola/ Self Two-Wheeler

* Local Conveyance -Traveling within the city for office work either at the place of posting or at the city where employee has travel.

Notes:

- A. For cities mentioned below, ceiling on stay expenses shall increase as under:
 - a. Mumbai / Delhi /Bangalore -75%
 - b. State Capitals, Pune / Indore -50%

- B. Actual charges shall be allowed within ceiling on production of bills for staying and meals. In case, an employee makes his / her own arrangement for staying with his relatives or friends, only 25% of the above 'ceiling rates' for staying charges will be admissible. In case of A+ employees Rs. 1000/- as a flat rate will be given towards own arrangement.
- C. In case of visit to places where guest house is provided by the company, meal allowance @ 70% of the eligible limit shall be allowed.
- D. Stay Expenses shall be payable for the number of nights spent out of station. 50% of meal allowance shall be admissible for nights spent during journey.
- E. Outstation stay in a stretch for more than a week shall need permission from the HOD. Pre-approval required in case of hotel stay, and, intimation required in case of guest house stay.
- F. In case of self-arrangement stay for more than a week, only 20% of the applicable ceiling rates will be given.
- G. For outstation journey from the place of posting, the day means 24 hours from the start time of the journey and up to the end time of journey. Prorated meal allowance shall be calculated as:
 - I. Meal Allowance up to 6 hours 25%
 - II. Meal Allowance from 6 hours up to 12 hours 50%
 - III. Meal Allowance more than 12 hours 100%
- H. There will be no meal allowance for local or city travelling.
- I. Early check-in and late check-out are allowed for all designations in Grade 'A+' and Grade 'A'. For all other Grades, it needs to be pre-approved.
- J. In case two persons stay together on double occupancy then each employee shall be entitled to 75% of his/her stay allowance. Meal allowance for such bookings shall remain as per individual's entitlements.
- K. Reimbursement for the use of Personal Vehicle Car Local: (within 50 kms of place of work one way)
 - I. For Scooter / Motor Cycle @ 8/- per km
 - II. Car @ Rs. 15/- per km (if travelling is less than or equal to 50kms one way)
 - III. Car @ Rs. 14/- per km if travelling more than 50 kms one way
- L. Outstation (above 50kms from place of work): Only AGM and above are allowed to use personal conveyance for outstation business trips.



M. Guest House Rules:

- I. No payment shall be made either for stay by the employee, availing guest house facility.
- II. All the employees visiting any of the campus can book a guest house room associated with the campus by contacting the Chief Administrative Officer of the respective campus. The stay in the guest house is complimentary and the cost of the same shall be borne by the organization. In such cases the employee availing the guest house shall not be paid for the stay charges (in the travel reimbursement).

International Travels

- I. On pre-approval basis for conferences and seminars (maximum up to 3 days' program) excluding travel days. Any other visits beyond three days should be pre-discussed and approved from CO. A separate approval from the Vice Chairman office through Vice President Human Resource shall be required for seminar other visits beyond three days.
- II. In case of sponsored leadership programs or other programs for education/training purpose, the TA/DA rates will not be applicable since stays are for longer days and generally clubbed with program fee. A separate approval from the Vice Chairman office through Head HR shall be required for expenses before commencement of the journey.

Grade	Explanation
A+	Hotel - US\$ 150+ taxes Meals - US\$ 50 (including taxes) per day Local Travel - US\$ 50 (including taxes) per day. This includes airport transfers and other incidental charges like mobile, internet.
Grade 'A'	Hotel - US\$ 125+ taxes Meals & Local Travel - US\$ 75 (including taxes) per day. This includes meals, airport transfers and other incidental charges like mobile, internet.
Grade 'M1' and below	Consolidated US\$ 150 per day

International Travel Dates:

- Travel dates should be as such that the arrival is a day before conference and flying out on the last day of the conference.
 - Any additional stay shall be on personal expense.
 - In case, employee clubs the holiday with travel dates then the print of 'Cost of Air Ticket' as per seminar should be attached and then the ticket for extended days should be planned. The difference of fare should be borne by the employee.
- III. Air travel, even if admissible under rules, be used to economise lodging charges. Travel in the evening by air and then staying at the place visited in the night will be permissible only with prior specific approval.

HOLIDAYS

- Holidays are off days granted by the employer to the employee.
- The Institute will observe 15 holidays in a calendar year at all the campus,
- In addition to this, employees will also be entitled to take two Restricted Holidays from the published list.
- Corporate Office will observe 9 days of holidays, which will be notified at the beginning of the year. In addition to this, employees will also be entitled to take one Restricted Holiday from the published list.



LEAVE RULES



The expression 'leave' means leave of absence with permission obtained from the employer. Leave of absence cannot be granted as a matter of right.

9.1 Kinds of leave provided by Jaipuria Institute of Management

1. Vacation Leave
2. Earned Leave (EL)
3. Casual Leave (CL)
 - a. Full Day
 - b. Half Day (4 hours)
 - c. Short Leave (2 hours)
4. Sick Leave (SL)
5. Maternity Leave
6. Paternity Leave
7. Leave Without Pay (LWP)

The leaves are created on pro-rata basis. An employee is credited with 1 CL and 0.5 SL per month. In all, an employee gets 12 CL, 6 SL and 24 EL in a calendar year.

Type of Leave	DoJ on or before 10 th of any month	DoJ from 11 th to 20 th of any month	DoJ on or after 21 st of any month
Casual Leave (CL)	1	0.5	0
Sick Leave (SL)	0.5	0	0
Earned Leave (EL)	2	1	0

An employee needs to apply for the leaves on HRIS and get it approved by the reporting supervisor, in advance. All such leaves shall be approved or rejected within a working day of receiving the leave application by the leave approving authority.

No leave is admissible to faculty on the scheduled day of the class, faculty council meeting, Faculty Development Program and other important events at the Institute. In an exceptional case, based on the case, a leave without pay (LWP) can be granted by the HoD/ Director of the institute.

9.2 Basis of calculation of leave

Calculation of all types of leave shall be with reference to the English Calendar only.



9.3 Vacation Leave

The organisation grant vacation leaves which are reciprocal leaves. This means that the employee will get equivalent number of complimentary leaves from the organization, that he has applied for, during the vacation period. The vacation leaves are the types of leave which the management wants an employee to avail with family and friends to rejuvenate.

Box 2: Process of application of vacation leave in HRIS Application - People Strong:

- I. Employee willing to go for vacation leaves apply for earned leave on People Strong under the tab "Leave Type". "Leave Reason" shall be selected as "Vacation Leave". If the number of leaves shall be limited to the part of the employee only.
- II. Post applying on People Strong, an email requesting the approval of vacation leave along with the total period of vacation leave along with start and end date, is sent to the HoD and the HR by the employee.
- III. HoD may approve the same and inform the HR.

An employee who has worked with the organization for at-least continuous 6 months can avail these leaves on pro-rata basis. The applied leaves will be adjusted against the available earned leaves in his account.

These leaves can be availed only once in a year and cannot be split into more than one occasion. It is recommended for the entitled employees to avail the vacation leave. The un-availed vacation leaves will be lapsed and shall not be carried forward to the next calendar year. The concept of pro-rata will apply here as well.

a) Faculty

All faculty shall be required to avail minimum of 9 days up to maximum of 15 days reciprocal vacation leave. For e.g. If a faculty applies for 15 days earned leave, then the faculty will be given equivalent 15 days from the organization. So, the effective leaves available to the faculty for vacation will be 30 days.

If an employee avails more leaves beyond the allocated vacation leaves (30 in case of faculty), then the additional leaves will be deducted from the faculty's earned leave balance.

These leaves shall be availed during the period as announced by the management.

During the probation period, at the max, a faculty is entitled for 9 days of reciprocal vacation leave. Contractual faculty shall also be eligible for 9 days of reciprocal leaves over and above their normal leaves.

b) Non-Teaching Staff

All staff members shall be allowed to avail 3 to 5 days of reciprocal vacation leave. It can be availed as and when approved by the management.

Admission and CMC team will be allowed vacation leave on centrally organized tour, if any, approved by management. Any centrally organized tour, if any, for Admissions and/or Placements team will consume the vacation leaves of the participants. For e.g. if the tour is organized for 6 days, then 3 days shall be deducted from the EL balance and remaining 3 days shall be given by the organization.

Holidays and Weekly Offs falling within the period of Vacation Leave shall be counted as leave. Holidays can be suffixed & prefixed with leave.

9.4 Earned Leaves (EL)

Per month 2 Earned Leaves are credited to an employee's account.

May a person join or leaves the organization in the middle of the month, the EL of that month shall be calculated based of the date of joining/exit as mentioned in the table number 10 (pro-rata as a joining rule).

In case any employee remains absent / avail leave without pay (LWP), no EL shall accrue for such period.

Maximum 15 ELs for faculty members and staff members of a calendar year shall be carried forward from the calendar year of 2025.

Earned leaves can be accrued to the balance of maximum 120 days. Earned leaves over and above 120 days will be encashed at the beginning of each calendar year. EL cannot be clubbed with any other leave, except:

1. When there is a situation of leave without pay
2. Wherein 3 or more CLs are approved, then all the approved leaves shall be treated as ELs.

May an employee exhausts his entitled CL/SL for the year, then he can avail the remaining period of his leaves from EL days.

EL over and above 15 (Fifteen) days can be encashed in the month of January and July every year based on the request of the employee. Earned leaves balance till the end of previous month shall be considered for encashment purposes. The leaves for encashment purposes, only Basic Pay (including Grade Pay) will be taken into account. Encashment will be done on written application made by the employee and approved by the Director of the campuses/ VP - HR in the case of HO.

9.5 Casual Leave (CL)

- An employee is eligible for 12 days casual leaves.
- Casual Leaves are credited to an employee's account per calendar year and credited on pro-rata basis.
- In case of joining or leaving the organization, eligibility of CL for that month shall be calculated on proportionate basis as mentioned in the table number 10.
- A maximum of 2 days CL can be availed at one go. Approved more than 2 consecutive CLs shall be treated as Earned Leaves while preparing the leave balance for the next month.
- Un-availed CL will automatically lapse at the end of the calendar year.

9.6 Half Day / Short Leave

Half day and short leaves are a part of Casual leave only. It is, therefore, essential to have a sufficient balance of casual leaves before applying for the same.

(A) Short Leave

- Short leave up to maximum of 2 hour may be taken with the prior sanction from the Head of the department.
- Four short leaves will be counted as one casual leave in a month.
- Sum of total working hours in a Week is 40hrs (Faculty)/ 48hrs (Staff). In case one falls below weekly working hours, additional leave shall be deducted proportionately in intervals of 2 hours (in terms of Short Leaves).

(B) Half Day

- Half Day leave may be taken after prior sanction from Head of the department.
- Two half day leaves will be counted as one casual leave.

9.7 Sick Leave (SL)

- An employee is eligible for six (06) days sick leaves.
- Sick Leaves are credited to an employee's account per calendar year and credited on pro-rata basis.
- In case of joining or leaving the organization, eligibility of SL for that month shall be calculated on proportionate basis as mentioned in the table number 9.



- Un-availed SL shall be carried forward subject to maximum of 120 days and all SL accumulated in excess therefore shall lapse.
- All accumulated SL are non-encashable at the time of separation from the organization.
- Employees will have to submit medical certificate from registered medical practitioner, if he takes continuous sick leave for 3 or more days.
- Any sick leave availed after submission of resignation shall be treated as follows:
 - The number of availed Sick Leaves shall add on to the last working day and the new last working day shall be calculated, accordingly.
 - Earned Leaves in case the person does not want to get the last working date to be extended.

9.8 Maternity Leave

Maternity leave is admissible to female employees during Pregnancy, Miscarriage and abortion.

9.8.1 Period of Leave

- a) For pregnancy: 182 days, of which not more than 56 days (08 weeks) preceeding the expected delivery.
- b) For miscarriage and abortion: 45 days (6 weeks) in the entire service.

9.8.2 Conditions

- a) In case of maternity leave for pregnancy, employee should have less than two surviving children. For women who are expecting after having 2 children, the duration of paid maternity leave shall be 12 weeks not more than 6 weeks preceding the expected date of delivery.
- b) Maternity Leave will be granted to only those women employees who have completed minimum 3 (three) months of period in the organization at the time of applying the maternity leave.
- c) Maternity leaves are a special set of leaves altogether. The leave entitlement under this category is subject to the medical verification only. These leaves cannot be adjusted with any other leave.
- d) In case, an employee does not join back after availing maternity leave or resign within 6 months after availing leave, maternity leave benefit granted earlier, shall be disallowed and management will have a right to adjust the same from her EL account or deduct pay as the case may be.
- e) In case of adoption, a leave of 12 weeks shall be provided, if the adopted child is younger than three months of age.
- f) It can be combined with any other kind of leave as per below order:
 - ◆ Earned Leave
 - ◆ Sick Leave



9.9 Paternity Leave

- Paternity leaves can be availed for a period of maximum upto 10 days before or within 6 months from the date of delivery of child in a set of 5 days. If such leave is not availed within the period, it shall be treated as lapsed.
- Paternity leave is admissible to all employees (including HO) with two or less surviving children. With a service of six months or more preceding the applied leaves.
- Paternity leaves are a special set of leaves altogether and hence, requires submission of medical reports of spouse. These leaves cannot be adjusted with any other leave.

9.10 Bereavement Leave

- Bereavement Leave is a paid leave that an employee can avail in the unfortunate death of a close family member (Parents, Spouse, Children and parent-in-law)
- An employee can take a maximum of 5 working days (from the day of the mishap) as bereavement leave.
- Bereavement leave can be taken in the absence of earned leave.

9.11 Unauthorized absence from duty

- The consecutive unauthorized absence of 8 days or more shall be treated as non-willingness of the employee to continue with the organisation and hence it shall be treated as auto-terminated by the employee himself. The final settlement shall be initiated or payment/recovery.

9.12 Leaves during Disciplinary Proceedings

No leave shall be granted to an employee against whose disciplinary proceedings are on.

9.13 Recall from Leave

Leave once granted can also be cancelled. If the exigencies of the employer require, the employer reserves the right to cancel the leave & recall the employee before the expiry of his leave. The balance of un-availed leave in this case shall be credited to employees account and the employee shall be reimbursed to and from traveling expenses applicable as per the eligibility.

9.14 Compensatory Off

Compensatory offs are applicable to all employees falling in the Grade M3 and S. Compensatory offs cannot be accumulated and has to be availed within 2 months. Compensatory offs cannot be combined with any other leave. An employee can take a maximum of 2 compensatory off consecutively.

Further, the compensatory off shall only be given when the employees have been called to work on a holiday or an off day. An employee who has been called for work in such scenario shall be given conveyance reimbursement as per TA/DA rules (Table No. 8).

For Grade S, the reimbursement of conveyance charges shall be permissible, to perform duties on off day/holiday, as per the following guidelines:

1. No reimbursement will be given for working less than two hours.
2. Rs.150.00 shall be given after the first two hours and then Rs. 75.00 per hour for completion of every hour shall be given. The maximum of Rs. 300.00 per day can be given to an employee under this policy.
3. For Drivers: On Duty during Lunch/Dinner: Rs. 100 INR. If driver is out for duty between 1-3 pm or 8-10 pm.

9.15 Weekly Off

An employee in a regular/contract employment is allowed a day of rest every week which is generally a Sunday. But in case of some departments which are required to work on weekends, can modify the weekly off on any of the week day instead of Sunday with the prior approval from the HoD/ Director / CO.

9.16 Special Leave Policy for Hostel Wardens and Nurses staying in Hostel

Nature -

This is a full-time role which requires working on all days of the week. The warden(s) and Nurses staying in hostel are required to follow a special approved leave cycle made in consultation and coordination with the hostel team. For any leave of absence from work, the Warden will have to notify and take a prior approval from CAO.

Entitlement -

Wardens are entitled for all the leaves as per institute's policy. Hostel Warden shall depute someone responsible to take charge of his/ her duties in his/ her leave of absence

Other leaves over and above the organisation leaves available to the Hostel Warden:

Special leave for warden(s)/ Nurse(s) staying in Hostel -

- 1) Short Leave/comp. off - As the duties of warden(s) are of 24×7 nature, they are allowed to take short leave / comp off in consultation of CAO.
- 2) Emergency Leave - Sometimes warden(s) has to attend emergency call (Hospital cases , overnight working, long working hours etc). In such cases the warden can be allowed to take rest on the very next day against the duty performed by him/her. Such leave can be taken in consultation and approval of CAO.

9.17 Treatment of leaves during Notice Period

- During the Notice Period an employee can only apply for Earned Leaves with prior permission, otherwise it will be treated as LWP.
- Earned Leaves can be accumulated till the last date of working as per the table no. 10.
- Although the employee can see the provision of applying for leaves in the leaves section on HRIS but will be unable to submit the request as it



9.18 Treatment of leaves during Notice Period

- During the Notice Period an employee can only apply for Earned Leaves with prior permission, otherwise it will be treated as LWP.
- Earned Leaves can be accumulated till the last date of working as per the table no. 10. In these cases, approval of leaves shall be taken in writing/ emails and forwarded to the HR Department.
- In case the employee is unable to serve the required notice period, then the deficient number of days shall be recovered from the accrued EL. If there are insufficient number of ELs in the account, then the same shall be recovered from the salary.



EXECUTIVE EDUCATION AND CONSULTANCY (EE&C)



11.1 Inhouse Faculty/ Staff Honorarium

Faculty/staff members delivering sessions during the EE&C organized by the institute will be eligible to receive honorarium payment as per the following table subject to fulfilling's of the required minimum work allotted in teaching.

Per Session (upto 90 mts) in Rs.	Per day in Rs.	Remarks	Specific Approval
2500	10000	Venue=Campus/ Off Campus	
For Program with Contribution > 30,000 per day		For Program with Contribution > 50,000 per day	
Per Session (upto 90 mts) in Rs.	Per day in Rs.	Per Session (upto 90 mts) in Rs.	Per day in Rs.
3000	12000	5000	20000

Conveyance Policy:

1. Institute's conveyance should be used as far as possible
2. Personal conveyance reimbursement as per TA/DA policy
3. Application based cabs may be used and reimbursed as per actuals.

11.2 Executive Education /MDP Projects outside the banner of Jaipuria

In special cases after due approval of the director/corporate office, upto 60% of contribution (income minus expenses) will be shared with the faculty and staff member(s) undertaking the Consultancy work, in the ratio to be approved by the campus Director.

- I. Faculty member shall accept assignment of conducting MDP in any other institution after a written approval of the Director/ Vice Chairman will be required for undertaking any such assignment. A faculty member, even when on leave, can accept any MDP session on prior approval of the Director of the Institute.
- II. 50% of revenue from external MDPs will be shared with institute.
- III. All the faculty members shall be required to submit the complete details of any outside MDP including the name of the institute with complete itinerary along with photocopy of the cheque received to the Directors office. This shall be forwarded to the accounts department for the further process.



IV. The faculty members shall be treated on duty while participating in half/day long MDP programme outside the Institute subject to the condition that he/she meets his/her commitment in the Institute and obtains prior permission from the campus Director for the same.

V. Eligibility for Director: The Director of each campus is responsible for organizing MDP on their respective campuses apart from the ones which the Central MDP team has been organizing. The Director of the campus are required to take prior written approval of the Vice Chairman before accepting any outside MDP and shall submit the complete details of payment received to the HR and accounts department of the Institute for further processing.

11.3 Consultancy and Other Assignments

Faculty/Staff is encouraged to undertake training, consultancy and sponsored research in policy, strategy and operational aspects of management in their field of interest both individually as well as together in a group.

The scope of consultancy and research activities shall include consulting (oral/written/both) report based, paid or sponsored research, lecture assignments outside the institute etc.

Rules for taking-up consultancy, and payment of honorarium

- i. Prior written permission of the Director is required before undertaking any such assignment. No such assignment be undertaken that requires any alteration in the work commitment in the institute. In case of Director, written permission of the Vice Chairman is required.
- ii. A faculty member, even when on leave, can accept any consultancy assignment only on prior approval of the Director of the Institute.
- iii. The faculty members shall be treated on duty while conducting consultancy assignment
- iv. One day per week i.e. 52 days per full year will be the maximum period available to faculty for undertaking such assignments. Any commitments of time of the one-half day or more will be part of the 52 days limit.
- v. After deducting direct expenses, 50% of revenue from consultancy is to be shared with the institute.
- vi. All the faculty members shall be required to submit the complete details of any outside assignment including the name of the institute with complete itinerary along with photocopy of the cheque received to the Directors office.
- vii. While accepting any consultancy assignment, institutes revenue from consultancy should justify allocation of faculty resources.

11.4 Guest Lectures and Panel Discussions

- i. Prior written permission of the Director is required before undertaking any such assignment. No such assignment be undertaken

that requires any alteration in the work commitment in the institute. In case of Director, written permission of the Vice Chairman is required.

- II. A faculty member, even when on leave, can accept any such assignment only on prior approval of the Director of the Institute.
- III. The faculty members shall be treated on duty while performing such assignment.
- IV. Honorarium of Rs. 10000 per annum is excluded from any sharing with institute. Any honorarium in excess shall be shared 50% with the institute.
- V. All the faculty members shall be required to submit the complete details of any outside assignment including the name of the institute/ organisation with complete itinerary along with photocopy of the cheque received to the Directors office. This shall be forwarded to the accounts department for the further processing.



RESEARCH AND PUBLICATION POLICY



12.1 Research and Publication Committee

Director of the institute will appoint a Research and Publication Committee (RPC) for a period of two years. The RPC will be chaired by the Dean-Research. The faculty members of the committee may be from different domain areas e.g., Finance, Marketing, OB & HR, etc. Some of the duties (but not limited to) of the committee are:

- Preparing a research plan for the institute.
- Organizing FDPs and workshops on research writing and publication.
- Appraising and processing the research proposals.
- Reviewing and coordinating external research funding.
- Organizing trainings on anti-plagiarism software subscribed by the institute.
- Upholding ethics in research.
- Any other matter pertaining to research and publication.

12.2 Research Promotion Activities

To create new and relevant knowledge in the field of management, Jaipuria Institute of Management fosters research through (1) promoting academic integrity; (2) awarding seed grants; (3) encouraging and supporting participation in national and international FDPs, seminars and conferences; and (4) giving monetary incentives and Career Advancement Scheme (CAS) points.

12.2.1 Academic Integrity

A. 'Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research'. It is important for faculty, students, FPM scholars and staff involved in research to act in an honest way, be ethical, be responsible for their actions, and show fairness in their work. Jaipuria Institute of Management is committed to academic integrity and believes in setting high standards.

B. Institute will take strict disciplinary action against the person whose academic integrity is found to be compromised.

C. Dean-Research would create awareness about 'Ethics in Research' by organizing workshops and FDPs. They would also conduct workshops on academic integrity every year.

D. Institute strongly discourages publication in predatory journals. Predatory journals and publishers are entities that prioritize self-interest at the expense of scholarship and are characterized by false or misleading information, deviation from best editorial and publication practices, lack of transparency, and/or the use of aggressive and indiscriminate solicitation practices.

E. No research incentive or CAS point will be given for publications in predatory journals.

F. List of predatory journals for the academic year 2024-25 (1 Jul 2024 – 30 Jun 2025) has been circulated separately. The list will be updated on yearly basis.



12.2.2 Seed Grant

A. As part of its research promotion activities, Jaipuria Institute of Management has a provision of seed grants for research projects. A seed grant of Rs. 45000 (Rs. Forty five thousand only) is provisioned to be given for Exploratory / Pilot research or development of a Case.

B. There is also a provision of an additional grant of Rs. 5000 when student is involved in exploration or research project. A maximum of two students can be deployed on a research project.

C. Following are guidelines for availing seed grant:

i. All faculty members including full-time contractual faculty, are eligible to apply for seed grant. However, faculty working 2/3 days a week or less, are not eligible.

ii. A proposal for seed grant should be submitted to the Dean-Research.

iii. The proposal can be submitted either by an individual faculty or a faculty team, but seed grant per project will be Rs. 45000 only.

iv. The duration of project should be less than a year from the date of grant approval.

v. One faculty cannot have more than two research projects at a time either individually or as part of a team on such research grants.

vi. Quarterly Report must be submitted to the Dean-Research on the progress of the research project and utilization of funds.

vii. A copy of such approved seed grants should be shared with Vice President (Development).

D. A research paper and/or a Case with teaching notes would be expected as outcomes of the Seed Grant.

E. Seed-grant recipients are expected to acknowledge the seed grant received from the Institute in the published paper/case itself, OR they have to give a written declaration as per the 'Format for declaration on utilization of Seed Grant' given at the end of this document.

12.2.3 Participation in Seminars, Faculty Development Program and Conferences

A. Jaipuria Institute of Management encourages participation in National & International seminars, Faculty Development Programs and conferences. The Institute has a yearly (financial year, i.e., 1st April to 31st March) dedicated budget for sending faculty members to participate in seminars, FDPs and conferences. The Director may also nominate faculty member(s) to participate in national/international seminars, FDPs, and conferences.

B. Financial support will be provided for participation in only those national conferences/seminars/FDPs which are hosted/co-hosted by one of the top 50 NIRF ranked institutions in 'Management' category as per the latest available NIRF ranking.

C. This policy is applicable to all faculty members including full-time contractual faculty. However, faculty working 2/3 days a week or less, are not eligible.

D. This policy is also applicable to students and research scholars. They can submit their papers to a conference and if their papers get accepted they will be allowed to attend the conference and present their papers with financial support subject to budget availability for that year.

E. Faculty members can participate every year in a regional/national seminar, FDP or conference and once in two years in an international seminar, FDP or conference, with financial support from the Institute. Financial year (1st April to 31st March) is taken as the definition of the year.

F. Eligibility, sanctioning authority, entitlements, and process for application is described below:

Particulars	National seminar/FDP/conference	International seminar/FDP/conference
(i) Eligibility for participation	<ul style="list-style-type: none"> All faculty members including full-time contractual faculty, who have completed one year of service at the Institute (to be counted from the date of joining) are eligible. Faculty working 2/3 days a week or less, are not eligible. 	<ul style="list-style-type: none"> All faculty members including full-time contractual faculty, who have completed one year of service at the institute (to be counted from date of joining), are eligible. Faculty working 2/3 days a week or less, are not eligible.
	<ul style="list-style-type: none"> Each faculty can attend one seminar/conference/ FDP per year. 	<ul style="list-style-type: none"> For any subsequent international seminar/ conference, the faculty will be eligible only after completion of two years. The completion of two years will be calculated from the date of return after attending the first/previous international seminar/conference.
	<ul style="list-style-type: none"> Approval for attending seminar/conference/ FDP is subject to the availability of budget and other administrative conditions. 	<ul style="list-style-type: none"> After attending an international conference, the faculty member is required to continue working with Jaipuria Institute of Management for a minimum of one year. In case the faculty member leaves the institute before a year, he/she will have to refund the money incurred by the institute on his/her international seminar/conference participation.
		<ul style="list-style-type: none"> Approval of attending conference is subject to availability of budget and other administrative conditions.
(ii) Sanctioning authority	Director, on the recommendation of Research and Publication Committee	Vice Chairman, on the recommendation of the Director and Research and Publication Committee
(iii) Entitlement	<ul style="list-style-type: none"> Registration Fee 	<ul style="list-style-type: none"> Registration Fee
	<ul style="list-style-type: none"> Travel expenses which include train fare/airfare as per the eligibility according to the TA/DA policy. 	<ul style="list-style-type: none"> Travel expenses: The air journey shall be performed by Economy class, by direct/cost effective route.
	<ul style="list-style-type: none"> DA as per the authorized rates, for the period of stay for the conference. 	<ul style="list-style-type: none"> The DA will be paid for the period/duration of the conference actually attended and additional days(s) as necessary to reach for attending the conference/ depart after the conference.
	<ul style="list-style-type: none"> Dean-Research should share the details of approved participation (faculty name and other details) with the VP (Development). 	<ul style="list-style-type: none"> Additional stay costs beyond conference days, including TA/DA shall be borne by the employee himself/herself.
		<ul style="list-style-type: none"> Director may recommend a lump sum advance which shall be adjusted in the final reimbursement claim. If the expense is less than advance amount, the difference shall be returned to the accounts department.
		<ul style="list-style-type: none"> Dean-Research should share the details of approved participation (faculty name and other details) with the VP (Development).
(iv) Application	Faculty needs to apply minimum 4 weeks in advance.	Faculty needs to apply minimum 10 weeks in advance.
(v) Process	<ul style="list-style-type: none"> All applications must be submitted along with a copy of the detailed brochure / announcement of the conference an 	
	<ul style="list-style-type: none"> RPC will process the applications and make recommendation to the Director. Decision of the Director and the Vice Chairman, as the case may be, will be final and binding. 	
	<ul style="list-style-type: none"> Faculty must submit evidence of acceptance of paper along with a copy of their final paper before leaving for the conference. 	
	<ul style="list-style-type: none"> The faculty will develop a working/white paper within two weeks of return from the seminar/conference. 	



12.2.4 Monetary Incentives and CAS points

A. Publication Support Grant:

i. Publication support grant is applicable to all faculty members including full-time contractual faculty and research scholars. However, faculty working 2/3 days a week or less, are not eligible.

ii. To promote research and publication by the faculty and research scholars, a publication support grant up to Rs. 10000/- (Rs. Ten thousand only) is provisioned. The number of publication support grants will depend upon the budget of the institute on 'first come, first-served' basis.

iii. The publication support grant is to be used for research publication process, data collection, surveys or other related activities. This grant may also be used to pay the fee charged by some Scopus-indexed journals, subject to the specific approval of the Research and Publication Committee.

B. Research Incentive and CAS Points:

i. Research Incentive and CAS points are applicable to all Jaipuria authors with Jaipuria affiliation in the publication.

ii. Jaipuria authors will earn research incentive and CAS points based on the categories of the journal wherein the research paper has been published. Details are mentioned in the Table No. 1.

iii. For a joint publication with external researcher who is not associated with Jaipuria, the incentive amount shall not be shared with external researcher i.e. the entire applicable incentive amount shall be disbursed to Jaipuria author only.

iv. For a joint publication, where authors/co-authors are from the same campus, each author shall be entitled to proportionate part of incentive. The applicable incentive shall be equally distributed amongst the authors. For example, if there are 3 co-authors on a paper from same Jaipuria campus, each author will get 1/3rd of the applicable incentive amount.

v. For a joint publication, where authors/co-authors are from two Jaipuria campuses, the applicable incentive amount shall be raised by 50% of the applicable incentive amount and then equally distributed amongst the authors. For example, if there are three authors/co-authors on a paper, one from Lucknow campus and two from Noida campus, then the applicable incentive amount "X" be revised to "Y". Each author will get 1/3rd of Y. (Calculation of $Y = X + 50\% \text{ of } X$).

vi. For a joint publication, where authors/co-authors are from three or more Jaipuria campuses, the applicable incentive amount shall be raised by 70% of the applicable incentive amount and then equally distributed amongst the authors. For example, if there are three authors/co-authors on a paper, one from Lucknow campus, one from Noida campus and one from Indore campus, then the applicable incentive amount "X" be revised to "Y". Each author will get 1/3rd of Y. (Calculation of $Y = X + 70\% \text{ of } X$).

vii. The 'Individual Authors', in case of the 'same campus' collaborations, will get half of the CAS points (even if number of authors is more than two) for the respective paper as mentioned in Table No. 1.

viii. Authors, co-authoring paper with some external author or author from other Jaipuria campuses, shall earn the full CAS points as mentioned in Table No. 1.

ix. There will be 1.5 CAS points for writing a case or research paper in the Jaipuria journal 'Management Dynamics'.

- x. There shall be additional 0.25 CAS point for citing research articles from 'Management Dynamics'.
- xi. CAS points accumulated from the publication in the Management Dynamics and citation of articles of Management Dynamics will only be used for CAS process which is faculty promotion process and not for annual appraisal.
- xii. In case of faculty members co-authoring the paper with non-faculty Jaipuria authors (i.e., FPM scholar, student, staff) CAS point will not be shared with non-faculty authors. Applicable CAS point will be given to / distributed among faculty member(s) only.
- xiii. Publishing in conference proceedings which claim to be indexed in Scopus/WoS shall not be considered equivalent to Scopus/WoS Indexed Research Paper for monetary incentive or CAS points. It should get published in a Research Journal which is indexed in Scopus or WoS and not in Conference Proceedings.
- xiv. Minimum one research paper publication in an academic year OR minimum two research paper publications in a block of two academic years (academic year under assessment + previous academic year) in 'Scopus – Business Management & Accounting' / 'WoS – Business Collection / Management' category journal is/are required to become eligible for increment. However, this requirement will not be applicable in case of 'Teaching Track – 2' faculty members.
- xv. Quartile definition in case of Scopus-indexed journals:
1. Only BMA (Business Management and Accounting) quartile status will be considered for research incentive and CAS points.
 2. If a journal is indexed in multiple sub-categories within the BMA category, the highest quartile (within BMA category) will be considered for research incentive and CAS points.
 3. BMA quartile status as on the 'Date of Publication' of the paper will be considered for research incentive and CAS points.
 4. In case of publication in 'non-BMA' Scopus-indexed journal, CAS points will be based on the highest quartile.
- xvi. Definition of 'Date of Publication':
1. 'Date of Publication' is defined as the date when the research paper is first published, either online or printed or in any other form.
 2. To be counted as 'Publication', the full paper must be published, not abstract or extended summary.
- xvii. Source of information to ascertain the journal category, quartile status and date of publication:
1. The Scopus website (scopus.com) will be the only source to ascertain the 'Date of Publication' and Quartile Status in case of Scopus-indexed journals.
 2. The Clarivate website (clarivate.com) will be the only source to ascertain the 'Date of Publication' and the category (Business Collection / Management) in case of 'Web of Sciences' journals.
- xviii. No research incentive and/or CAS points will be given for a publication (research paper, cases, book chapters, books, etc.) which is not specified in the policy.



Table No. 1: Research Incentives and CAS Points#

Category		Research Incentive (in Rs. Lakh)	CAS Points
Research Papers			
FT 50 listed / A* Category Journals (ABDC)	Journal should be indexed in 'Scopus – Business Management and Accounting (BMA)' or 'WoS - Business Collection / Management (BCM)'.	3	5.5
A Category Journals (ABDC)		1.75	4.5
B Category Journals (ABDC)		1.25	3
Scopus Listed Journals Q1		1.5	3
Scopus Listed Journals Q2		0.8	2
Scopus Listed Journals Q3		0.6	1.5
Scopus Listed Journals Q4		Nil	1
Web of Sciences Journals		1.25	2
Other ABDC journals (A*, A, and B)		Nil	CAS as per relevant category
Other Scopus journals (non-BMA)			
Other WoS journals (non-BCM)			
Cases			
Scopus (including Elsevier), Ivey, HBSP		0.4	1.5
Cases in Emerald, Inderscience, ABDC		0.3	1.5
Journals			
Others			
Teaching case with Teaching Note and Peer Reviewed		Nil	1
Book chapter in a book published by a National Publisher (list appended)		Nil	0.5
Book chapter in a book published by an International Publisher (list appended)		Nil	1
Authored/Edited Book (First Edition), published by a National Publisher (list appended)		Nil	1.5
Authored/Edited Book (First Edition), published by an International Publisher (list appended)		Nil	2.5
# No CAS point or monetary incentive will be given for publications in predatory journals.			

List of National Book Publishers

- | | | | |
|---|--------------------------------|---|---|
| 1 | Academic Foundation, New Delhi | 5 | Tata McGraw Hill Education Private Limited, New Delhi |
| 2 | Orient Paperbacks | 6 | Taxman Publications |
| 3 | Aakar Books | 7 | DK India |
| 4 | Rajhans Prakashan | 8 | Penguin India |

1	Academic Press	12	Palgrave
2	Bloomsbury	13	Pearson
3	Butterworth-Heinemann (Elsevier)	14	Prentice Hall
4	Cambridge University Press	15	SAGE
5	Cengage	16	Springer
6	Elsevier	17	Taylor and Francis
7	Emerald	18	Wharton Publishing
8	Harvard Publishing	19	Wiley
9	Macmillan	20	Worth Publishers
10	McGraw Hill	21	IGI Global
11	Oxford University Press (OUP)		

12.3 Patent Policy

A. To promote and nurture innovation and invention, a special CAS/incentive scheme is introduced to reward the 'patent' registered by our faculty with Jaipuria affiliation. This scheme includes patents of both 'product' and 'process' innovation/invention.

B. All the commercially-viable/successful patents will be considered and will be awarded CAS points along with the research and publication as given in Table No. 2. In case, more than one faculty from a single or multiple Jaipuria campuses contributed, incentive/CAS calculation and sharing will be done as per the policy on Research Incentive and CAS points.

C. Incentives will be awarded to the eligible faculty with the institute affiliation, after due diligence by the Research and Publications Committee.

Table No. 2 : Patent related CAS Points

Stage/Criterion	CAS	Incentives / Royalty Sharing
On patent filling/application, with our institute affiliation	-	-
On patent publication	1	-
On patent issuance/grant	3	-
On commercialization of patent	Patent on Institute name: Royalty sharing is 25% (Institute) and 75% (Faculty).	

Format for declaration on utilization of Seed Grant

I/We,....., have utilized the seed grant of Rs. received from the Institute on for survey work / data collection and used the data for publication of the following research paper / case:

Title of paper/case:
 Name of journal:
 Authors of paper/case:
 Date of publication:

Signature of Seed Grant recipients:

- 1.
- 2.
- 3.

JAIPURIA PRINCIPLES



Over time, Jaipuria Institute of Management, has developed a certain unique work culture and values, which we seek to preserve, institutionalise, extend and evolve in times to come. In order to this, we need to define the principles, on which our culture is based. These principles would also provide predictability in decision making. Decision making in an organisational context is a complex process. Consciously or sub-consciously, each one of us is making thousands of decisions every day. These principles seek to guide our behaviour while making both conscious and sub-conscious decisions.

13.1 Student First

- A. The student is the most important stakeholder in the Jaipuria eco-system. Jaipuria is mission-oriented to educate, develop, and collaborate with students proactively. All decisions prioritise the long term needs of the students and make Jaipuria the right place for them to achieve their dreams and aspirations.

My Behaviour

- I will actively seek to understand the needs and aspirations of students by interacting with them on various issues as well as through data and other stakeholders.
- I will keep in mind the long term needs of the student while making decisions.
- I will actively enable others to serve the long term needs of the students.
- I will create forums/mechanisms to interact with and collect feedback from students on a periodical basis to support their long-term needs.
- I will take action on the feedback and communicate back to students to ensure that their needs are addressed.

13.2 One Jaipuria

- A. All the campuses and locations work in harmony to utilise a diverse pool of talent, experiences and other resources.
- B. The commitment made to our stakeholders is by the whole institution irrespective of where they are made. We work collectively to ensure that our commitments are upheld and our performance is continuously upgraded.

My Behaviour

- I will take actions that benefit Jaipuria and its stakeholders as a whole
- I will have an understanding of how my role is performed at other campuses. I will be in regular contact with colleagues holding similar responsibilities to me at other campuses to:
 - I. Learn from their experiences.
 - ii. Share my learning and expertise with them



13.3 Transparent Practices and Decision Making

- A. All stakeholders, including employees, students, recruiters and others have a right to know why we do what we do. The right to ask and question must be encouraged at all levels.
- B. Information on policies, procedures, processes, rules and regulations is freely available in an easily understandable form to all stakeholders.

My Behaviour

- I will ensure that information on policies, procedures, processes, and rules and regulations is easily available and understandable to all stakeholders
- All policy documents are owned by a senior resource (Director, Deans, Faculty Chair, Admin Head, GM), whose name and contact would be available on policy document for taking feedback/suggestions from stakeholders.
- I will encourage others to give suggestions
- I will ensure that all participants in a meeting have an opportunity to voice their opinion freely
- I will seek to improve decisions taken by others by asking questions and giving suggestions to concerned person based on my understanding and expertise on the subject matter
- I will not hesitate to provide constructive feedback/inputs if I don't agree with something or have a different opinion.

13.4 Candid feedback

- A. Each employee, and especially those in leadership positions, must create practices, habits and rituals to ensure that feedback and ideas are shared across the organisation.
- B. Feedback must also include discussion on improving adherence to Jaipuria Principles, and address cases where an individual or group has strayed from these principles.

My Behaviour

- I will encourage others to give me candid feedback. I will ensure that I am accessible individually and/or on various platforms to my peers, my team members, students, and other stakeholders to take their feedback and opinions
- I will give candid feedback fearlessly to others
- It will be responsibility of person giving feedback to give it in front of concerned person. If feedback giver does not give feedback in front of intended person, it will be responsibility of recipient to bring up the matter in front of concerned person within 48 hours.
- Each person will have 1-2-1 meetings in a prescribed format with their direct report to give and share feedback. Those with less than 12 direct reports will have monthly meetings, and those with 13 or more direct reports will have quarterly meetings. They will follow a specified format for 1-2-1 meetings.

13.5 Respect for Others

- A. We show empathy for others, disagree respectfully, express gratitude, compliment the achievements of others, and practise respect for qualities, experiences and viewpoints that are different from one's own.

My Behaviour

- I will show empathy for others
- I will express gratitude and compliment the achievements of others
- I will have respect for qualities and experiences that are different from my own.

13.6 Embrace Diversity and Personal Choice

- We not only accept but embrace diversity including but not limited to diversity in religious, cultural, linguistic, political beliefs and sexual orientation.
- We embrace people with divergent styles of work place productivity and habits.
- We encourage students to make personal choice(s) and limit taking decisions for them.
- We empower our students to become responsible adults through independent decision making

My Behaviour

- I will not give preference to a person due to their age, gender, cultural or, linguistic background, and/or religious or, political beliefs or any other such characteristics.
- I will encourage personal choice to colleagues to achieve their goals within the principles and rules of the organisation.
- I will not limit personal choice of students or colleagues unless it is against principles of the organisation or harms productivity/goals of the organisation beyond a reasonable doubt
- I will empower students to become responsible adults through independent decision making

13.7 Innovation, Risk Taking and Change

- A. In order to innovate, we must encourage people to explore new ways of doing things.
- B. We must minimize the fear of failure in employees
- C. We must work to mitigate risks while taking chances

My Behaviour

- I will take risks that I and others believe are in the interest of the organization and its stakeholders, while minimising impact and chance of failure.

- I will encourage others to continuously look for innovative and better solutions
- I will share failures and encourage others to share failures in team meetings for staff and faculty council meetings
- I will listen to other's ideas before saying no. My patience is paramount to innovation and risk taking

13.8 Lifelong Learning and Growth

- A. We seek to establish Jaipuria as a place where employees can gain knowledge and learn new skills for lifelong career advancement, personal development, and fulfilment.
- B. We want employees to learn and adopt new technology, perspectives, and circumstances/challenges.
- C. We want employees to work with new generations to understand their perspective and leverage their strengths.

My Behaviour

- I will pursue, track, report my personal learning and its impact on my work/behaviour
- I will actively participate in training/learning programmes and measure their impact on my performance
- I will provide opportunities for learning for my team members
- I will ensure that my direct reports will participate in training/learning programmes and measure the impact of their performance

13.9 Right Person Right Job

- A. In order to achieve organisational objectives, it is critical that we have the right person in the right job at all times. Not following this value is being disrespectful to the high performing colleagues and being disloyal to the stakeholders of the organisation.
- B. Personal loyalties and friendships must not take precedence over "right person for the right job".

My Behaviour

- I will ensure and take responsibility that each person reporting to me is best fit for their role
- In case the person reporting to me is not fit for the role and doesn't show scope of meeting required standards, I shall discuss the matter with the concerned person and I will finalise a replacement at the earliest.
- I will consider this task as a key responsibility and perform it with seriousness and humility.



13.10 Financial Prudence

- A. The organisation must be made financially successful through continuous growth to meet the aspirations of it's stakeholders.
- B. We must effectively utilize available funds. We must exercise discretion and prioritize activities/projects competing for finite financial resources.
- C. We must delegate financial decision making to the extent possible and involve people responsible in implementation in budgetary processes

My Behaviour

- I will utilise all funds and budgets allotted to me effectively
- If situations or priorities change then I shall re-plan instead of spending as per budget.
- I will work with others to understand their perspective and take their feedback on required expenditures for their/my roles/functions/teams.
- Departmental expenditure (excluding individual salaries) will be made available and transparent to all in the concerned department and similar departments across campuses

13.11 Sustainability and Concern for Society

- A. As an institution, we seek to contribute positively to the larger society by
 - i. Being environmentally sustainable
 - ii. Being socially sustainable
- B. We seek to educate and inspire students who will practice environmentally and socially sustainable behaviour

My Behaviour

- I will educate myself on the impact of my decisions on environment and society
- I will practice responsible consumption by minimizing the use of natural resources and minimising generation of pollutants and waste.
- I will work towards creating awareness about environmental and social sustainability in my peers and students

REDRESSAL, PREVENTION & PROHIBITION OF SEXUAL HARASSMENT AT WORKPLACE POLICY



14.1 Preamble

Jaipuria Institute of Management (JIM) embodies the concept of equality and prohibits all kind of discrimination on the grounds of religion, race, caste, sex or place of birth or any of them. The objective is to create a healthy environment that enables employees to work and students to learn, grow and nurture without fear of prejudice, gender bias and sexual harassment and to be treated with dignity and utmost respect. These rules and regulations have been framed to prevent any kind of sexual harassment within Jaipuria Institute of Management campus/ office premises/Corporate Office or outside, involving its employees / students / vendors / customers / any other persons who in any form deals with the Institute.

14.2 Definitions

1. Aggrieved woman - 'Aggrieved woman' in relation to a workplace means, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.
2. Employee – 'Employee' for this policy means a person employed in the institute for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name.
3. Sexual Harassment – 'Sexual Harassment' shall mean and include any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely: -
 - a. Physical contact and advances or
 - b. A demand or request for sexual favours or
 - c. Making sexually coloured remarks or
 - d. Showing pornography or
 - e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

The following circumstances, among others, if it occurs or is present in relation or connected with any Act or behaviour of sexual harassment may amount to sexual harassment: -

- a. Implied or explicit promise of preferential treatment in her employment, or
 - b. Implied or explicit threat of detrimental treatment in her employment, or
 - c. Implied or explicit threat about her present or future employment status, or
 - d. Interference with her work or creating an intimidating or offensive or hostile work environment for her, or
 - f. Humiliating treatment likely to affect her health or safety
4. Employer means Director, VP - HR & Vice Chairman

5. Student means a person duly admitted and pursuing a programme of study through either regular mode or distance mode, including short-term training programmes at JIM. Provided that a student who is in the process of taking admission in JIM campus, although not yet admitted, shall be treated, for the purposes of this policy, as a student of JIM, where any incident of sexual harassment takes place against such student. Provided that a student who is a participant in any of the activities in JIM other than the Institute where such student is enrolled shall be treated, for the purposes of this policy, as a student of JIM where any incident of sexual harassment takes place against such student
6. Campus means the location or the land on which JIM campuses are located and includes institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of JIM including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps , cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or student.
7. Any term which has not been defined explicitly in this Policy, shall be construed as defined in The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (WSHA, 2013).

14.3 Prevention of Sexual Harassment

No woman shall be subject to sexual harassment in the Institute.

14.4 Internal Committee (IC)

The Internal Committee, known as IC, consisting of four Members from the employees of the institute shall be constituted, out of which at least one-half of total Members of the committee including Presiding Officer shall be women. Presiding Officer is of Associate Professor or above designation/ grade.

The Presiding Officer and every Member of IC shall hold office for a period for which he or she is appointed and such period in any circumstances shall not exceed three years from the date of his / her nomination.

All members of the IC shall have one vote each and all issue at IC shall be decided by Majority vote only. If members are equally divided, then presiding officer shall have an extra or casting vote. All members of IC shall work on honorary basis.

14.5 Complaint

1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at the institute to the IC within a period of three months from the date of the incident and in case of series of incidence within a period of three months from the date of the last incident. Provided that where such complaint cannot be made in writing, the Presiding Officer or any other Member of the IC shall render all reasonable assistance to the woman for making the complaint in writing.



2. The IC for reasons to be recorded in writing, can extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within said period.
3. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or close relative can make a complaint to the IC.
4. The IC will maintain a register to endorse the complaint received by it and keep the contents confidential, except to use the same for discreet investigation.

14.6 Conciliation Proceedings

1. The IC may before initiating an inquiry and at the written request of aggrieved woman take steps to settle the matter between her and the respondent through conciliation, provided that no monetary settlement shall be made as a basis of conciliation.
2. Where a settlement has been arrived at as mentioned above, the IC shall record the settlement so arrived and forward the same to the Director of the concerned Institute to take action as specified in the recommendation.
3. The IC shall provide the copies of the settlement as arrived at to the aggrieved woman and the respondent.
4. Where a settlement is arrived at as above, no further inquiry shall be conducted by the IC.

14.7 Inquiry into the Complaint

1. In case no conciliation is desired or the terms of conciliation are violated, the IC, where the respondent is an employee, shall proceed to make inquiry into the complaint in accordance with applicable service rules.
2. Where the aggrieved woman informs the IC that any term or condition of the settlement arrived at earlier has not been complied with by the respondent, the IC shall proceed to make an inquiry into the complaint.
3. Where both the parties are employees, parties shall, during the course of the inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the IC.
4. For the purpose of making an inquiry, the IC shall have the same powers as vested in a Civil Court under the Code of Civil Procedure, 1908.
5. The inquiry shall be completed within a period of ninety days.
6. Identity of the aggrieved party or victim or the offender shall not be made public or kept in the public domain especially during the process of inquiry.

14.8 Responsibilities of Internal Committee (IC)

The Internal Committee shall:

- a) Provide assistance if an employee or a student chooses to file a complaint with the police;
- b) Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;

- c) Protect the safety of the complainant by not divulging the person's identity, and provide mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- d) Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity
- f) IC shall maintain the records of the complaints, inquiry process, minutes of the proceedings. The presiding officer shall handover the record to the new person after the tenure is over and such records should be maintained for 5 years at least.

14.9 Action during Pendency of Inquiry

1. During the pendency of an inquiry, on a written request made by the aggrieved woman, the IC may recommend to the employer to:-
 - Transfer the aggrieved woman or the respondent to any other department; or
 - Grant leave to the aggrieved woman up to a period of three months; or
 - Grant such other relief to the aggrieved woman as IC may consider desirable.
 - Ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus / premise.
 - Take strict measures to provide a conducive environment of safety and protection to the complainant.
2. On the recommendation of the IC, employer, wherever he feels that recommendation is appropriate, shall proceed to implement the same and send a report about such implementation to the IC. However, wherever, in his opinion, recommendations are not appropriate, he shall discuss and finalize recommendation in consultation of IC and thereafter proceed to implement the same.

14.10 Inquiry Report

1. On the completion of an inquiry under this Act, the IC shall provide a report of its findings to the employer within a period of ten (10) days from the date of completion of the inquiry and such report shall also be made available to the concerned parties.
2. Where the IC arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer that no action is required to be taken in the matter.
3. Where the IC arrives at the conclusion that allegation against the respondent has been proved, it shall recommend to the employer:-
 - a) To take action for sexual harassment as a misconduct in accordance with the provisions of the Service Rules applicable to the respondent.
 - b) To deduct, notwithstanding anything in the Service Rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her heirs.
 - c) The employer shall act upon the recommendation of IC within 60 days of its receipt.



4. However, where employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment, it may direct to the respondent to pay such sum to the aggrieved woman directly.
5. In case respondent fails to pay the sum referred to in clause (4) above, the IC may forward the order for recovery of the sum as an arrear of land revenue to the concerned District officer.
6. Wherever the respondent is a student, depending upon the severity of the offence, the Institute may
 - a. with hold privileges of the student such as access to the library, auditorium, transportation, scholarship or identity card.
 - b. suspend or strict entry into the campus for a specific period.
 - c. expel and strike off the name from the rolls of the institution, including denial of readmission if the offence warrants so
 - d. award reformative action like mandatory counselling or performance of community services

14.11 Punishment for False or Malicious Complaint and False Evidence

1. Where the IC arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or any misleading document , it may recommend to the employer to take action against the woman or the person who has made the complaint in accordance with the provisions of service rules. However, mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section.
2. Where the IC arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness to take action in accordance with the provisions of the Service Rules applicable to said witness or where no such rules exist, in such manner as may be prescribed by the Govt. in this regard.

14.12 Employee Support

1. An employee filing a bonafide harassment complaint shall be protected from reprisals or retaliation as a result of filing the complaint. Investigators will make every effort to strike a balance between the parties' desires for privacy and the need to conduct a fair and effective investigation.
2. The employer shall take all necessary steps to ensure that the contents of the complaint made, the identity and address of the aggrieved woman, respondent and witness, any information related to conciliation and inquiry proceedings, recommendations of the committee and, as the case may be, the action taken on them, shall not be published, communicated and made known to the public, press and media in any manner.
3. Sexual harassment shall be treated as a misconduct under Service Rules
 - a) To take action for sexual harassment as a misconduct in accordance with the provisions of the Service Rules applicable to the respondent.
 - b) To deduct, notwithstanding anything in the Service Rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her heirs.




14.13 Others

1. The IC shall in each calendar year shall prepare, in such form and at such time as may be prescribed by Government in this regard, an annual report and submit the same to the employer and the District Officer.
2. Any person aggrieved from the recommendation of IC or publication or making known contents of Complaint or any inquiry proceedings may prefer an appeal to the court.



GRIEVANCE HANDLING POLICY



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1. Jaipuria Institute of Management is keen to provide a positive and supportive working environment for all of its employees, and as such will take every step to resolve issues in the workplace quickly and efficiently at the lowest possible level.
 2. The grievance procedure is not a substitute for good day-to-day communication where employees are encouraged to discuss and resolve daily working issues. Many problems can be resolved informally if channels of communication are kept open and work well. If problems cannot be resolved informally, a grievance may be raised and will be investigated as quickly as possible so that it can be resolved within a reasonable timeframe.
 3. The Institute will deal objectively and constructively with all grievances, and employees who decide to use the procedure may do so with the assurance that the matter will be considered fairly and in confidence. However, it must be recognized that it is not always possible to resolve grievances to everyone's satisfaction.
 4. The Institute recognizes that formal grievances can have a serious detrimental effect on employees and relationships at work, whether they are upheld or not, and will provide appropriate support to any employee involved in a grievance process from the outset to help minimize any impact.

15.1 Scope and Purpose

1. A grievance is defined as a concern, problem or complaint that the employee raises with management. This may include a complaint from employee about their treatment by supervisors/HOD or colleagues, changes to working practices, or a failure to fulfill duty of care obligations.
2. This Grievance Policy may be used where employees believe that Institute policies and procedures have not been complied with and there is no appropriate appeal mechanism through which they can make their complaint.
3. This Policy applies to all employees of the Institute, regardless of their length of service or type of employment contract. It also applies to former employees, provided that the grievance is received in writing within four weeks of the end of their employment.
4. The purpose of this grievance policy is to resolve issues in the workplace in a most effective manner and at the lowest level possible. It provides a framework within which to deal with complaints, and allows for complaints to be resolved informally where possible, or through a formal grievance procedure where necessary.
5. The procedure outlined below should be used where employee, or groups of employees, have a concern they wish to address. It is not for use in situations covered by collective bargaining process.



15.2 Principles of the Policy

The Institute will observe the following principles in all grievance related matters:

1. The Institute will make every effort to deal with grievances as quickly as possible, at the appropriate management level.
2. No decisions on the outcome of a formal grievance will be made before the case has been investigated.
3. Employees raising a grievance may only do so on their own behalf; they cannot raise a grievance on behalf of a colleague.
4. Where working relationships are a factor in any grievance, support will be given where employees wish to take part in mediation to resolve a difficulty
5. Formal grievances must normally be submitted in writing; if complaint is made verbally which is to be taken forward as a formal grievance, the details must be recorded in writing before proceeding.
6. During the formal grievance procedure, the complainant, & any person against whom a grievance has been submitted, will have the opportunity to state their case before any decision is made.
7. At no stage in the procedure can any party record a meeting or hearing, using audio or video recording equipment, without the prior written agreement of all present.
8. Employees have the right of appeal against the outcome of the grievance procedure

15.3 Informal Procedure

If employees have a concern, problem or complaint, they should try to resolve it informally first. Employees do not have to submit an informal grievance in writing. The following steps should be followed in order to find a resolution:

1. The employee should request meeting with their immediate supervisor or, if this is not appropriate because their immediate supervisor is involved, then the Director of Institute, functional V.P. or V.P. - HR can be contacted.
2. During this informal meeting, the employee should explain the nature of their complaint to the immediate supervisor and their desired outcomes.
3. The immediate supervisor & employee should explore how the issue could be resolved informally.
4. Both parties will seek to reach an agreement on how to take any actions forward. These could involve arranging further meetings with relevant third parties.
5. An informal record should be kept of the steps taken and any agreement reached, e.g. an email or file note. The employee and immediate supervisor will arrange to meet as regularly as necessary to monitor progress throughout the informal procedure, and should meet once all agreed actions have been taken to assess if the matter has been resolved.
6. If the complainant feels unable to tackle their complaint informally, or he/she has not reached a satisfactory conclusion through the informal process, then he /she may pursue a formal grievance. If this is the case, the procedure outlined below should be followed.



15.4 Formal Process

1. If employees wish to raise a formal grievance, they should put their complaint in writing and address it to their immediate supervisor. If this is not appropriate because their immediate supervisor is involved, then the HOD, V.P. - HR or Director can be contacted.
2. Whenever an employee wishes to put forth any claim or seeks redress of any grievance or of any wrong, which they deemed having been done to them, they must forward their case through proper channel, and shall not forward such advance copies of their application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.
3. No employee shall be a signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.
4. When submitting a formal grievance, employee should include a concise summary of the issue, specify the outcome they are seeking & what, if any, actions they have taken to resolve the issue informally.
5. Upon receipt of formal grievance, the same shall be forwarded to the Grievance Redressal Committee.

Composition: Grievance Redressal Committee

Committee Members	Designations
A Professor/Function Head nominated by Director/VC One Associate Professor/Senior Employee (Female) nominated by Director HR representative nominated by VC	Chairman Member Convener

The Chairman of the committee should be senior to the complainant. If not, the Director can nominate another Chairman/fresh Committee for that particular case. The Committee members will:

1. Not be part of the reporting structure of the person being complained about.
2. Normally be at least at a level equal to that of the complainant's immediate supervisor.
3. Normally be at least one level higher than the person being complained about. In addition, their appointment should give no rise to any potential conflict of interest.
4. Should have had no prior involvement in the case.

Note: In case any of the members have to be replaced due to reasons cited above then the Director has the powers to do so. A minimum of three members of the committee, present in person, shall constitute a quorum at any meeting of the committee.



15.5 Process

1. The grievance could be arising out of policy matters or personal reasons.
2. The committee will initially invite the complainant to a meeting to discuss their grievance & this will take place within a week.
3. The committee may wish to interview others in connection with the grievance, and this will be done through separate meetings.
4. At all stages of a grievance, those involved in the investigation must bear in mind the need for confidentiality in order to preserve the integrity of the process and out of respect for any other colleagues involved. Any breach of this may lead to disciplinary action for the employee concerned.
5. The committee will submit its recommendations to the Director / V.P. - HR for approval within a fortnight of having received a grievance. The process could be expedited at the discretion of the Chairman if the grievance be of such a nature which may need immediate attention
6. Three members of the committee, present in person, shall constitute a quorum at any meeting of the committee.
7. If the complaint is against any member of the committee, they shall not form the quorum of that committee in which their case is being heard and decided. In such a case, the senior most person on the committee will co-opt another suitable member with the permission of Director to have the quorum of three members on the committee.
8. The committee will follow the Principle of Natural Justice process and will give sufficient opportunity to all parties to be heard.

15.6 Confirming the outcome of an Investigation

1. Once the Committee has completed its investigation, it must summarize their findings in a written report, with any recommendations, and should forward their report to the Director.
2. This report will normally be made available within 15 days of having received the grievance.
3. The outcome of this report will be shared with the complainant.
4. The Director will be the appellant authority and his / her decision will be final as an appellant authority.

Note : The aggrieved employees must explore the redressal through the internal mechanism before escalating to any external authorities / agencies.

SEPARATION POLICY



16.1 Separation Process

An employee who wishes to resign from the services of Jaipuria Institute of Management because of any reason can do so by putting the resignation at HRMS/ HRIS. The resignation needs to be approved by the respective supervisor and HoD along with agreed date of relieving. Employee who wishes to resign should serve the notice period as per the policy. In rare cases, early relieving can be approved. Any shortfall of notice period shall be recovered at the rate of Basic + AGP for faculty and @Basic from the full and final settlement. Post approval of resignation, departmental No-Dues Certificate gets initiated online. The employee is supposed to take the clearance from the respective stakeholder before relieving.


Senior employees are critical for the organizational continuity. Keeping the above into consideration, the notice period given by employee or employer to terminate the regular appointment of Non-Teaching Staff (in Grade A+ and A) and faculty is 3 months from the date of resignation. For the rest of the regular employees, the notice period is 1 month. During the probation period, notice period of Non-Teaching Staff (in Grade A+ and A) and Faculty is 1 month and for the rest of the employees, the notice period during probation is 15 days.

After the completion of Full and Final settlement, HR department will issue the experience certificate in a prescribed format.

In case, there is a recovery in the full and final settlement, the employee needs to settle the amount with the accounts department. The employee will not be eligible for any bonafide certificate without clearing the due amount.

SC/ST COMMITTEE POLICY





Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989)

17.1 SC/ST committee Policy

The aim of the committee is to equal participation for SC/ST, minority and especially abled students, staff and faculty members studying or working in Jaipuria institute of Management, and to avoid any harassment and discrimination in any process of education, training or placement on the grounds of their social origin but should only on the basis of capability, knowledge and skill.

17.2 Constitution of Committee

Committee shall consist of five members, out of which atleast 2 members shall be SC/ST and one member shall be a woman.

17.3 Composition of SC/ST Committee (SCSTC)

- SCSTC will be composed of faculty and staff members and hold regularly scheduled meetings, at least once every six months.
- Committee will be appointed by Director for a tenure of two years, any resignation will be co-opted with the discretion of Director.
- SCSTC should be of minimum size of five members including a women member as under:
 - Coordinator
 - Members
 - Members
 - Min 5 members

17.4 Function of Committee

Appointment of Committees should be made before commencement of the session, however, an Affidavit to that effect need to be submitted by the new Institution at the time of inspection by Expert Visit Committee of the last three-year committee members.

CONTRACTUAL EMPLOYEES (FACULTY AND STAFF)



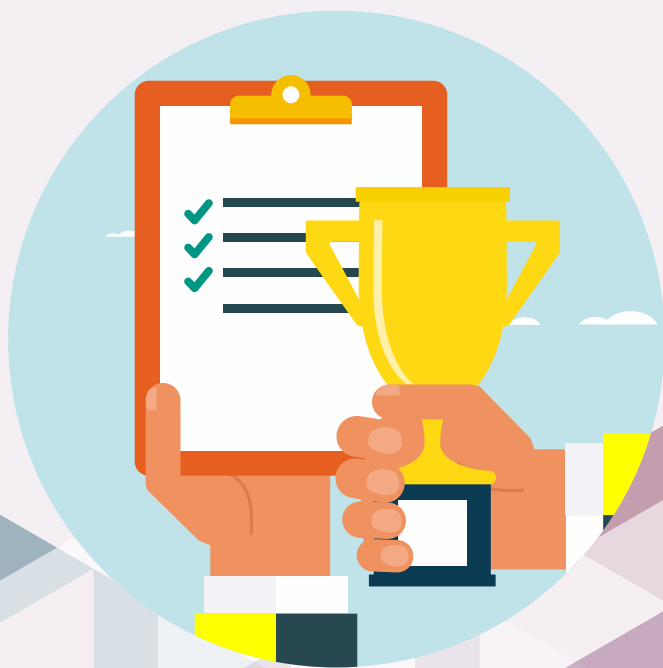


The service rules for all contract employees shall be regulated as per following details:

1. Contract employees shall be eligible for one leave per month other than weekly offs and declared holidays of the Institute. If the employee has not availed the leave in a said month, the same will get carried forward to the next month. All the unavailed leaves of the contractual employee will lapse at the end of the calendar year.
2. Leaves shall not be carried forwarded, next year for accumulation.
3. All contract letters shall mention the designation and grade equivalence.
4. The contract employees shall be eligible for travel allowances as per grades.
5. The salary structure of contract employees shall be as per the grade structure of the organization.
6. The contractual employees shall be eligible for either ESIC or organization's medical insurance subject to the government compliance.
7. The notice period will be for 15 days from either party, organization and employee.
8. The faculty on contract/adjunct faculty are eligible for 9 days of reciprocal vacation leave over and above 1 (one) leave per month.
9. The staff on contract will be eligible for 2.5 days of reciprocal vacation leaves over and above 1 (one) leave per month.
10. In case of taking the employee on roll after the contract period, if the joining is in continuation, then the seniority will be counted from the date of joining of the contract employment.
11. The entitlement of Earned leaves shall start from the date of regular employment and not from the date of joining on contract employment. The un-availed leave (one leave per month-as per policy) balance will be considered as Cls.
12. Based on the posting location contractual employees shall be eligible for the same number of holidays as the regular employees.
13. To avail the leave, minimum three days per week working would be required.



LONG SERVICE AWARD POLICY





Purpose

The purpose of this policy is to recognise and demonstrate the appreciation of loyalty and commitment of long serving employees.

Scope

This policy applies to all regular employees on the role of IES across regions and locations, who have completed 5, 10, 15 and 20-years of continuous service with IES.

Policy

- (a) All permanent employees celebrating qualifying work anniversaries will be recognized as recipients of long service award.
- (b) Full-time Active employees are eligible for a service award in the year in which they complete 5, 10, 15 and 20 years of service and continuing recognition at five-year intervals.
- (c) Memento of service recognition shall be provided to the individual employee.
- (d) Director/ Department Heads can recognize the employee on the date of completion.
- (e) HR team shall be responsible for administering the awards, review and track the employee's anniversary dates, service years and eligibility check points.
- (f) A mailer will be shared to all employees on the date of Anniversary.

DIVERSITY, EQUITY AND INCLUSIVITY (DEI) POLICY



Overview and Objective

Diversity is about recognizing, valuing and taking account of people's different backgrounds, gender, knowledge, skills, and experiences, and encouraging and using those differences to create a productive and effective workforce. Equity and Inclusion are essential to delivering on diversity's promise to the organisation broadly. Inclusion in Higher Education is Indispensable for both social justice and talent development reasons. It is directly linked with SDG 4.3 and NEP 2020 which has focus on Equity and Inclusion in the Higher Education. Jaipuria Institute of Management is an equal opportunity employer. The Institute is committed to have fair treatment of all people so that the norms, practices, and policies in place ensure identity is not predictive of opportunities or workplace outcomes. 'Enabling Diversity and Personal Choice' is one of our core Jaipuria Principle. Our success is based on our people. We believe in treating each other with dignity and respect and expect every employee to promote a sense of personal responsibility.


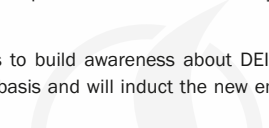
We respect the personal dignity of our employees and embrace diversity across the institution, thus ensuring a workplace free from discrimination and harassment. Hence, employees must not discriminate on the basis of race, religion, origin, disability status, gender, marital status, age or sexual orientation, or engage in any kind of verbal or physical harassment based on any of the above or any other reason. Employees who feel that their workplace does not comply with the above principles are encouraged to raise their concerns with the Human Resource Department.

Scope

This Policy is applicable for all categories of employees, students and job applicants. This policy also applies to the selection and treatment of independent contractors, suppliers, other stakeholders, personnel working on the premises of Jaipuria Institute of Management who are employed by temporary agencies and any other persons or firms doing business for and with Jaipuria Institute of Management. This policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between the Institute and its employees and extends to all terms & conditions of employment that include Recruitment, Selection, Promotion, Demotion, Training, Transfer, Termination, Performance appraisal, Working conditions, Compensation & benefits, Discipline and Application of various policies.

Policy Framework

Jaipuria Institute of Management is committed to provide equal opportunities without any discrimination on the grounds of race, religion, origin, disability status, gender, marital status, age or sexual orientation whatsoever. It will ensure that:

- 
1. Employees are personally responsible for treating each other with dignity and respect, this includes respecting differences and the rights of others.
 2. Employment with Jaipuria Institute of Management will be based purely on merit and not on any irrelevant attributes or characteristics that an individual may possess.
 3. Developmental and promotional opportunities will be based entirely on performance, competencies, skills, abilities and potential, and should be consistent and aligned with the needs of the Institute.
 4. Jaipuria Institute of Management will not tolerate harassment, discriminatory behaviour that victimizes any individual or group at the workplace.
 5. Appropriate action basis investigation will be taken if this policy is breached either through discrimination, harassment, bullying or victimizing other employees or by making false claims. In such matters, the policy on “Prevention, Prohibition and Redressal of Sexual Harassment at Work Place” and “Code of Conduct” will be referred to. All grievances and complaints will be taken seriously and treated with sensitivity and fairness.
 7. The Institute commits to build awareness about DEI to the existing employees and students on periodic basis and will induct the new employees and students with the Policy after the joining.
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WORKPLACE RELATIONSHIP POLICY



Purpose

The purpose of this policy is to provide guidelines on romantic relationship and employment of relatives at workplace. The policy outlines a set of guidelines to maintain a professional and respectful work environment and mitigate potential conflict of interest at the workplace.

Scope

The policy covers the relationship between employees, relationship between employee and student and relationship between manager and employee including appropriate and inappropriate relationship and behaviour. For the purpose of this policy only, employees include Regular employees, Contract employees, Visiting Faculty, Employees on third party payroll working in the premises. Students include all students full time or part-time registered with Jaipuria Institute of Management including students doing Fellowship. Workplace includes Campus, Head Office, Guest House, any field location for official purpose including visit at Industry and Conference / Training outside.

Policy Outline

Employees are encouraged to socialize and develop professional relationships in the workplace provided that these relationships do not interfere with the work performance of either individual or with the effective functioning of the workplace. Employees should not engage in any behaviour that is distracting, disruptive or counter to our organisation's values and culture even if the relationship is consensual.

Section 1: Romantic Relation

- A. The relationship between employee and student is strictly prohibited even if it is consensual.
- B. The organisation acknowledges the workplace relationships and do not prohibit relationship between employees from different departments or between employees at the same professional level if it is consensual and it doesn't impact the work environment. Employee should give declaration to HR department to avoid any potential conflict, if required
- C. The relationship between manager (direct / indirect / extended reporting relationship) and employee is dis-allowed. Example : Indirect reporting – functional reporting between campus and Corp Office, extended reporting – reviewing manager / acceptor.
- D. Senior employees (Director / Corp HOD) should refrain from workplace relationship with any other employee or student to avoid any potential conflict of interest.

Section 2: Employment of Relative

- A. Close relatives (Children, Sibling, Spouse, Parents, brother / sister in-law) should not be working in direct / indirect / extended reporting relation to avoid conflict of interest. In case it happens in a given situation, the possibility of transfer should be explored and declaration (conflict of interest) should be given to HR department.

- B. In case any employee has close relative as defined in Point # 'A' working as Vendor / Contractor / Customer / Students across any campus or HO, the declaration (conflict of interest) should be given to HR department. In case of any such new appointment, the declaration should be submitted in advance before the contract agreement

Action

Any information pertaining to workplace relation can be informed in writing to HOD / Director and Corporate HR Head.

If there is a violation of the policy, the management can take strict action including transfer to both / either employee (s) or terminate the services with the organisation.

Any complaint pertaining to sexual harassment will be dealt as per the "Redressal, Prevention & Prohibition of Sexual Harassment at Workplace Policy"

Proposed by
Rakesh K Ranjan
V.P. – HR

Approved by
Shreevats Jaipuria
Vice Chairman





JAIPURIA

INSTITUTE OF MANAGEMENT

LUCKNOW NOIDA JAIPUR INDORE

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LUCKNOW

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