

**IILM, LODHI ROAD**

**EMPLOYEE HANDBOOK**

IILM Lodhi Road, Employee Handbook

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## About IILM

1. IILM was established in 1993 and is a premier business school in India. The motto of IILM has been to impart quality education in the field of management. Its faculty strives to equip young people from all over the country to make meaningful contributions to an economy that is increasingly becoming a significant entity in the global arena.
2. IILM offers a program in the field of management including Post Graduate Diploma in Management and Executive Management. In addition undergraduate degree is offered in Business management in association with School of Management, University of Bradford, UK and Swiss Business School.
3. Academic Excellence, holistic education, global relevance and contemporary curriculum continue to be cornerstones of IILM Institutes educational edifice with strong faculty strength of 45 and an intensive Curriculum, the institute has been able to provide maximum individual attention to students. Holistic education cannot be complete without a healthy study environment and therefore, IILM offers an exceptional infrastructure, State of the art modern facilities which assist in conducting the various academic programs along with a high degree of interactivity both within and outside the campus. The campuses in New Delhi and Gurgaon are ideally situated with ample greenery and open spaces. Facilities such as basketball courts, parking spaces add to the convenience encouraging the focus only on education and learning. Air Conditioned classrooms with sophisticated audio visual systems make for a conducive learning experience, Group discussions and conventional lecture formats are further enhance through a highly developed internet platform. The intranet enables students to access all information pertaining to their course along with submission of assignments and other services.
4. As a global initiative institute has entered into academic tie ups with universities across the world. Our global study program includes 4 weeks study tour to Canada, France, Germany or other European Countries where students stay and study a full course. We have student exchange programs, Twinning program and summer school arrangements. Finally, IILM Strives to go beyond conventional means of education creating a friendly and warm atmosphere where learning and developments are encouraged, resulting in it becoming the center of excellence in holistic education in India.
5. In Ed universal's best business school India, IILM has been ranked 11 (3 palms of excellence category) for 2015.
6. IILM has been accorded SAQS (South Asian Quality Improvement system) accreditation in April 2013 by AMDISA. Only 16 business schools in India have received this accreditation till

date. IILM has also been inducted in the group of 30 champion business schools in the UN Global compact PRME Initiative.

### **Vision**

7. IILM will educate and develop innovative, entrepreneurial and responsible business leaders.

### **Mission**

8. Mission statements of the institute are highlighted as under:-

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

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

### **Values**

10. Value statements of the institute are highlighted as under:-

- (a) A people's policy that allows flexibility, understands individual needs, values team-work and collaboration, and is committed to employee development and growth.
- (b) A culture of continuous improvement and total quality that encourages creativity and innovation through collaboration and trust.
- (c) A deep commitment to the values of global social responsibility and sustainability putting larger interests above our own.
- (d) An appreciation of the cultural heritage and socio-economic diversity of India.

## **Key Themes**

11. Following key themes statements are highlighted:-
- (a) Commitment to an exceptional student experience
  - (b) Proactive alumni engagement
  - (c) International linkages that promote understanding and sensitivity to diverse markets and culture
  - (d) Safe environment and enabling infrastructure
  - (e) Transparent and seamless communication with students and parents, faculty and staff, alumni, and employers.

## **Enablers**

12. Following enablers and force multipliers are envisioned:-
- (a) People Strategy & Operational effectiveness
  - (b) Safe environment and enabling infrastructure
  - (c) Communicating transparently and seamlessly with students and parents, faculty and staff, alumni and employers
  - (d) Raising the IILM profile.
  - (e) Social Media.

## **Our Logo**

13. IILM is a seat of holistic learning. In Persian, IILM, or “iilm” means Knowledge. IILM communicates a place for seeking and attaining education and wisdom.

14. Our logo depicts the rising Sun, which, in the words of Swami Vivekananda, is symbolic of Jnana, within the universal symbol of the temple of learning. The three elements in the IILM logo combine a book, a swan and a lamp. The book symbolizes learning.

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

## **Code of Conduct**

16. As an employee, one must keep in mind some constants that are the foundation of our success-past present and future. There are six things that glue us together in pursuit of our institute. These are Integrity, Quality, Innovation, Specialization, Respect and Results.

### **Integrity**

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

### **Quality**

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

### **Innovation**

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

### **Specialization**

(d) The dictionary defines specialization as —the distinctive mark of quality, of service excellence.

### **Respect**

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

### **Results**

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

## **Conduct Rules**

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

## **Disciplinary Rules**

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

### **(a) Minor Misconduct**

- (i) Negligence or failure to perform assigned duties.
- (ii) Unauthorized absence.
- (iii) Habitual late/irregular attendance.
- (iv) Habitual indebtedness, insolvency.
- (v) Smoking within premises.
- (vi) Disorderly conduct.

### **(b) Major Misconduct**

- (i) Furnishing false information regarding age, qualifications, marks and previous employment at the time of joining institute.
- (ii) Taking/giving bribe.
- (iii) Dishonesty; theft, fraud or damage concerning any business/ documents/ property of institute.
- (iv) Drunkenness, riotous or indecent or disorderly behaviour.
- (v) Gambling within premises of institute.
- (vi) Willful insubordination, disobedience, negligence or refusal to accept charge sheet/other communication.
- (vii) Commission of any act which amounts to a criminal offence or involving moral turpitude.
- (viii) Unauthorized communication of any official document/information of institute.
- (ix) Lending or borrowing money or accepting expensive gifts from person/firm having official dealing with institute.
- (x) Conviction by court of law; sexual harassment; threatening or intimidating other employees.
- (xi) Possession of illegal/unauthorized weapons or firearms.
- (xii) Engaging in business other than that of the organization.

- (xiii) Holding unauthorized meetings, civic, political or union activities/collection of funds during the working hours in premises of institute.
- (xiv) Resorting to or abetting illegal strike/slowdown/distribution of handbills and posters or any other act of subversion of discipline.
- (xv) Deliberately spreading false information or rumours.
- (xvi) Refusal to accept any communication or warning in writing, etc.
- (xvii) Unauthorized absence beyond 10 days.

## **PREVENTION OF SEXUAL HARASSMENT**

### **CIRCULAR**

19. **Subject: Complaint Committee for Prevention of Sexual Harassment at IILM Institute for Higher Education, 3 Lodhi Institutional Area, Lodhi Road, New Delhi – 110 003**

20. This has reference to the Judgment of Hon'ble Supreme Court of India in Vishaka & others Vs State of Rajasthan & others regarding Sexual Harassment of women at work place – Compliance of guidelines and norms (copy enclosed).

21. The Institute has formed a complaint committee for prevention of Sexual Harassment, comprising of following members to look into all such matters.

#### **Compliant Committee for Prevention of Sexual Harassment at IILM, Lodhi Road**

S. No	Name	Designation
1	Maj. Gen. BD Wadhwa (Retd)	Chairperson
2	Shri. S K Goyal	Member Legal
3	Dr Kakoli Sen	Senior Member
4	Capt. Sakshi	Member
5	Cdr Hitesh Goel (Retd)	Member
6	Maj Bhawna Devi (Retd)	Member
7	Dr. Sanyukta Jolly	Member
8	Dr Prabhash Chandra	Member
9	Rep from NGO (Lady)	Member

22. For any complaints/suggestions, employee & student of IILM Lodhi Road may contact/write to:-

- (a) Chairperson: [gen.wadhwa@iilm.ac.in](mailto:gen.wadhwa@iilm.ac.in)
- (b) Member Secretary: [prabhash.chandra@iilm.edu](mailto:prabhash.chandra@iilm.edu)

## **NOTICE : SEXUAL HARASSMENT COMMITTEE**

23. IILM Institute for Higher Education has created a Compliant Committee for Prevention of Sexual Harassment at its campus, 3 Lodhi Institutional Area, Lodhi Road, New Delhi-110003.

24. As a woman working / studying in IILM Institute for Higher Education, Lodhi Road, New Delhi, if you have been sexually harassed in any of the forms given below:-

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

25. Kindly contact the Chairperson or Member Secretary of the Sexual Harassment Committee on the numbers given below:

■ Maj Gen BD Wadhwa (Retd), Chairperson:  
9350880552 (M)  
Email: [gen.wadhwa@iilm.ac.in](mailto:gen.wadhwa@iilm.ac.in)

■ Dr Prabhash Chandra, Member Secretary:  
9350120699 (M)  
Email: [prabhash.chandra@iilm.edu](mailto:prabhash.chandra@iilm.edu)

26. For offences, censure/warning will be given in writing, fine, stoppage of increment, demotion, suspension, discharges, dismissal from service.

### **Suspension**

27. The Disciplinary Authority has power to suspend any staff member pending enquiry. During suspension pending enquiry, the delinquent staff member will get subsistence allowance as per the payment of Subsistence Allowance Act and Rules framed there under, as applicable.

## **Do's and Don'ts at IILM**

28. Here are a few general rules and a principle an employee of IILM is expected to remain mindful of.

### **ALWAYS**

29. Following must always be abided:-

- (a) Conducts himself/herself in accordance with the highest, ethical standards, remembering that the definition of a Professional, that we like best, is that of a person who places the students' interest above considerations of personal financial gain."
- (b) Is neatly dressed and groomed.
- (c) Is pleasant, tactful and considerate in manner, remembering to lead rather than drive people.
- (d) Is on schedule and requests assistance, when falling behind is anticipated.
- (e) Is always quick to respond to students' queries or messages.
- (f) Remembers that the students' ultimate benefit is more important than his/her possible interim annoyance.
- (g) Stays out of politics and tries to put himself/herself in the other person's place when differences of opinion exist.
- (h) Professional and business email etiquette and responsibility are expected of all faculty and staff members.
- (i) Internal communication between employees is strictly for internal use and must not be forwarded /shared with persons outside.
- (j) Also when communicating with outsiders, email to internal colleagues must be marked with discretion and should be on strictly need basis

### **NEVER**

30. Following must never be indulged in:-

- (a) Promises more than he/she expects to be able to deliver
- (b) Lies or misrepresents anything, either to students, subordinates or superiors
- (c) Acts on primary reactions, always considers the consequences of any stand or action, checks himself/herself when necessary
- (d) Fails to communicate weekly in writing with superior and designated, other recipients of weekly reports
- (e) Criticizes surroundings, local habits, foods
- (f) Gets involved in political arguments, national or international, or such controversial topics as race and religion

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

## **MENTORING**

31. IILM follows an intensive mentoring program for all its students. The faculty is actively involved in a personalized mentoring process for students. Each faculty is assigned the role of a — mentor and is expected to counsel, maintain discipline and motivate their (students). The mentoring process works at three levels—personal, academic and for the professional development of the students.

32. The roles and responsibilities of the advisor broadly include:-

- (a) Ensuring overall integration of the student with the program – academically and psychologically.
- (b) Counseling and motivating the students.
- (c) Managing discipline & conduct related issues of the set of assigned students.
- (d) Counseling the students to ensure adherence to attendance norms and be responsible for their self-learning.
- (e) Ensuring personal and professional development of mentee.
- (f) Upon announcement of pre-placement talks and interviews, mentors should make sure they spend time with their mentees in order to enable them to understand themselves better and be better prepared for the interviews.
- (g) Keeping in touch with placement managers to be able to guide mentees effectively.

## NEW HIRE ORIENTATION

### On the Day of Joining

33. The following is a list of action items to be taken care of on the day of your joining at IILM:

- a) **Joining Documents**: New Joinee will be required to submit following documents/certificates:-
  - (i) A copy of your appointment letter.
  - (ii) A copy of your joining report.
  - (iii) A copy of your birth certificate.
  - (iv) A copy of educational certificates from Class XII onwards.
  - (v) A copy of your experience certificates from first job onwards.
  - (vi) A salary certificate from where you were last employed and a copy of your last salary slip.
  - (vii) A copy of the relieving certificate from the last organizations that you have worked prior to joining IILM. In case relieving letter is taking some times you may submit a copy resignation letter duly acknowledged by the previous employer.
  - (viii) In case of PF transfer: relevant forms including, family declaration forms, nomination form and Declaration of Address etc.
- b) **Employee ID**: You will be issued a unique employment identification number which will be used for all IILM processes and communication.
- c) **Seating arrangement**: The H.R Department will help you with the seating arrangement on the day of joining.
- d) **Desktops**: This will be handed over to the new joinees, as per policy of the institute.
- e) **College Excel Accounts, Bio-metric records, Library Accounts, Email ID, website profile**: These would be created on the day of joining.
- f) **Mentor allocation**: On the day of your joining, you will be appointed to a mentor who is an existing employee – a seasoned employee assigned to them to help answer the new joinee's questions and share with them an understanding of organizational practices. They also can help to introduce the new hire to people with whom they will be interacting on a regular basis, give them a walking tour of the campus, and perhaps have lunch with them one day during their Induction.
- g) All new employees go through a half day orientation program that is designed to assist them in adjusting to their jobs and work environment and to instill a positive work attitude and motivation at the onset.
- h) As part of orientation you would attend 3 classes of a senior faculty member from IILM would then take 'assisted' classes for another 3 sessions.

## **Non-Competition & Copyright**

### **34. Non-Competition:**

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

### **Non Solicitation**

35. For all times to come, following your termination/resignation you shall not solicit or induce any person who is an employee of IILM and/or any of its associated entities to leave their employment with IILM and/or any of its associated entities.

### **Dispute Resolution**

36. In case of any dispute, difference or claim arising out of or in relation to the contract of employment, the parties shall make their best attempts to settle the dispute amicably by referring the same to the Chairman of IILM who shall try and resolve the matter.

37. In the event no amicable resolution of the dispute is arrived at between the parties, then the dispute shall be referred to Arbitration by a sole Arbitrator. The Arbitrator shall be appointed by IILM and the Arbitration proceedings will be held in New Delhi and will be subject to the jurisdiction of the Delhi Courts only.

### **Copyright Clause**

38. All copy rightable future work done by you during your course of employment with IILM shall be the property of IILM. The future work created by you should be factually accurate and lawful and should not infringe the copyright, proprietary or personal rights of others. You would be solely responsible and accountable for such unlawful activity and further agree to indemnify IILM against any legal action that may be initiated against it in respect of any infringement with respect to the aforesaid work.

39. With respect to the above, you will also assign the copyright, without any consideration, in and to the future work that is created by you during the course of employment to IILM by executing an assignment deed in its favor and will have no claims in and to the same whatsoever.

40. You will not distribute at any time, future work that is created by you during the course of employment for educational, personal, commercial, non-commercial or any other purpose whatsoever without taking prior permission from IILM.

## General

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

## WORKING HOURS

### Working Days and Working Hours / Work from Home

42. Institute shall remain open for six days a week. Second and fourth Saturday is closed for all. Depending on exigencies, the institute may remain open on Sundays as well. All employees are supposed to be available at all time for official duties. However, the normal working hours for the institute shall be from 9.00 a.m. to 5.30 p.m. However on Saturday the working hours will be from 9:00 am to 4 pm. The faculty is expected to take the classes as scheduled by the programme office. Delays/Rescheduling in classes is not accepted.

Since IILM allows flexible working hours, total working hours per month for full working are 180. The monthly work hours are inclusive of authorized leave. In case of any closed holidays/approved restricted holidays in any month, the reduced number of work hours at the rate of 8 hours per day will be accordingly applicable.

IILM also gives the employees the flexibility to work from home depending upon the kind type of employment and at the discretion of campus director after evaluation of request. Conveyance allowance shall not be admissible on work from home days.

### Lunch Break

43. Lunch Break will be for 30 minutes.

### Login System

44. You will be required to log in your presence in the attendance system and log out when you leave the office. In case, you are on tour, or on outside duty or have to leave for any work during the office hours, you are required to inform the HR along with approval from competent authority. While remote working you will mark your attendance via MS teams login access.

### Movement of the premises

45. A staff member, who is required to go out on official duty, shall inform HR about the —Out Door Duty; duly approved by the competent authority

### Flexibility at Work

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

Teaching Track	CTC
6 day track	100%
5 day track	90%
4 day track	70%
3 day track	52%

47. **Note**

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

**Dress Code**

48. Though we do not have a fixed dress code for employees, however clear guidelines on the IILM's definition of the attire of its employees are provided. This helps to add a standard for our desired professional appearance.

**For Men**

49. Formal Collared Long / Half Sleeved dress shirts, tucked in Trousers and Leather shoes; good quality blazer or dark suit in winter.

50. Smart Casuals Collared Shirts / T-Shirt with collar / Polo type shirt (Full /Half sleeves) and Leather Shoes

**For Women**

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

**Probation and Confirmation Policy**

**Objective**

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

53. All newly appointed employees will be on Probation for 6 months from the date of their appointment. During this period your performance will be reviewed and on completion of six months, there would be an evaluation done. You will know of the evaluation through a formal feedback session.

54. On satisfactory performance your services will be confirmed in writing. In the event of unsatisfactory performance, behavior or attitude, you will be either counseled to improve your performance and the probation period would be extended or your services may be terminated depending on the circumstances. If there is no improvement at the end of the extended probation

period, you may either be counseled again and another extension may be given or the management will terminate your services.

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

### **Compensation Policy**

56. It is our endeavor to provide employees interesting and challenging work, an enabling environment and attractive rewards that encourage them to contribute and perform effectively. Compensation will be just one of the enabling factors in our multi-pronged Talent strategy. Our objective is to provide a fair compensation that is market competitive, remunerative and reflective of the capabilities and skills of an employee; a compensation to attract and retain high calibre professionals.

57. The salary has been structured ensuring tax labour compliance and balancing both the long term and short term cash and protection requirements of employees. Compensation heads have been structured to be role and level specific. These compensation heads may be reviewed periodically to ensure that it is current with market and with tax provisions. Presently salary components include Basic Pay, HRA, PF, LTA, Medical allowance, Academic allowance, Conveyance allowance and Telephone & Internet allowance.

### **Payment of Salary**

58. Your salary will normally be paid on the first week of each month. Salary payments will be credited to your bank account.

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

### **Salary Confidentiality**

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

### **Provident Fund**

61. The provident fund shall be operative with the Commissioner of the Provident Fund, Government of India, as per the Provident Fund policy of Government of India. Presently it is

12% of the basic salary will be deposited by both, the employer and the staff members in PF account given to the staff members by the PF Commissioner. An element of interest on this amount is payable at the time of withdrawal of the same as per policy of the Govt.

62. Those who wish to get their PF account transferred from the previous company should complete a PF transfer form and submit in the accounts department.

### **Applicability of Gratuity**

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

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

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

### **Medical Reimbursement**

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

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

## **Bringing Relatives to work place**

67 As a rule only IILM employees are permitted on campus. All others are required to register themselves at the gate and are permitted only as per policy. In case an employee needs to bring along their child, relative or friend to work they are required to seek prior approval from their Campus Head which then needs to be conveyed to the Security personnel.

68. While on Campus the employee would be fully responsible for the guest's safety and ensure that he or she does not become a disturbing element for anyone. Any damage caused by the guest would have to be compensated for by the employee. In case of a minor, the employee would ensure that their child will not prevent them from fulfilling their job in a normal manner.

69. If guest is an adult their permission request would need to include details of their employer and purpose of them being allowed on campus.

70. Each guest must wear a '**Guest of (name of employee)**' ID Card provided at the Gate.

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## **Leave Travel Allowance (LTA) Policy: IILM (REVISED IN FEB 2019)**

71. LTA policy to be followed in IILM campuses shall be as under:-

- a) **Eligibility.** All full time employees, on completion of 12 months service shall be entitled to Leave Travel Allowance which shall be equivalent to one month basic salary of the corresponding year, subject to 10 days of continuous leave approved and availed.
- b) **Procedure to claim LTA.** Subject to entitlement of leave as per leave rules, on completion of 12 months, every eligible staff will have to apply in the prescribed format, within the immediately following 3 months, for release of LTA.
- c) **Explanation 1.** On failure to claim The LTA amount within 3 months from the date of eligibility ie upto 15<sup>th</sup> month, the claim shall lapse and the accumulated amount for the corresponding year shall be forfeited.
- d) **Explanation 2.** In case of academic staff, as they are not entitled to take leave during the academic period, the rule of claiming LTA within 3 months shall be extended upto immediately following nonacademic period. Thus, the academic staff shall be entitled to claim LTA upto the immediately following nonacademic period which shall be defined in the calendar issued every year.

### **Note:**

--For the aforesaid rules, the staff posted in the programme office and the placement office shall also come under the category of academic staff.

--Whereas the staff in the admission office, including digital and social media, shall come under the category of non-academic staff. However, in case of staff of admission office, they shall be entitled to avail LTA only during the months from July to December, irrespective of the month in which such employees becomes eligible for LTA.

IILM Lodhi

72. **Holidays:** There are 9 declared holidays in a year.

### HOLIDAY LIST – 2020

S.No.	Holiday	Date	Day	Remarks
1	Republic Day	January 26	Sunday	National Holiday
2	Holi	March 10	Tuesday	
3	Id-UI-Zuha	July 31	Friday	
4	Independence Day	August 15	Saturday	National Holiday
5	Gandhi Jayanti	October 02	Friday	National Holiday
6	Dussehra	October 25	Sunday	
7	Diwali (Deepavali)	November 14	Saturday	
8	Guru Nanak's Birthday	November 30	Monday	
9	Christmas Day	December 25	Thursday	

### LIST OF RESTRICTED HOLIDAYS DURING THE YEAR 2020

S.No.	Holiday	Date	Day
1	Maha Shivratri	February 1	Friday
2	Good Friday	April 10	Friday
3	Vaishakhadi (Bengal)/Bahag Bihu (Assam)	April 14	Tuesday
4	Budh Purnima	May 7	Thursday
5	Id-UI-Fitr	May 25	Monday
6	Raksha Bandhan	August 3	Monday
7	Janmashtmi	August 11	Tuesday
8	Vinayaka Chaturthi/Ganesh Chaturthi	August 22	Saturday
9	Muharram	August 29	Saturday
10	Karaka Chaturthi (Karva Chouth)	November 4	Wednesday
11	Bhai Duj	November 16	Monday

### Restricted Holidays – RH

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

## Leave Policy

74. Leave Policy is as under:-

Type of leave	Annual Entitlement (Staff & Faculty)	Faculty ( 5 day track )	Faculty ( 4 day track )	Faculty ( 3 day track )	Leave Accumulation
Earned Leave (EL)	15	15	15	15	30
Sick Leave (SL)	6	5	4	3	Nil
Emergency Leave	6	5	4	3	Nil
Maternity Leave (ML)	As per Maternity Act	As per Maternity Act	As per Maternity Act	As per Maternity Act	N/A

75. **Note: Leave is earned by duty or services and cannot be claimed as a matter of right. Hence, all leaves will be considered approved only if the same is sanctioned. You are required to proceed on leave only on its approval. Non-adherence to this will tantamount to misconduct and will be seriously viewed. Faculty Members may not avail Earned Leaves during teaching session.**

### General Conditions:

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

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

- (a) During the period of leave, staff members shall not take up or accept any employment or work either on remuneration or without remuneration.

- (b) During the period of suspension, staff members shall not be granted any leave. However, during the pendency of disciplinary proceedings, the competent authority may grant leave.

Sundays and or/ holidays as may be declared by institute, may be prefixed and /or suffixed to any kind of leave, but intervening Sundays and Holidays, will be counted as a part of leave.

- Combination of leave: Sick Leave/Emergency Leave cannot be availed of in conjunction with any other kind of leave/holidays.
- Before proceeding on any kind of leave, staff members shall intimate to the Competent Authority his/her address while she/he is on leave and shall keep the said authority informed of the changes in address, if any.
- Overstay beyond the sanctioned leave shall be treated as leave on loss of pay unless the concerned staff members has got the extension of leave sanctioned (by Competent Authority) before the expiry of the leave already sanctioned. However, before treating such unauthorized absence as leave on loss of pay, the competent authority shall satisfy itself that there were no extenuating circumstances, which prevented the staff members from obtaining prior sanction for overstay. Over-stay of leave beyond 10 days without proper sanction can call for disciplinary action.
- National, Regional and Declared Holidays will be decided in December each year for every calendar year.
- On resignation from the service of the institute, if the employee has taken any Earned Leaves or Emergency Leaves/Sick Leaves, the same shall be considered as LWP.

**Sick Leave (SL) / Emergency Leave:**

78.

- All Staff members and Faculty members who are on 6 day track will be granted sick leave/emergency leave for a maximum period of 12 days i.e. 6 Sick Leave and 6 Emergency Leave during the leave year. Staff members who are appointed during the course of the year shall be entitled to it on pro-rata basis. Faculty members who are on 5 days track are entitled to 5 Emergency Leave and 5 Sick Leave, those on 4 days track are entitled to 4 Emergency Leave & 4 Sick Leave and those on 3 day track are entitled to 3 Emergency Leave and 3.
- Sick Leave. For availing Sick Leave, all employees (Staff/Faculty) are to submit valid medical certificate.
- Sick leave/Emergency leave remaining unavailed will lapse at the end of the leave year.
- For availing sick leave, the employee has to submit a medical certificate issued by a registered medical practitioner having minimum MBBS qualification. In case the medical

certificate tendered in lieu of the sick leave is not valid, the same shall be treated as cancelled and will be subject to deduction of salary and in such cases strict disciplinary action including termination of services can be taken place.

- Sick Leaves/Emergency Leaves may also be availed for diagnostic purposes, however prior approval must be taken and a certificate must be submitted for the same.

### **Earned Leave (EL):**

79. EL will be credited to the leave account of employees after one year of service. EL credited to the individual's account will be from the date of joining to 30th June and thereafter with respect to each year, i.e. on 1st July to following 30th June.

80. E.g. For the Leave Year - 01.07.17 to 30.06.18, 15 days leave credited on 1st July 2018 for all Staff and Faculty on 6 day track and 15 days for Faculty on 5 day track, 4 day track and 3 day track.

### **Procedure for EL Sanctioning:**

81.

- (di) EL should be recommended by the immediate superior and approved by the Area Head/Line Manager and then it goes for the final approval.
- (dii) Requests for EL shall be made at least 15 days in advance.
- (diii) Weekly-off, declared holidays falling within the earned leave period will be counted as Earned leave.
- (div) EL will be credited on pro-rata basis.
- (dv) An employee can avail ELs which he/she have been already earned and having in their leave account. The maximum accumulation is up to 30 days.
- (dvi) EL can only be taken in non-academic period (i.e. during no academic activity and the session is closed).

### **Maternity Leave (ML):**

82. This is applicable to all female staff who have completed one year of continuous service and have attended at least 80 days in office. ML may be granted to a female faculty / staff members for first two surviving children. A maximum period of six months of ML may be sanctioned all such employees with pay. Under the maternity Benefit (Amendment) Act, 2017, this benefit could be availed for a period extending upto 8 weeks before the expected delivery date and remaining 18 weeks can be availed post child birth. For availing ML, they have to submit a medical advice letter from a qualified doctor. All relevant Govt regulations would be

applicable with respect to ML, however, prior approval of Management would have to be taken for availing the same.

83. The faculty/staff member will have to necessarily join back to duty on completion of Maternity Leaves; however, in case of medical exceptions a certificate may be submitted for the extension of leave which may be granted on its merits.

**Leave without Pay (LWP):**

84. In case of a staff members whose SL/EL has been exhausted or taken in excess of the entitlement or who has extended leave without informing the authorities of the University, those excess leave taken will be treated as leave without pay (LWP), if approved expert facto by the management. If the leave is not so authorized, it will be considered as violation of conduct rules and dealt accordingly.

**Study Leave (Revised on June 3, 2020):**

85.

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

### **Leave Applicable for Contractual Employees:**

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

### **Procedure for applying for Leaves:**

87. Below is the SOP for leave application process which needs to be followed for all cases. No leave will be considered sanctioned outside this process.

- Application to be made in hard copy and given to your superior/line manager.
- Superior to recommend with reasons and send to the Head of Campus.
- Medical leave, if in an emergency can be taken with information but needs to be backed up by a medical certificate.

88. Leave cannot be claimed as a matter of right. Hence, all leaves will be considered approved only if the same is sanctioned. You are required to proceed on leave only on its approval. Non adherence to this will tantamount to misconduct and will be seriously viewed. Therefore, all unapproved leaves will be treated as without pay and salary deduction will take place accordingly.

### **Travel Policy – Rules & Guidelines**

#### **Objective**

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

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

#### **For the use of personal vehicle for official work following compensation would be paid:**

91. Two wheelers: Rs. 4.00 /KM

All 4 Wheelers: Rs. 7.00 /KM

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

### **Reimbursement of Expenses on Transfer**

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

A 1- 4 Metric Tons

A 2- 3 Metric Tons

A 3- 2 Metric Tons

A 4- 1 Metric Ton

A 5- 0.5 Metric Ton

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

### **International Travel Entitlement**

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

96. Generally, it is expected that the employee would stay in the Guest Room of the host institution / institute (if the visit concerns Global Study); otherwise, it is expected of the employee to exercise discretion in finalizing the hotel for stay and use of transport.

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

## **Loans Policy**

### General :

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

### Types of loans :

99.

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

### Eligibility Criteria:

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

### Terms and Conditions

101.

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

outstanding loan is recovered from him/her. Failure to liquidating the balance loan amount within 15 days of leaving the services of the organization may lead to: -

- Recovery of outstanding loan with interest as per prevailing market rate .
- Initiation of legal proceedings against him / her.
- Deduction of outstanding loan from the Full & Final account sheet.
- Loan applicant should be encouraged to first apply for loan through the banks who are quiet liberal in sanctioning the same.
- Loan against medical reasons should be converted into advance of 3 months, (depending upon the severity of the case) gross salary which can be recovered over a maximum period of one year.
- Requests for multiple loans should not be accepted as a matter of principle.

Interest Rate:

102. Management is the sole discretionary authority on decided the rate of interest.

In general all loans will be bearing at the interest rate of prevailing SBI unless management uses its discretion of waiving off or minimizing the interest on case to case basis.

## **IT Policy for Employees**

### **INTERNET / EMAIL**

103. The Institute's computers, computer files, e-mail accounts, internet access and the software furnished to employees are the institute's property and are meant for official work.

104. The institute specifically prohibits the use of computers, handhelds and electronic communication, including internet access in ways that are disruptive, offensive or harmful to morale. This includes sexually explicit messages, images and cartoons, ethnic slurs racial comments, off-color jokes or anything that could be construed as harassment, shows disrespect for others, defames or slanders someone, or otherwise harms another person or business.

105. Employees are not to access the internet to visit any websites that contain pornographic content, any discriminatory message, or one that disparages any group.

106. Employees are not to use computers, laptops, tablets or the e-mail system for commercial messages of any kind or for messages of a religious or political nature, solicitations, gambling or other inappropriate usage. E-mail and Internet access should be used in such a way that all transmissions, whether internal or external, are accurate, appropriate, ethical and lawful.

107. Computers, e-mail usage and internet traffic may be monitored by the institute as and when required.

108. Employees of the institute are permitted to use their e-mail or intranet accounts only for official communication. Sending group e-mails like of festive greetings, initiating or partaking in unauthorized or inappropriate discussions, sending e-mails with large attachments, or forwarding chain mails, etc., is strictly prohibited.

### **SOFTWARE**

109.

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

## LAPTOPS / PCs

110.

- Laptops or PCs will be provided as per the discretion of the management as per the requirement/ job profile by the institute for official work. The institute therefore reserves the right to occasionally inspect all systems in compliance with policies.
- If issued, the individuals become conditional owners of this hardware. Employees will therefore be responsible for its security, maintenance and replacement of parts including battery.
- No employee is permitted to pass on or hand over the laptop or iPad issued to them to another person without fulfilling proper handover formalities.
- In case an employee leaves the organization they will be eligible to retain the iPad provided they have stayed at least 4 years since the issue of the iPad. The eligibility for retaining laptops remains 3 years from the date of issue.
  - a) If an employee leaves the organization prior to this period, then in case of retaining the issued laptop/ipad, the depreciated value of the issued hardware will be adjusted against their full and final valuation.
  - b) Laptops or iPads can only be returned if they are not damaged. This should be clearly endorsed by the recipient (IILM, Lodhi Road) in concerned employees full and final clearance form.
- In case of availability of stock and as per discretion of management, the issued hardware may be upgraded to a newer model after 4 years in case of iPads and after 4 years in case of laptops. In such an event, the old laptop/iPad will be evaluated for its functionality by the IT Dept., and only after it is felt that the machine needs to be replaced/updated, considering the wear and tear and also the obsolescence, and upgrade will be made. The procedure will be the same as obtaining a new machine. In case it is felt by the IT Dept., that the machine need not be replaced immediately, subsequent evaluation for replacement will be made by the IT deptt every six months, thereafter. No eligible employee can claim a new machine as a matter of right after 3 years (iPads) / 4 years(laptops).
- In case of loss / pilferage of laptop / iPad, the same will be made good by the employee. The users will have direct responsibility and custody of their assigned machine/s. They will be held financially liable for any loss and / or damage to the machine due to inappropriate usage / carelessness.

- Users are responsible for maintaining appropriate back-ups, especially of the work related documentation & data created that cannot be retrieved by reinstalling operating system or Program.

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

### **Employee Referral Policy**

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

### **Eligibility**

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

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

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

115. It's opened and closed with prior announcement.

### **Performance Management System**

#### **Objective**

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

117. The key objectives of the Performance Management System are to

- Strengthen the Intellectual Asset base of the firm

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

### **The Performance Appraisal Cycle**

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

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

119. The appraisal conducted twice a year- December (review of progress on FAAP) & June (review and reward);

120. The Appraisal is based on the Faculty Annual Academic Plan (FAAP) that is filled by all faculties in the beginning of the new academic session;

### **Components of the appraisal system:**

121. Parameters for assessment/appraisal are announced at the beginning of the year. These include assessment of faculty and their contribution to:

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

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

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

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

## **Confidentiality & IPRs Policy**

### **Non-Solicitation**

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

- Employ or solicit for employment, or advise or recommend to any other person or entity that they employ or solicit for employment, any employee of the organization Solicit or encourage any employee of IILM to leave the employ of the Organization, to do any act that is disloyal to the organization, is inconsistent with the interests of the organization.
- Make any statements or perform any acts intended to interfere with, reasonably likely to interfere with or having the effect of interfering with, any interest of IILM.
- Undertake any alternate employment or engage in competition with, perform any services for, participate in or be connected with any organization which engages in competition with IILM.

- Any assignment/consultancy/training/international teaching assignment need to be approved by competent authority Dean/Director.

### **Confidentiality**

125. We expect utmost discretion and confidentiality of information to be maintained at all times even beyond the employment term. Any indiscretion or willful sharing of confidential information with third parties shall be deemed as a gross misconduct and may result in immediate termination of services without notice or compensation.

126. No reports, proposals, designs, patterns, literature etc. (printed and/or on any electronic media) containing information internal to IILM should be taken out of the office, without prior knowledge of the administrative head. In no case, a copy of any Business Proposal / Project Report or any other Document or Software in any form can be given out to any third party without specific written approval from the administrative head.

IILM Lodhi Road, Employee Handbook

## **Exit Policy**

### **Objective**

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

### **Termination of Service**

128. Services of a staff member can be terminated by giving one month's notice, or by payment of one month's basic pay in lieu thereof. However no payment will be made if an employee terminates the engagement within 07 days of joining the employment. An employee shall be entitled salary up to the last day of the previous month; in case he/she is terminated on or before 7th of a month.

For disciplinary cases, no payment or notice period is required.

### **Resignation**

129. All employees whether confirmed or not, will not resign from the services of the institute in the middle of the academic session. However, management may use its discretion in case of representation of extreme unavoidable circumstances by the departing employee. During non-teaching period all employees are required to give one month's notice or salary in lieu of notice period.

An employee shall be entitled salary up to the last day of the previous month; in case he/she resigns on or before 7th of a month.

- Faculty Members:

130. All faculty members are liable to give two months' notice or two month's salary in lieu of notice period in the middle of the academic session. All faculty staff is required to fill an Exit Form (Annexure 10) on leaving the institute.

- Placement/Programme/Admission Staff:

131. Placement/Programme/Admission staff work in tandem with the academic functions of the institute and are the integral part of the academic development of the students. Hence, if they resign from the services of the institute in the middle of the academic session, they are liable to give two month' notice or two month's salary in lieu of notice period. All Placement/Programme/Admission staff is required to fill an Exit Form (Annexure 10) on leaving the institute.

- Administration and other staff:

132. Administrative and other staff members on fixed contract period are required to give one month notice or pay one month's salary in lieu of notice period.

Administrative and other staff members on retainership contract are required to give two weeks' notice or salary in lieu of notice period.

Employees working in the capacity of Asst. Manager and above are required to fill an Exit Form (Annexure 10) on leaving the institute.

133. It is the sole discretion of the management to accept the notice period served by the departing employee and decide the relieving date before expiry of such notice period. The Institution shall not be under any obligation to pay for the non-served notice period.

### **Process for Resignation**

134. The mail /letter have to be sent to the Director. Written acceptance of resignation will be given to the employee clearly specifying the date of relieving by HR Department. All departing employees are required to handover his/her assigned responsibilities to the designated person and get a confirmation from him/her that all job responsibilities have been handed over to the satisfaction of the line manager. During the notice period the employee will help to complete all formalities including exit interview, handing over the no dues certificate and PF withdrawal forms. The HR/Administration will help in procuring the No Dues Certificate. On receipt of No dues Certificate, the full and final settlement of account would be prepared. Final payment cheque shall be issued along with Experience-cum-Relieving Certificate. This will be telephonically communicated to the employee who can come to either pick the cheque or it will be posted to the address as mentioned by them.

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

### **Retirement**

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

### **In case of long unsanctioned leave**

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

### **Return of IILM's Property**

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

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

### **Issue of No objection certificate/ Recommendation & Relieving Letter**

140. Any employee requiring such letter/s / NOC, may forward their request to their respective area heads/directors, who may forward recommendation of such letters to corporate HR at IILM, Lodhi Road.

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

**(Annexures for internal usage only)**

ILM Lodhi Road, Employee Handbook

## Exit Interview Form

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

### Personal Details

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

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

#### Career & Growth

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

#### Compensation & Benefits

Low Salary	
Perks not adequate	

### Personal Reasons

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

### HR & Administration Policies

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

### Job Related

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

2. Comments on your relationship with

- a. Superior(s)
- b. Colleagues
- c. Subordinates \_

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

Factors	Highly Unsatisfactory	Unsatisfactory	Highly Satisfactory	Satisfactory
Challenges & satisfaction in terms of job.				
Authority Commensurate with				
Responsibility				
Recognition in terms of respect & rewards				
Opportunity in terms of growth & development				
Compensation package with respect to job				
Quality of Superior-Subordinate relationship				
Employee's welfare				
Training Policy				

Employee's participation in decision making				
Organization culture				
Openness & trust				
Working conditions				
Communication process				
Team work				
HR & personnel policies				
Freedom to work creatively				
Employee are encouraged to take higher responsibility Support & cooperation from the peers				

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

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

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

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

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ILM Lodhi Road, Employee Handbook

**HR DEPARTMENT**

1. Comments on the behavior of the outgoing employee.

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2. Comments on the exit interview.

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For HR Department

Name of Interviewing Officer :

Date :

## IILM LAPTOP FORM

Campus: .....

### Employee Details:-

Name:-.....

Designation:.....

Date of Joining IILM :-.....

Date Laptop Issued :-.....

### Laptop Details (To be filled by IT Staff)

Brand :-.....

Model :-.....

Laptop Serial No.....

Mac:-.....

ID:- .....

**Hardware Verification:**  
**YES**

Laptop / Netbook  
Carry Bag  
Power Adapter & Cable

### Installed Software Details

Operating System .....  
Office Software .....  
Anti Virus .....  
Others if any .....

### UNDERTAKING

- I have checked and verified the above information and find it accurate.
- I have received the hardware along with the software mentioned above in working condition. I understand that expenses as a result of repair or loss will be borne by me.
- I will ensure that no illegal or pirated software will be installed in this laptop.
- I will allow the laptop to be checked by the IT staff, and if found, they may delete any unauthorized software.
- I shall be responsible for keeping backup copies of my files.
- I will not pass on this laptop to anyone without informing HR and the CIO. I have read the IT policies circulated separately and will abide by them.

Employee Signature:

Date:

## IILM

### Tour Advance Application

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

**Note:**

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