



**JAIPURIA GROUP OF
EDUCATIONAL INSTITUTIONS**

EMPOWER • ENTHUSE • EXCEL

The cover features a large, stylized 'X' shape formed by white lines on a dark background. The background is a collage of images: a hand holding puzzle pieces, a hand holding a globe with silhouettes of people connected by lines, and a network of silhouettes. The title 'EMPLOYEE POLICY MANUAL' is centered in a dark grey box.

EMPLOYEE POLICY MANUAL

CREATING VALUE FOR ALL STAKEHOLDERS THROUGH EMPOWERMENT, INNOVATION AND SUSTAINABLE GROWTH

Q. N. N. N.

Message from the Chairman



Mr. Shishir Jaipuria
(Chairman)

Dear Friends,

On behalf of the Jaipuria Group of Educational Institutions, I extend a hearty welcome to you all. Seth Anandram Jaipuria Trust and Seth Anandram Jaipuria Education Society have been operating and managing several reputed Institutions and colleges in the country since 1945. The journey began with the opening of "Seth Anandram Jaipuria College" which was inaugurated by Pt. Jawaharlal Nehru in 1945, followed by Seth Anandram Jaipuria School in Kanpur in 1974, Ghaziabad in 2004 and Lucknow in 2016. We take pride in facilitating the education of the children from KG to PG. The family also manages the Jaipuria's "Little one", a play school in Kanpur since 2015. Jaipuria Institute of Management (JIM) at Indirapuram Ghaziabad and Jaipuria School of Business (JSB) are our two Management Institutions spread across our sprawling campus at Indirapuram.

The Jaipuria Group is fully conscious of its Corporate Social Responsibility. The philanthropic spirit of my father, also the founder of this Society - (Late) Dr. Raja Ram Jaipuria, is manifested by his belief in paying back to the society. A chain of public guest houses, temples, charitable hospitals and other institutions operated by the family is a testimony to his strong commitment to this cause.

People are the essence of every organization and at Jaipuria; they are valued as individuals for their dedication and commitment. We believe that Human Resource management must place emphasis on our core values and beliefs and seek to Empower, Enthuse and Excel all our personnel in their professional endeavors. When values and principles are applied consistently, they become behavioral habits and this enables the fundamental transformations of people, of relationships and of organizations."

"HR practices influence organizational behavior and individual performance." At Jaipuria HR policies are aligned with our strategy of imparting the right education and holistic development to all students and staff. These policies have been designed to enable scalability of our educational institutions, contribution towards development of our society through a system that ensures high level of ownership and involvement of our employees.

This policy manual is a summary of the general policies applicable to all our employees. It provides information to help you acclimatize yourself to the work environment. It also provides answers to many of the questions you may have. The terms and conditions of employment are outlined individually to you in the formal appointment letter that has been handed over to you. The manual outlines general provisions operating within the company and is intended for general guidance only. It is not a legal document. Should you need any clarification on any section of the handbook, you may get in touch with the Human Resource Department.

Wishing you a fruitful & professionally satisfying journey.

Shishir Jaipuria



JAIPURIA GROUP OF EDUCATIONAL INSTITUTIONS

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VISION

To become Fully Integrated, Socially Responsible and Value- Based Management Institute of National reckoning by meeting the growing and emerging needs of industry and business through contemporary innovative management Teaching, Training, Research and Consulting.

MISSION

We intend to provide and develop the capabilities of the young leaders by raising their level of competence and intellect to face various challenges in the global environment. In pursuit of excellence, we provide training and development services, foster research and disseminate knowledge through publication of books, journals and magazines for the development of society at large.

OBJECTIVES

- To develop managers, leaders and entrepreneurs with vision and values.
- To ensure relevance of curriculum for the industry.
- To continuously upgrade and develop intellectual capital.
- To coin interactive pedagogy.
- To achieve excellence through teamwork.
- To provide diversified corporate exposure in the form of corporate induction programs, summer training, consultancy, innovative assignments, and live projects.
- To groom students as value- based business leaders through a structured Executive Leadership Program and modules on inter-personal skills and personality.

P. Sharma

EMPLOYEE POLICY MANUAL



**JAIPURIA GROUP OF
EDUCATIONAL INSTITUTIONS**

EMPOWER • ENTHUSE • EXCEL

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D. Narayan

FACULTY NORMS

**"Children have never been good at listening to their elders.
But, they have never failed to imitate or emulate them."**

..... James Baldwin

ROLE OF FACULTY

Globally, the role of faculty in business schools and management institutes has evolved over a period of time into four distinct areas:

- 1) **Excellent teacher, specializing in one or more subject domains.**
 - a. Creating Course Design for Effectiveness
 - b. Developing Course materials, Cases & Exercises
 - c. Preparation, Student care, Timeliness
 - d. Conducting Examinations - end to end
 - e. Following rigorous academic standards & discipline
 - f. Initiative and Innovativeness
 - g. Mastery over Concept, Basics and Fundamentals

- 2) **Substantial focus in research for development of new knowledge or innovation in teaching methods.**
 - a. Exhibiting a passion for exploring
 - b. Commitment to Data-based Learning
 - c. Guiding SIPs and other Projects end to end
 - d. Disciplined approach - no compromise on rigors of research methodology
 - e. Publications in acclaimed Journals and Presentation of Scholastic Papers in National / International Forums

- 3) **Academic governance and administration and management practices**
 - a. Appreciation of importance of academic governance
 - b. Contribution to Institution Building by willingly or volunteering to take / share responsibility
 - c. Working and leading as a Team
 - d. Role Model of Integrity and Discipline - practicing what we preach
 - e. Mentoring students and junior faculty members
 - f. Active Role in Various Committees

- 4) **Externally visible as an academician or a practitioner of great reputation by consistently contributing with distinction.**
 - a. Author / Editor of Books / Journals
 - b. Memberships of Professional / Specialist / Exclusive Organizations
 - c. Speaker / Presenter of Scholastic Papers in National / International Seminars / Conventions of Scholars
 - d. Consulting/ Management Development Programs.
 - e. Membership of Company Boards / Advisory Bodies of State / National or Global repute / Consultant for Government / Inter-Government Bodies

CODE OF CONDUCT

This Code of Conduct describes and summarizes the standards of academic, business and operations' conduct for the Jaipuria Group of Educational Institutions. It also highlights the importance of ethical behavior in conducting the academic affairs of the Group.

The Management reviews all applicable policies and procedures from time to time. This Code of Conduct is subject to modification. It may be updated as and when required and the employee hereby agrees to accept the terms of such revised documents.

The Employees of the Group are expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct. The honest conduct would be a conduct that is free from fraud or deception. Interactions with the students, parents, suppliers, co-members and any other individual shall be conducted in accordance with the standards mentioned.

The employee agrees that he/she shall devote his/her full attention to the activities of the Group and shall not take up employment with any other organization during the term of the employment. The employee also agrees that he/she shall not engage himself/herself into any business that is identical or similar to the business carried on by the Group.

Below mentioned clauses are the expected code of conduct and the employee agrees to abide by them in full accordance as per the business ethics of the Group.

1. Treat all students fairly and consistently; provide appropriate education and learning strategies to the students irrespective of their caste, creed, religion, sex, economic status or disability.
2. Establish a culture of appropriate behavior conducive to effective learning.
3. Adhere to the appropriate dress code.
4. Develop, amongst students an awareness and understanding of rules of the Group.
5. Follow the policies and procedures of the Group to take on any additional roles entrusted by the seniors from time to time.
6. Maintain confidentiality of the information concerning the students and dispense such information only to the parents and authorized personnel of the institution.
7. Communicate with the parents/guardians of the students regarding the educational development and behavior of their children and develop a relationship of trust with them.

D. Khurana

term 'a conflict of interest'. This Code of Conduct is part of the Corporate Governance of the Group which extends equal opportunities to men and women at work, adhering to all legal compliances. Our policy of transparency among members is enabled through various HR practices including appraisals and performance evaluation. There are also adequate health and safety policies in place protecting the employees and the environment with a spirit of working together.

Protection of Confidential Information

All confidential information must be used for the purposes of the Group's business only. All employees must protect and respect the Intellectual Property Rights of the Group. Any violation of the Intellectual property rights of any of the third parties in the capacity of an employee shall be treated as illegal and shall be subject to legal action. The obligation to safeguard the proprietary and confidential information continues to exist even after leaving the employment. It is the responsibility of the employee to handover all confidential information in possession before final exit from the Group. Any tampering with or destruction of the document will amount to infringement of Intellectual property rights.

Protection and use of Assets

All employees are responsible for protecting and ensuring appropriate use of the assets. The employees must safeguard the assets against loss, damage, misuse or theft. Any violation of this aspect of the code will be subject to disciplinary action up to and including termination of employment. The assets including vehicles, spares and supplies, equipment, stationery, funds, brand and logo, hardware & software and all other electronic communication devices, must be utilized in legal, ethical and appropriate manner. Unauthorized usage of assets to deal with any illegal transaction shall be subject to legal action.

Employee Developments

The employee agrees to communicate as promptly as practical any additional qualification acquired in the form of a degree or certification.

Leaving the Station

Over and above as aforesaid, if an employee has to leave the station of work for a personal/professional reason including during weekend or holidays, an appropriate request for approval to leave the station needs to be taken from the immediate supervisor. Only in the case of travel due to some emergency, the approval can be taken telephonically.

D. N. Kulkarni

NON DISCLOSURE AGREEMENT

This Non - Disclosure Agreement is made and entered on this the _____ day of _____ at _____ by Mr/Ms _____ Son/daughter of _____ aged _____ years and residing at _____ hereinafter referred to as (Employee) and (Name of the Institution) under (the Seth Anandram Jaipuria Society), incorporated in the year _____, (year of incorporation) located in _____ (Address of the institution).

WHERE AS

This Non - Disclosure Agreement is intended to maintain the confidentiality of all such confidential information available to all the Employees of the Institution. Essentially this Non - Disclosure Agreement applies to Institution the Employee is employed with, irrespective of his employment type in maintaining the confidentiality of the available confidential information.

WHERE AS

- A. The Institution has offered and the Employee has agreed to take up employment with the Institution under the terms and conditions set out in the letter of Appointment.
- B. In accordance with the terms of the Appointment Letter, the Employee hereby executes this Non- Disclosure Agreement with regard to the confidential information and the competition obligations of the Employee.

NOW, THEREFORE, in consideration thereof, the Employee agrees as follows:

1. For the purpose of this Agreement, the term "**Confidential Information**" shall mean and include any and all tangible expression of information including all written or oral disclosures provided to the Employee by the Institution or parent, subsidiary, Group Institution or otherwise received by the Employee in the course of his/her employment with the Institution or any intellectual property belonging to the Institution, and shall specifically include, without limitation, syllabus, curriculum, study plan, study aids created in-house, methods, processes, financial data, technical data, lists, products, prices, know-how, photographs, plans, notes, renderings, journals, notebooks, computer programs, computer readable video, audio or sound files, and samples relating thereto as well as any confidential or proprietary information owned by any other person or entity and furnished by such person or entity pursuant to an Agreement to maintain the same in confidence.

D. K. Singh

8. All notes, proposals, documents, zip drives, tapes, reference items, sketches, drawings, memorandum, undertaking, records, and other materials and media in any way containing any Confidential Information or related to the Confidential Information or otherwise to the Institution's business shall belong exclusively to the Institution. The Employee shall make copies of such material only if absolutely necessary in the course of the Employee's employment with the Institution or otherwise for the benefit of the Institution. The Employee hereby undertakes to return to the Institution all copies of such materials in the Employee's possession or under the Employee's control at the request of the Institution or, in the absence of such a request, upon the expiry of the term of this Agreement.

9. The Employee represents and warrants that the performance by him/her of all of the terms of this Agreement and any services to be rendered by him/her as an Employee of the Institution do not and will not breach any fiduciary or other duty, covenant, or agreement relating to any proprietary information, knowledge of data acquired by the Employee in confidence, trust, or otherwise, prior to the Employee's employment by the Institution to which the Employee is a party or by the terms of which the Employee may be bound. The Employee covenants that he/she shall not, during his/her employment with the Institution do any act or deed which conflicts with the provisions of any prior contract or agreement. The Employee further covenants and agrees not to enter into any agreement or understanding, either written or oral, in conflict with the provisions of this Agreement.

10. The Employee shall promptly disclose to the Institution and assign in favor of the Institution in such form and manner as the Institution may reasonably require all (a) inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), improvements, developments, discoveries, proprietary information, trademarks, trade names, logos, art work, slogans, know-how, processes, source code, application development, designs (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials thereof), and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages whether now existing or subsequently developed by the Employee ("Employee Developments") and such information and data pertaining to the business, operations, personnel, activities, financial affairs, and other information relating to the Institution and its customers, suppliers, Employees and other persons having business dealings with the Institution as may be reasonably required for the Institution to operate its business ("Proprietary Information"). It is understood that the Employee Developments and the Proprietary Information is proprietary in nature and shall be for the exclusive use and benefit of the Institution, shall be and remain the property of the Institution both during the term of employment with the Institution and thereafter and shall be held in trust by the Employee for the sole right and benefit of the

Signature

and not in limitation of any other rights, remedies or damages available to the Institution at law or in equity, be entitled to a temporary restraining order, preliminary injunction and permanent injunction in order to prevent or to restrain any such breach by the Employee, or by and/or all persons directly or indirectly acting for, on behalf of, or with, the Employee.

Notwithstanding anything contained in this Agreement, the obligations of the Employee and the rights of the Institution arising hereunder shall be deemed to have commenced upon the date of the execution of the Employment Letter regardless of the actual date of execution of this Agreement and shall continue to remain in full force and effect and continue to be binding upon the parties until the expiry of three years from the date of termination of the Employment Letter unless the parties mutually agree to extend such confidentiality period.

If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this Agreement, or comprising an integral part of, or inseparable from the remainder of this Agreement.

IN WITNESS WHEREOF these presents have been executed by the Employee on the day and year first herein above written.

The Employee

Witness

Signature

Signature

Name

Name

Designation

Designation

D. Neeraj

DEAN - ACADEMICS

Reports to the Director of the Institution

- a) To provide strong leadership to the faculty and staff of the institute to ensure it achieves the highest possible standards of academic excellence
- b) To continuously work on creating and advancing the academic strategy of the Institute.
- c) To develop and sustain appropriate structures for management, consultation, decision-making and communication with staff and students
- d) To ensure the best possible student experience through fulfillment of the Institute's responsibilities concerning students in respect of their instruction, progress and examination;
- e) To refresh and develop new programs in order to attract new students and markets
- f) To ensure the highest levels of quality, integrity and ethics in all research undertaken.
- g) To continue to develop one's position as a leading academic researcher; including publication, securing of external funding and the pursuit of other relevant indicators of standing in the field and create a dynamic and forward looking research environment for both faculty and students
- h) To create and exploit new opportunities for knowledge transfer activity in order to secure additional income streams and new areas of teaching and/or research
- i) To improve understanding and communication in the area of knowledge transfer.
- j) To ensure that faculty performance is managed appropriately and in a way that is consistent with the expectations of the Institute, and that fair workload allocation processes are in place
- k) To ensure all staff have access to the necessary support to enable them to contribute fully and develop their skills and experience
- l) To inculcate a culture of excellence, co-operation and respect both within and beyond the Institution
- m) To make effective use of all staffing resources and seek opportunities for collaboration and joint working with others beyond the Faculty and Institution.
- n) To ensure students are included as appropriate in the various decision making fore within the department
- o) To ensure a safe and healthy environment for both staff and students, and full compliance with health and safety requirements
- p) To collaborate with National/Global peer institutes for research, faculty/student exchange programs and curriculum development.

D. Nanyang

HEAD – ADMISSION

Reports to the Director

- a) To ensure proper advertisement and social media campaigns to promote admission aspirants in Institute.
- b) To liaise with appropriate agencies and individual with correct connect in various locations to support admissions.
- c) Manage the admissions processing in close liaison with academic department.
- d) To apply agreed criteria to make admission decisions consistent and fair.
- e) To handle telephone and email enquiries from prospective students, their parents, teachers and advisers independently and in a timely and professional manner.
- f) To process incoming applications for the Program, checking qualifications, the validity of decisions and authenticity of results.
- g) To monitor the responses of applicants to decisions and provide data to Director on applicant status and workflow.
- h) Check and verify the fee classification and collection from applicants.
- i) Ensure that correct procedures are followed when dealing with international students requiring visas in accordance with the new UKBA points based system for immigration.
- j) Liaise regularly with both academic and administrative staff.

D. Newry

FACULTY MEMBER

Reports to the Director

- a) To provide leadership in curriculum development, design of courses, and innovations in the delivery of teaching in the discipline;
- b) To provide guidance and assistance to junior faculties/research associates in developing their capacity for teaching and research
- c) To foster the research of groups and individuals within the institute. To introduce research students and colleagues to useful networks inside and outside the institute.
- d) To be role models in maintaining good relations with students and parents while ensuring that no compromise is made on the academic and general discipline of the institute.
- e) To participate and organize local, regional, national/international conferences or events as a chief representative of the discipline and the institute.

ACADEMIC COORDINATOR

Reports to the Dean Academic

- a) To establish a Course Advisory Board in accordance with the Institute's guidelines
- b) Assist Dean Academics in weekly Time table, distributing classes amongst regular/adhoc faculty as per AICTE guidelines.
- c) To coordinate the budgetary approval for curriculum and assessment development.
- d) To ensure and review implementation of agreed recommendations from the various management structures.
- e) To monitor the student experience and course delivery through a variety of means, e.g. Student Evaluation of Teaching and Units, focus groups, unit - coordinator meetings etc and to administer their progress
- f) To assist the external accreditation processes and alignment of delivery with accreditation requirements.
- g) To check/coordinate various students offer, enrolments and statistics pertaining to the course and implement their orientation/transition program,

D. Narayana

- and extinguish fire are taken by him, in close coordination and guidance of the Head of Admin/Head of Institution.
7. The fire-fighting equipment which is under the charge of the security cum fire safety officer is kept serviceable at all times and periodically inspected by the competent authorities as per the laid down instructions under the State Fire Regulations.
 8. The institute has a break-in-glass kind of fire-alarm system which sounds a gong across a radius of half a km to alert all in the vicinity. The security cum fire safety officer holds drills once in every six months under the overall supervision of the Head of Administration. All employees are required to make sure that they know what to do in the event of fire.
 9. Medical First Aid is available at the Reception as well as the Director's office. For additional aid there is a tie up with the nearest hospital for emergency situation and primary medical attention.
 10. The institute personnel are covered by an effective Accident Insurance Policy.

HEALTH AND SAFETY OF SPECIALLY ABLED

1. Evacuation of specially abled in case of fire or other major accident requiring moving of persons out of the building would be undertaken on priority.
2. In keeping with the day to day health and safety care, the institute has provided a separate place in the car parking for the Specially abled. Ramps have been created for easy movement for those on chair/otherwise in building.

SECURITY

The security staff is assigned the responsibility to ensure the following:

1. All visitors are required to make entries including their contact/mobile numbers. All visitors report to Reception from where they are escorted to their required place of visit. Exit entries are also be made at the Main Gate.
2. No person is allowed to enter into the main gate at the campus with weapons, ammunition, explosives or any hazardous material.
3. No drugs, alcohol, cigarettes or inflammable material of any sort (not related to institute activities) are allowed to be brought in by anyone within the campus for any use whatsoever.
4. No one is allowed to drive in speed beyond 30 kmph, within the campus or in front of its main gate.
5. No one is allowed to physically assault or harm anyone in the campus or in its vicinity within 20 yards.
6. The security staff immediately comes to the rescue of personnel of the institute in the event of any incident/accident within/outside the campus and evacuates serious cases to the nearest hospital with information to the parents/relatives and to all concerned in the institute.
 - a. The security guards also ensure full safety and security of students in the institute/ hostels and not permit any unauthorized person into the hostels. They also keep a check on students' entry/exit, beyond the stipulated hostel timings.

- c. Any such reasonable adjustments are made following consultation with the individual concerned, relevant staff in the department in which the post is located, the Head HR and the Head-Administration.
- d. Where the proposed adjustments are deemed by the institution not reasonable, such a decision is confirmed by the Head of the Institution.
- e. The institute's career development structures and processes take account of any reasonable adjustments a specially-abled member of staff needs to perform the requirements of their post, and will take account of these in setting and measuring the objectives and outcomes for that individual.
- f. All reasonable adjustments are made to assist specially abled members of the staff in participating in training and development activities.

C: STUDENTS AND STAFF

The Institutions take all responsible steps, within available resources to attempt participation by Specially abled students and staff in all aspects of life at the institution on equal terms with other students and staff of the Institution, thereby complying fully with the relevant legislation from time to time.

A program of improvement to the environments for learning, working and social interaction continues to be implemented to support, as far as is reasonably practicable and within available resources, the full and effective involvement of specially-abled people, and compliance with the legislative provisions. To support that program, the Institutions encourage all academic and administrative departments to review regularly the accessibility of their provision for specially-abled students and staff, to produce ideas and plans for improving access, support and services for students and staff with disabilities both in the short term and in the long term.

A lift is made available inside the campus for an easy access to upper floors. A car parking specific to specially-abled is earmarked. A ramp is constructed to allow for unhindered movement of a wheel chair. Toilet facility is also upgraded to provide easy access & usage. Physical access to the estate is reviewed periodically.

D: CONCLUSION

The Group recognizes that there will be resource implications and some limitations in the implementation of this policy. Nonetheless, the protection and implementation of this policy is the responsibility of the Group and all concerned. All staff and students also have a personal responsibility to adhere to and apply this policy in letter and spirit for an enabling environment for all differently abled.



ONBOARDING PROCESS

Onboarding is the first activity an employee is required to complete upon joining. Hence, it has to be completed on the first day only.

1. Employee fills up the joining report, submits acceptance of the Appointment Offer letter (if not already done on hard copy), signs the Code of Conduct and Non-Disclosure Agreement
2. Employee is also required to submit the following documents with the HR department on the 1st day:
 - a. All educational certificates, degrees and mark sheets from Class Xth onwards
 - b. All relevant additional qualifications' certificates (eg B.Ed degree)
 - c. Relieving letters/Experience letters/ Copy of the resignation letters from all the institutes/organizations worked before.
3. In case of non- availability of any document, employee gives a self - declaration that the said document (only pertaining to last employment) reasons why it was not issued and the written assurance that the same will be submitted within one month of joining.
4. In case of any other certificate including education; the employee needs to submit the documents within one month of joining.
5. Appointment letter is issued and the name of the employee is added in the attendance system.
6. Employee returns the appointment letter duly signed as acceptance. Employee is allocated class/work station; an email id, bank account is opened and the process of issuing ID/Library card/visiting card is initiated
7. Salary payout is done on the 1st of the following month. People who join after the 21st are paid the salary along with arrears along with the next month's salary
8. All new employees are required to attend the induction program mandatorily.

STAFF DRESS CODE & ATTIRE

Looking Successful is as important as Being Successful.

As academicians & professionals in Institutions, we realize and value the public's perception of our roles as mentors and models for students. Therefore, the following dress code applies to all teaching faculty and non-teaching staff in Institution premises or any assignment where they are representing the Institution. This dress code is applicable for all days including parent teacher meeting, conferences, functions etc.

- Men** : *Dark trousers of formal colors*
(Black, Navy Blue, Brown, Grey, Green)
Shirts of light colors either plain or with thin stripes or small checks
Formal jackets/coats of formal colors (as above)
Formal shoes with/without laces
- Women** : *Sarees (Indian Formals)*
Blouses - simple full/half/sleeveless
Indian suits (Salwar, Chudidar)
Shoes and sandals - no jazzy or noisy attachments
Jewellery - small simple with minimum dangles.
Makeup - Bare minimum
- Sports Teachers** : *Track suits, lowers with t shirts (round neck/with collar)*
Sports shoes

P. Kumar

- In the situation of an employee reaching late to work due to some personal situation, it needs to be informed and approved by the reporting senior with the cause of delay, approximate time of reporting and the telephone number to be contacted in the interim period. The attendance has to be marked in the attendance register and biometric system upon reaching office.
- In the event of an employee going straight for a meeting or any other official visit, they are required to fill up the "On Duty" sheet upon return and get the same approved by the approving authority.
- If an employee is required to go out for meetings/trainings/visits during the day, they are required to enter time out & time in, in the movement register available with the reception and get the "On Duty" sheet approved by the approving authority.
- Short leave of upto 1 hour can be approved by the Director upto maximum 2 instances in a month as an exception.

Leave / Salary adjustment during delay:

Every 3rd delay beyond office time is treated as half day casual leave or half day salary is deducted in lieu of the same.

- **Full Day Leave / Salary Deduction:** Delay beyond 2 hours is marked as full day leave or full day salary is deducted.
- **Half Day Leave/Salary Deduction:** Delay less than 2 hours but more than 30 minutes is marked as half day leave or half day salary is deducted.
- **Continuous Absence:** Absence for a continuous period of eight days without prior approval from the Reporting Manager / HOD (Including overstay of leave), can lead to the services being terminated without notice or explanation.

Any deviation to the work timing is made only as an exception for a fixed period of time with due approval from the Director in discussion with Head of HR. An approval note to the effect has to be maintained with the attendance in-charge and in the personal folder of the employee.

D. N. Singh

Earned Leave

- All confirmed non-academic employees are entitled to Earned leaves up to 30 days a year of which it is mandatory to avail at least 8 days in a year in the period mutually agreed with the reporting senior.
- The teaching faculty is entitled to 10 days of earned leave in a year.
- The plan to avail earned leave needs to be submitted by the employee to the Director at the beginning of the academic year.
- Earned leave is credited to an employee's account only after completion of the probation period. Hence, the employee can avail earned leave only after confirmation.
- Unavailed Earned leaves can be carried forward to the next financial year and can be accumulated up to 90 days. Any accumulation beyond 90 days will automatically get lapsed.

Vacation Leave

Vacation leave is available only to teaching faculty as per their entitlement mentioned above during the official period of summer & winter vacation. However, the Director at his/her sole discretion can hold the employee from availing them due to severe urgency of work.

Leave Encashment:

As a practice we encourage our employees to avail leaves and maintain good work life balance. Of course leaves have to be planned at the beginning of the year and availed keeping in mind severe exigencies at work place. Earned leaves if un-availed can be carried over to the following year. However, the permissible limit to accumulate earned leave is 90 days only. Any leave over and above the same gets lapsed at the end of the year automatically. Leave encashment for accumulated leave keeping minimum of 30 days leave balance is done upon receiving application for the same from the employee with the due approval from the reporting senior and verification by the Head of Administration.

Working on Weekly off/Holidays

Any employee if required to work on a weekly off/Holiday are compensated by paying an honorarium at the rate of Rs 400/- for less than 4 hours and @ Rs 600/-for more than 4 hours.

Maternity Leave:

Female confirmed employees are entitled to avail maternity leave with following conditions:

- Maternity leave is for a period of 90 days. Only confirmed employees are entitled to maternity leave. Adhoc or probationary employees are not entitled to maternity leave.
- Female employees are required to inform in writing about their tentative date of delivery 6 months before the beginning of maternity leave.

SALARY DISBURSAL

All employees are paid salary through Bank Transfer on the 1st working day of the following month. Hence the attendance cycle for the purpose of calculating salary payout value is 25th of the last month to 24th of the current month.

In the event of the 1st day of the month being a holiday the transfer is made on the following day.

The bank account of employees is opened with designated banks with which the Institute has the tie up. Employees are encouraged to share details of the existing bank account if they have with the designated bank by submitting the scanned copy of a cancelled cheque of the accounts department.

1st salary of the employee is paid through cheque, however 2nd payout onwards payment is done through bank transfers only.

Various components of salary are:

Teaching faculty: Basic (pay in pay band), DA, HRA, CCA, Transport Allowance, Other benefits.

Non Teaching Staff: Basic, HRA, Transport allowance, other allowances.

Allocation and Use of IT Assets

The distribution and allocation of IT assets is done purely on the basis of work profile of the employees. Hence, employees who are required to travel for work can be allocated laptop on recommendation of their HOD and approved by the Director.

Additionally all employees in the grade of General Manager and above can avail the facility of using Official Laptop. The laptops will be strictly as per the configuration mentioned above.

Printer

Printer is a shared resource and if possible use in shared mode on same floor or in same department. Individual printer is provided only to the employees who are required to do work which is highly confidential in nature.

Servers

For all servers and other network assets, the area is secured with adequate ventilation and appropriate access through password / fingerprint etc.

It is the responsibility of IT Manager to ensure that this requirement is followed at all times. Any employee becoming aware of a breach to this security requirement is obliged to notify IT Manager and Head of Administration immediately.

Security and safety of all portable technology, laptop, notepads, iPad etc is the responsibility of the employee who has been issued with the laptop, notepads, iPads etc. Each employee is required to use locks, passwords, etc to ensure the asset is kept safely at all times. In the event of a loss or damage, Head of Administration assesses the security measures undertaken to determine if the employee is required to reimburse the business for the loss or damage.

Information Security

All server and software solutions like ERP, Tally are maintained relevant to date and a regular back up is taken on the pre - decided date. It is the responsibility IT Manager to ensure that data back-ups are conducted daily / weekly / monthly basis and the backed up data is kept safe.

All technology that has internet access has anti-virus software installed. It is the responsibility of IT Manager to install all anti-virus software and ensure that this software remains up to date on all technology used by the business.

Email Security

1. Users are expected to use only their own official email addresses provided by Jaipuria Group for official communications with other members of the Institute.
2. It is forbidden to use electronic mail and other network communication facilities to harass, offend, or annoy other users of the network, including impeding their computing systems, software or data.
3. It is forbidden to send emails or messages masquerading as another person or to hide the sender's identity.

All IT service agreements must be reviewed by Head of Corporate Finance and Director before the agreement is entered into. All IT service agreements, obligations and renewals are maintained by the IT Manager and can be referred to at any time. Any renewal, modification and dispute in agreement has to be done after the approval of Head of Corporate Finance.

Maintenance of Emergency

Any hardware failure is brought to the notice of IT manager who in turn alerts the Director immediately.

It is the responsibility of IT Manager to solve /rectify the event of IT hardware failure.

It is the responsibility of IT Manager to undertake tests on planned emergency procedures quarterly to ensure that all planned emergency procedures are appropriate and minimize disruption to business operations.

Virus or other security breach

In the event that the business's information technology is compromised by software virus such breaches are to be reported to IT Manager immediately.

Q. K. K.

REIMBURSEMENT FOR BUSINESS TRAVEL (INDIA)

Employees at Jaipuria are encouraged to travel for knowledge sharing sessions within our Institutes. They also travel to attend various conferences, seminars or for any other business or official work at any point of time. All authorized travel of the employees is reimbursed as per the following. However, depending upon the urgency, the mode of travel may change with the special approval from Director with appropriate justification:

SNO.	Gross Salary	Intercity Entity	Boarding Lodging Entitlement	Daily Expense Entitlement
1	Upto 20000	Bus/2 nd class Train	1000	500
2	20001 to 40000	3 rd AC/ Chair Car(Non-Executive)/ Luxury Bus	1500	600
3	40001 to 70000	1 st Class/ 2 nd AC Chair car (Non-Executive)/ Luxury Bus	2500	700
4	70001 to 100000	1 st Class/ 2 nd AC Chair car (Non-Executive)	4000	800
5	100001 to 150000	1 st AC/ Air Economy	5000	1000
6	150001 and above	1 st AC/Air Economy	6000	1500

The above boarding and lodging rates are inclusive of all expenses and taxes for all cities. However additional boarding & lodging facility of up to 50% of the bill value can be claimed for Tier - 1 (metro cities) that is Delhi, Mumbai, Kolkatta, Chennai, Bangalore

1. Employees can claim their travel to & from the airport/railway station as per policy on reimbursement of local conveyance.
2. All payments towards travel are released upon submission of the tour report duly approved by the reporting senior and the Director.
3. All employees are required to make their travel and stay bookings themselves, pay in cash and take reimbursement of the same on return by submitting the bills and the Tour Report.
4. Employees are encouraged to use digital medium for payments.

TOUR REPORT FORM

College/School Name:-..... Date:-.....

Name of the Employee & Designation:-.....

Tour Sanctioning Authority (Name & Designation):-.....

1. Time, Date and Duration of Visit:-.....

2. Key person(s) contacted on trip:-.....

3. Place(s)/unit(s) visited:-.....

4. Narrative summary: (continue on a second page, if needed):-

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5. Problems encountered:-
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6. Recommended action:-
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7. Immediate action taken (if any):-
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(Signature of the Employee)

(Signature of the Approver)



POLICY AGAINST SEXUAL HARASSMENT AT WORKPLACE

I. PREAMBLE

The Parliament of India passed the "Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act," in the year 2013. The ACT provides protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for the matters connected therewith or incidental thereto.

The guidelines explicitly state the following:

"It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolutions, settlement, or prosecution of acts, of sexual harassment by taking all steps required."

Educational institutions are also bound by the Supreme Court's directive and the Act. **The Jaipuria Group of Educational Institutions** is committed to creating and maintaining an environment which is free of all forms of gender violence, sexual harassment, and discrimination on the basis of sex/gender. Following this, the institute is committed to uphold the Constitutional mandate ensuring the above mentioned human rights of all those who fall within its jurisdiction. As directed by the act we have constituted 2 committees:

1. "Internal Complaint Committee (ICC) to Prevent Sexual Harassment at the Workplace."
2. Corporate Complaints Committee (CCC) to monitor and support implementation of policy at the corporate level.

Though the act addresses the cases of any sexual harassment against women, we at the Jaipuria Group of Educational Institutions are extending the same protection to men too.

II. OBJECTIVES

The objective of both the committees is to prevent sexual harassment at the workplace through the following mechanism:

1. To develop a policy against sexual harassment at the Institutes.
2. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institutes.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.



- g) Teaching activities or explanation of various issues related to fertility, reproductive health and other research topics in a scientific manner will not be considered as harassment.

III. JURISDICTION

The policy and the rules & regulations would apply to all students, faculty and non-teaching staffs on active roles at the institutions. The policy and the rules & regulations would also apply to service providers and outsiders who may be within the territory of the institute at time of commission of the act coming under the purview of the policy.

1. The policy would apply inside the campus but also on off-campus official duty (workshops, field work, group holidays/excursions organized by the institution, interviews/meeting with outside people and any other activity organized by the institution outside the campus including the period of travelling for such activity).
2. In particular, the rules and procedures laid down in this policy shall be applicable to all complaints of sexual harassment made:
 - a. By a student against a member of the academic or non-teaching staff or a co student or by a member of the academic or non-teaching staff against a student or another member or the academic or non-teaching staff in either case, irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.
 - b. By a service provider or an outsider against a student or a member of the academic or non-teaching staff or by a student or a member of the academic or non-teaching staff against an outsider or a service provider, if the sexual harassment is alleged to have taken place within the campus.

In the above, the following definitions will apply:

- a. Institution refers to all academic units that are under the Jaipuria Group not limited to Institutions, under graduate, post graduate colleges of any discipline, the franchise institutions or any other academies and institutions which join the Jaipuria Group in future.
- b. Faculty refers to any person or the staff of the Institute who is appointed to a faculty position, whether full time/temporary/ad-hoc/ part-time/ visiting/ honorary or on special duty /deputation and shall also include faculty employed on a casual or project basis.
- b. Staff refers to any person in the Institute who is not included in the category of faculty. It shall also include contract workers and daily wagers.

Dr. Anurag

8	VP – Academics & Strategic Development	Member
	External Consultant	On need basis

Role, responsibilities and powers of CCC:

- i. Review all the cases in proceeding with ICC as they are in progress and give necessary recommendations to the ICC on the course of action.
- ii. Have bi-annual meeting with the ICC to review the cases and judgments made.
- iii. Point of escalation for cases not resolved satisfactorily by ICC for the aggrieved.

b) Internal Complain Committee

S.No.	Designated Position	Designation in ICC	Email id
1	Senior most female employee of the institutions	Chairperson	
2	Teaching staff (M)	Member	
3	Teaching Staff (F)	Member	
4	HR at the Institution	Member	
	External Consultant		

The ICC is formed at every institution with:

- The senior most female employee of the institution as be the chairperson
- Representatives from male and female employees
- HR at the institution.
- One member of the Committees from a non-governmental organizations or associations committed to the cause of women or person familiar with the issues relating to sexual harassment which may include any of the following:
 - (a) a social worker with at least five years' experience in the field of social work which leads to creation of societal conditions favorable towards empowerment of women and in particular in addressing workplace sexual harassment;
 - (b) a person who is familiar with labor, service, civil or criminal law.

Both committees have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 (5 of 1908) when trying a suit in respect of the following matters, namely: —

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents; and

[Handwritten signature]

1. Organizing an orientation seminar to discuss the nature and scope of the sexual harassment of women at the workplace (Prevention, Prohibition and Redressal) Act 2013, at the beginning of every academic year.
2. One or more workshops/seminars annually where external experts on the subject will interact with all employees and students
3. Seminars, performances and discussion forums where gender sensitization and gender awareness will be the focus – these will happen during the academic year.
4. Spreading awareness of the policy and implementation of the same through informal sessions, performances, cultural events, etc., about the policy being implemented by the Group

C. Remedial

1. The mechanism for registering complaints should be safe, accessible, and sensitive.
2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend punitive action or take immediate action against the harasser, if necessary.
3. To recommend disciplinary action for any complaint registered with the Committee after the enquiry to the Director/administration/or concerned authorities and to follow-up action and monitor the same.
4. To recommend Institute to provide assistance to the complainant if s/he so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time-being in force.
5. To recommend the Institute to provide the medical intervention with the consent of the complainant or even without consent in such cases where the complainant is physically or mentally incapacitated to give consent.
6. To inform the administration to arrange for appropriate psychological, emotional, and physical support (in the form of counseling, security and other assistance) to the aggrieved if s/he so desires.

VI. MEETINGS OF THE COMMITTEE

- a) The members of ICC shall meet four times in a year. The Chairperson shall preside over the meeting. In the absence of the Chairperson, the Chairperson of CCC shall preside over the meeting. The Chairperson may upon the request of not less than one third of the total members of the Committee, call a meeting on a date not later than fifteen days after the receipt of such requisition. The minutes of all meetings shall be maintained internally

- (ii) Where the aggrieved is unable to make a complaint on account of mental incapacity, a complaint may be filed by -
- (a) legal heir or family
 - (b) a qualified psychiatrist or psychologist
 - (c) the guardian or authority under whose care receiving treatment **with the written consent of legal heir.**
2. The Committee, before initiating the inquiry, at the request of the aggrieved may take steps to settle the matter between both the parties through conciliation/ mutual settlement, provided that no monetary settlement shall be made as a basis of conciliation/ mutual settlement. Once such settlement has been arrived at, no further enquiry shall be conducted by the ICC. The ICC shall record the settlement so arrived and put this for necessary action through local HR. The ICC shall also provide the copies of the settlement to the aggrieved and the respondent, however the aggrieved can further refer the same to ICC for redressal if the terms or conditions of settlement have not been complied.
3. The complainant shall submit 6 (six) copies of the complaint to the ICC along with supporting documents and the names and addresses of the witnesses in writing. Alternately, the complainant can send complaint through an email. The complainant is required to disclose name, department, division and location of work/study to enable the Chairperson to contact for proceeding.
4. The ICC shall send 1 (one) of the copies received from the aggrieved to the respondent within a period of 7 (seven) working days.
5. The respondent shall file reply to the complaint along with supporting documents and names and addresses of witnesses, within a period not exceeding 10 (ten) working days from the date of receipt of the documents. Both the parties during the course of enquiry shall be given an opportunity of being heard.
6. The ICC shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint, if the complainant or respondent fails, without sufficient cause, to present herself or himself for 3 (three) consecutive hearings convened by the Presiding Officer, provided that such termination or ex-parte order may not be passed without giving a notice in writing, 15 (fifteen) days in advance, to the party concerned. In conducting the inquiry, a minimum of 3 (three) Members of the Complaints Committee including the Presiding Officer, shall be present.
7. The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the ICC.

- (b) the loss in the career opportunity due to the incident of sexual harassment;
- (c) medical expenses incurred by the victim for physical or psychiatric treatment;
- (d) the income and financial status of the respondent;
- (e) feasibility of such payment in lump sum or in installments'.

Provided that in case the deduction from the salary of the respondent is not possible due to his being absent from duty, cessation of employment or in the event of the respondent being a student it may direct to the respondent to pay such sum to the aggrieved.

VIII. PUNISHMENT FOR FALSE OR MALICIOUS COMPLAINT AND FALSE EVIDENCE:

Where the ICC arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved or any other person making the complaint has made the complaint knowing it to be false or the aggrieved or any other person making the complaint has produced any forged or misleading document, it may take any action against the complainant including:

- a. Written apology;
- b. Warning;
- c. Reprimand or Censure;
- d. Withholding of promotion;
- e. Withholding of pay rise or increments; or
- f. Terminating the complainant from service; or
- g. Undergoing a counseling session or carrying out community service.

A mere inability to substantiate a complaint or provide adequate proof will not attract action against the complainant. Further the malicious intent on the part of the complainant shall be established after an inquiry, before any action is recommended.

IX. NON-RETALIATION

The Group will not accept, support or tolerate retaliation in any form against any employee/student who, acting in good faith, reports suspected misconduct, asks questions or raises concerns. Any person who engages in such retaliation directly or indirectly, or encourages others to do so, may be subject to appropriate disciplinary action.

- Retaliation against those reporting sexual harassment is prohibited by this Policy and will be treated as a major misconduct.
- Retaliation means and includes any hurtful action against an individual/s.
- Anyone suspecting or experiencing retaliation or anyone feeling that a retaliation complaint did not get a prompt response can contact the Chairperson of the CCC directly.
- Retaliation cases are treated as seriously as an alleged case of sexual harassment even if the original harassment complaint is not proven.

D. Kumar

7. Non-adversarial modes of redressal and resolution could also be considered in appropriate cases. Examples of this may be verbal warning, verbal apology, promise of good behavior etc.
8. The victim of sexual harassment/COMPLAINANT will have the option to seek adjustments such as change of the room/location of the office room, change of the quarter, etc.
9. The Committee, in exceptional cases, can ask the institute to allow the complainant to proceed on leave for a period of up to three months (the leave will not be deducted from her leave account).
10. Grant such other relief to the complainant as may be prescribed.

XIII. OBLIGATIONS OF THE INSTITUTION AUTHORITIES

1. Provide a safe working environment at the workplace which shall include safety from persons coming into contact at the workplace.
2. Display at any conspicuous place at the workplace, the penal consequences of sexual harassment, and the order constituting THE INSTITUTION.
3. Assist the Committee to organize two or more workshops annually to sensitize the employees and students with the provisions of the Act and orientation programs for members of the Committee.
4. Institute should organize gender orientation session/ human processing lab at the beginning of each academic session.
5. There is a need to have a counseling center at THE INSTITUTION. At least once a week counseling services should be made available to the students on the issues of adjustment, harassment, any other issue related to education and stay at THE INSTITUTION
6. The Institute through its authorities would ensure necessary facilities to the Committee and the process of an inquiry. It would assist in securing the attendance of the accused and witnesses before the Committee or its sub-committee, as the case may be. It would also make available such information to the Committee as it may require having regard to the complaint.
7. Provide assistance to the individual to file a complaint under the IPC
8. Treat sexual harassment as misconduct under the service rule and initiate action against misconduct.
9. RTIs are not applicable for sexual harassment complaints.

POLICY ON SCHOOL FEE CONCESSION

As yet another endeavor for staff welfare; the Jaipuria Group extends concession in school fee for staff children. The policy is applicable for all confirmed permanent employees with any of the institutions or other Group companies.

Eligibility:

Concession only in school fee may be granted to wards of confirmed employees with the Jaipuria Group (Including all schools, management institutions, Ginni Filaments). The criteria for extending the concession in tuition fee are as below:

For 1 st Child	100% in tuition fee
For 2 nd Child	50% in tuition fee

School fee concession for students on financial grounds:

The school also encourages students from economical weaker families by extending concessions to them. The criteria for the same are as below

Criteria/Marks	Fee Concession
Above 80% marks	100% waiver of school fee
Between 61% to 80% marks	50% waiver of school fee
Between 50% to 60% marks	25% waiver of school fee
Below 50% marks	No waiver is applicable
For Awas Vikas employees /for Defence personnel (whichever is applicable)	50% waiver of the school fee

Implementation process:

1. The fee concession/waiver is extended only in the school's tuition fee, rest of the payments like transport, annual charges etc., are payable for all children.
2. Only wards of regular confirmed employees are eligible to avail the fee concession.
3. The fee waiver request has to be made by an employee through his/her immediate superior to the Principal of the school.

POLICY ON REWARDS & RECOGNITION

The policy of giving awards is inseparably linked to the Jaipuria's commitment to recognize outstanding contributions and sustained achievement by its employees. THE JAIPURIA'S also consider it a basic management responsibility to recognize and reward high efforts and special achievements. The group believes that this helps in building a meaningful, competitive organizational culture marked by a high level of performance and morale amongst employees.

TYPE OF AWARDS:

Awards are of two types:

A. Appreciation Award:

This award is intended to be given as a '**pat on the back**' for one time effort/achievement within the area of work of the employee against non-recurring constraints/odds in the employee's normal course of duty in day-to-day work. It is informal in character and is given in any of the following forms:

- (i) An appreciation letter to the employee
- (ii) Food/Gift Vouchers for upto Rs. 2000 along with an appreciation letter

The decision to give these awards is taken by the Director at the Institution level. The award is recommended by the reporting senior of the employee to be awarded. In a given year the Institution can extend up to 5 appreciation awards.

B. Best Faculty Member of the year:

This award is extended to the faculty members with overall best result in a subject. This award is extended to the faculty with highest result amongst the ones who over achieve the result target assigned to them. For example if target assigned to the faculty is average score of 80% but the average result for subject is 85%. Then of all such faculty members who have exceeded their target, the one with highest result will be awarded the best teacher for that subject. The evaluation of this is done on the basis of performance evaluation of the faculty during annual appraisal.

The selection of the right candidate for the award is recommended by the committee comprising of the Director, Dean Academics, Head HR and is approved by the Chairman. The other criterion kept in mind by the selection committee is:

- (i) New teaching initiatives, techniques and innovative ideas used for imparting the right knowledge to the students
- (ii) Participation of the students in various competitions in the said discipline.

The award carries a citation, a certificate signed by the Director & the Chairman and a cash award of Rs. 11000 (Rupees Eleven Thousand).

LONG SERVICE AWARDS

The service award is a valuable component of our organization's overall effort to recognize an employee's continuous effort. Spending long and meaningful tenure in the organization is a sign of commitment and loyalty towards the organization. We at Jaipuria's appreciate the employees for their longevity or tenure with the organization.

There are 2 long service awards that are extended to employees:

1. **10 year's award:** The ten-year award is awarded to an employee on completion of 10 years of continuous service. The award contains:
 1. A certificate signed by the Director and the Chairman
 2. An appreciation letter sharing major achievements of the employee during the service period.
 3. A cheque for Rs. 25,000/-
2. **Silver Award:** The 25-year award is awarded to an employee on completion of 25 years of continuous service. The award is presented to the employee on the Founder's day which falls immediately after the employee accomplishes the 25 years' target. The family members of the employee are specially invited to be present on the stage at the time of conferral of the award. The award contains:
 1. A certificate signed by the Director and the Chairman
 2. An appreciation letter sharing major achievements of the employee during the service period
 3. A silver medal
 4. A cheque for Rs. 50,000/-

The list of award winners of the year is collated at the beginning of the year and appropriate arrangements for the medal and certificates is done by the beginning of the month when the award has to be conferred. Any loss of pay period beyond 2 months of service delays the award as it is treated as break in service. The respective HR collates the information at the beginning of the year and coordinates with the Chairman's office and Head HR for finalization and completion of the process

D. L. Singh

- If the separation is due to redundancy of a position then also appropriate notice is served as per policy.
- In case the separation is due to failure of an employee in maintaining the code of conduct or breach of NDA, the employee may be terminated without notice.
- In a situation where employee does not report to work for more than 8 consecutive days without information it is presumed that the employee is voluntarily abandoning services. And the same process as resignation is followed.
- The rest of the process for completion of clearance formalities remain the same

3) **Retirement**

- The Retirement age in the Jaipuria Institutes is "60". As a policy the employee retires on the last day of the same month of turning 60 years of age.
- The plan for the transition of the superannuating faculty is done in the month of January and their replacement is hired by the month April or July. The new teacher shadows the retiring faculty till their last day at Institute. During this period they take complete charge from the retiring teacher.
- In case the Institute and the faculty mutually agree to extend the work tenure, the same has to be decided 3 months before the end of the current tenure of the employee. The retirement process is completed the same way as per policy but the employee is given a fixed term employment for term mutually agreed between the employee and the Institute.
- The rest of the process for completion of full and final settlement remains the same

4) **Exit Interview**

- In case an employee resigns/retires it is mandatory to conduct an exit interview. The HR department conducts the exit interview and presents the analysis to the Chairperson through corporate HR. Exit interview for the supervisor level and senior faculty will be conducted by the Head - HR
- Any negative feedback if received is sent confidentially to the Corporate HR.
- The Corporate HR investigates and highlights the report to the Chairperson for any action that might be required.

5) **Others**

D. Shrivastava

SAVINGS

The management reserves the right to adopt, modify, revise, or amend these policies as may be deemed appropriate, at any time in whole or in part, without prior notice, consent, or approval. The Management has absolute discretion to make the sole and final decision of any and all issues arising out of these policies. These policies contain proprietary and confidential information and are for internal use and distribution only. Any violation/misuse of the provisions of the policies will be treated as a disciplinary issue and necessary action will be initiated.

Sherry