

REIMBURSEMENT FOR BUSINESS TRAVEL (INDIA)

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

SNO.	Gross Salary	Travel Eligibility OSS	Boarding Lodging reimbursement	Daily Allowance
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 facility of up to 50% of the bill value can be claimed for Tier - 1 cities that is Delhi, Mumbai, Kolkatta, Chennai, Bangalore. Similar facility upto 25% of the bill value is extended for Tier - 2 cities like Lucknow, Kanpur, Agra, Varanasi, Dehradun, Jaipur, Jodhpur Udaipur, Bhopal etc.
- The boarding and lodging reimbursement is payable to employee on actuals up to the prescribed limit on production of bills only. This covers stay and food expenses for the employee.
- The daily allowance is paid to employees as out of pocket expenses, hence no bills to this effect are required.
- Employees can claim their travel to & from the airport/railway station as per policy on reimbursement of local conveyance.
- All payments towards travel are released upon submission of the bills along with the tour report duly approved by the reporting senior.
- All employees are required to make their travel and stay booking themselves and claim reimbursement on return by submitting the bills and the approved Tour Report.
- Employees are encouraged to use digital medium for payments.

Internal Quality Assurance Cell
Jaipuria Institute of Management
Indirapuram, Gurgaon

In-charge
Internal Quality Assurance Cell

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8. Employees can avail the facility of collecting upto 60% of the proposed travel expenditure as travel advance from the local accounts team with the approval of the HOD/Director.
9. The group has extended the facility of the guest house in Lucknow and Indirapuram. Hence in these location employees are required to inform the local administration and make arrangements for their boarding and lodging in the group's guest house only. No boarding lodging claim will be applicable in these cities.
10. In case the employees stay with a personal friend or family while on official tour, they can claim 40% of the boarding & lodging expense without submission of bills except for the cities with guest house facility.
11. While using hotels two employees travelling together can share rooms on twin sharing basis.
12. No Boarding & Lodging Expense is payable to the employee if the employee has spent the night travelling. However, in such situations if employee avails hotel facility for a few hours to freshen up and rest; an amount not more than 25% of the entitled boarding lodging expense will be payable on submission of bills.
13. All tour expense claims have to be submitted along with tour report within one week of completion of the tour.

J. Kumar

Internal Quality Assurance Cell
Jaipuria Institute of Management
Indirapuram, Ghaziabad

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J. Kumar
In-charge
Internal Quality Assurance Cell

Conveyance and Refreshment Allowance

Any employee, if required to work on a weekly off/Holiday/after office hours is compensated by paying an allowance at the below mentioned rates:-

1. Working on Weekly off/Holidays

<u>SNO</u>	<u>No. of Hours</u>	<u>Allowance</u> <u>(Rs.)</u>
1	Up to 4 hours	400
2	Above 4 hours	600

2. If due to the urgency of work the Director/Principal/Corporate Heads direct their subordinates to stay back in office on weekdays for more than two hours then the employee will be entitled for the food allowance of Rs. 200/-

The above benefit is extended to all employees except for Head of Institutions Director/Principal.

For claiming the above amount the written instructions/ consent of the Head of the Institution/ Corporate Heads and bio-metric attendance/presence proof is mandatory.

Internal Quality Assurance Cell
Jaipuria Institute of Management
Indrapuram, Ghaziabad

D. Sharma

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D. Sharma
in-charge
Internal Quality Assurance Cell



JAIPURIA GROUP OF
EDUCATIONAL INSTITUTIONS

EMPOWER • ENTHUSE • EXCEL

EMPLOYEE POLICY MANUAL

Internal Quality Assurance
Jaipuria Group of Management Studies
Gurgaon, Haryana

[Signature]
In-charge
Internal Quality Assurance Cell

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

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Our Inspiration



Dr. Rajaram Jaipuria
(1934-2015)

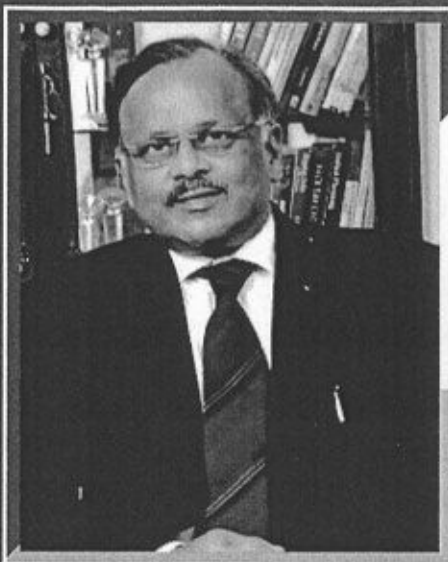
*"We make a living by what we get;
We make a life by what we give."*

Internal Quality Assurance Cell
Jaipuria Institute of Management
Indraprastha, New Delhi

Rajaram

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Internal Quality Assurance Cell

Message from the Chairman



Mr. Shishir Jaipuria
(Chairman)

Internal Quality Assurance Cell

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 Indrapuram Ghaziabad and Jaipuria School of Business (JSB) are our two Management Institutions spread across our sprawling campus at Indrapuram.

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

About the Institutes



Jaipuria School of Business, an ISO 9001:2008 certified institute, approved by AICTE, Ministry of HRD, Govt. of India was established in 2008. It is one of the leading business Institutions in Northern India and is the flagship institute of the Jaipuria Group of Educational Institutions.

With a sprawling campus spread over 4 acres on Delhi-Meerut link road within NCR, Jaipuria School of Business is growing as an Integrated Business Institution with a mandate to contribute in building knowledge capital of the country by providing world class, value-based and proactive professionals. The Institute was awarded the Best Management Institute with Excellent Industry Interface in UP on the 6th Asia Education Summit and Awards 2016 and Best Emerging Business School in Indian Research and Media Awards in 2017.

The institute is running Post Graduate Diploma in Management (PGDM), a two year full time program approved by AICTE.



Jaipuria Institute of Management was set up by Seth Anandram Jaipuria Education Society in 2001. It has sprawling campus spread over 4 acres on Delhi-Meerut link road with in Delhi NCR. During this short span of 15 years, the institute has been acclaimed as one of the most leading business Institution in Northern India.

Jaipuria Institute of Management Ghaziabad was established fulfilling all the academic, financial and social norms set by concerned statutory bodies. The Institute started a full time 2 year masters' degree course in Business Administration (MBA), from the academic session 2001. The course is duly approved by AICTE, Ministry of HRD (Govt. of India) and affiliated to Dr. A.P.J. Abdul Kalam Technical University, Uttar Pradesh, Lucknow in the year 2002.



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.

Internal Quality Assurance Cell
Jaipuria Institute of Management
Indrapuram, Ghaziabad

In-charge
Internal Quality Assurance Cell

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EMPLOYEE POLICY MANUAL



**JAIPURIA GROUP OF
EDUCATIONAL INSTITUTIONS**

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Internal Quality Assurance Cell
Jaipuria Group of Educational Institutions
Indrapuram, Chaziabad

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- In-charge
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- RECRUITMENT
- CODE OF CONDUCT
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Internal Quality Assurance Cell

Internal Quality Assurance Cell
 Jaipuria Institute of Management
 Indraprastha, Gurgaon

Internal Quality Assurance Cell
 Jaipuria Institute of Management
 Indraprastha, Gurgaon

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

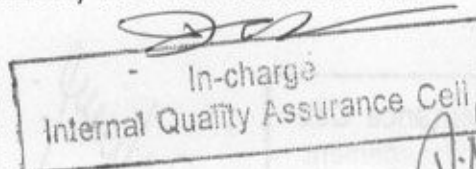
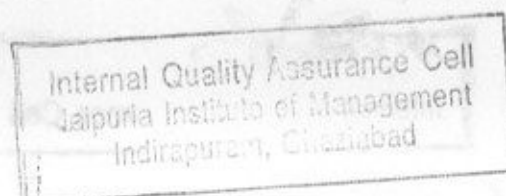
Globally, the role of faculty in business schools and management institutes has evolved over a period of time into four distinct areas:

- 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



DESIGNATIONS

There are only four designations in respect of teaching faculty namely, Professors, Associate Professors, Assistant Professors and Research Associates. No one is eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D and satisfies other academic conditions, as laid down by the AICTE. The average Faculty student ratio required is 1:20 (Teacher: student ratio) and the Cadre ratio (Professor: Associate Professor: Assistant Professor) is 1:2:6.

- a) **Professor:** Qualifications required is Ph.D. Post Ph.D publications and guiding Ph.D students are highly desirable. Minimum 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate Professor. If the experience in industry is considered, the same should be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.
- b) **Associate Professor:** Qualifications is Ph.D or equivalent, in appropriate discipline. Post PhD publications and guiding Ph.D students is highly desirable. Minimum 5 years' of experience in teaching / research /industry of which 2 years post PhD experience is desirable.
- c) **Assistant Professor:** Minimum qualification for faculty is post-graduation and pursuing PhD in relevant branch with 1st class or equivalent
- d) **Research Associate:** At least Masters in Management/Economics/Statistics/ Psychology/ Law/ Engineering. Must have qualified in GATE examination.

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Jaipuria Institute of Management
Indraprastha, Gurgaon

R. N. Singh

Internal

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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.

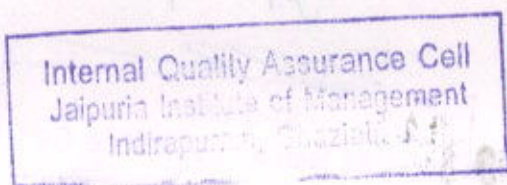
1. Treat all students fairly and consistently; provide appropriate education and learning strategies to the students irrespective of their caste, creed, religion, sex, economic status or disability.
2. Establish a culture of appropriate behavior conducive to effective learning.
3. Adhere to the appropriate 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.

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Indirapuram, Ghaziabad

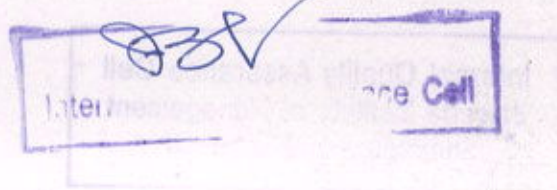
D. Singh
In-charge
Internal Quality Assurance Cell

8. Undertake counseling and mentoring of the students wherever appropriate. Report continuing student misbehavior promptly to appropriate authorities without any delay whatsoever.
9. Refrain from subjecting any student to any kind of physical punishment, fear, trauma, anxiety, sexual abuse and any kind of physical, emotional or mental harassment.
10. Strictly adhere to each and every service rule of the respective institute including the office attendance, timings and discipline.
11. Take unplanned leave only in severe emergency with verbal approval from the Director/immediate superior. Any planned leave has to be taken with prior consultation with the approving authority.
12. Not engage in any activity that interferes with your performance or responsibilities of the Group.
13. Not indulge in or encourage any malpractice connected with examinations or other activities of the Group.
14. Not extend any kind of private coaching or tutorials to the students including students of any other Institutes under the Jaipuria Group of Educational Institutions.
15. Not organize or attend any meeting, workshops outside the Institution without permission of the Director.
16. Not accept simultaneous employment with any supplier, customer, developer or competitor or take part in any activity that enhances or supports a competitor's position.
17. Not invest with a supplier, customer, developer or competitor which may result in compromise with the responsibilities to the Group
18. Not accept any offer, payment, promise to pay, or authorization to pay any money, gift or anything of value from customers, vendors, consultants, parents, students etc. that is perceived as intended, directly or indirectly, to influence any decision, any act or failure to act, any commitment of fraud, or opportunity for the commission of any fraud
19. Not compete directly or indirectly, with the Group for the purchase or sale of the property, products, services or other interest

It is not practical and possible to list all situations in which conflict of interest may arise, however above examples of situations, which may constitute a conflict of interest, have been provided for the employees' reference regarding the nature and scope of the



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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.

Internal Quality Assurance Cell
Jaipuria Institute of Management
Indirapuram, Ghaziabad

D. K. Singh
In-charge
Internal Quality Assurance Cell

Press Releases

The employee shall not put out any press or other media release or make any public announcement or statement relating in any way to the business and activities of the society or individual institution, without the prior written consent of the authorized personnel.

Disciplinary Actions

It is expected from all employees covered under this Code of Conduct, that they will adhere to the principles and rules laid down in this code. The Appropriate disciplinary action will be taken against the delinquent employee who is found to violate the principles and policies incorporated in this document, the severity of which will be decided as per the policy manual. All employees are encouraged to report any suspected violation promptly.

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Internal Quality Assurance Cell
Jaipuria Institute of Management
Indraprastha, Ghaziabad

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In-charge
Internal Quality Assurance Cell

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

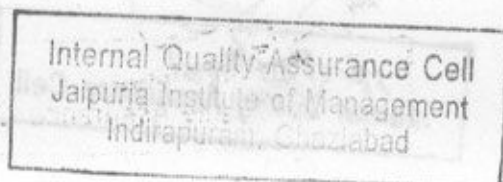
This Non - Disclosure Agreement is intended to maintain the confidentiality of all such confidential information available to all the Employees of the Institution. Essentially this Non - Disclosure Agreement applies to Institution the Employee is employed with, irrespective of his employment type in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



2. The Employee agrees that he/she shall, at all times, during the term of his/her employment with the Institution hold the Confidential Information in trust for the Institution and shall use, transfer, publish, disclose, or report the authorized person or to authorized third parties as may be necessary in the ordinary course of the duties of the Employee for the Institution or otherwise as directed by the Institution.
3. The Employee represents that his/her performance of the terms of this Agreement and his/her employment with the Institution does not and will not breach any agreement to keep in confidence information previously acquired by him in confidence from any third party. The Employee represents that he has not entered into, and agrees not to enter into, any agreement in conflict with this Agreement or which in any way prohibits his/her performance of or restricts his ability to perform his/her obligations under this Agreement. The Employee has not brought, and agrees he/she will not bring, with him/her to the Institution for use in his/her employment with the Institution any materials or documents of a former employer or any other person or entity for whom he/she has provided services (paid or unpaid) that are not generally available to the public unless he/she has obtained express written authorization from the former employer or other person or entity for whom he/she has provided such services for their possession and use.
4. The Employee agrees that if his/her employment is terminated at any time during or at the end of the probationary period as provided in the Employment Letter, the provisions of this Agreement shall continue to remain binding on the Employee.
5. The Employee agrees that he/she shall not even after the date of termination of the Employment Letter, directly or indirectly, disclose, transfer, or use any Confidential Information, except with the prior written consent of the Institution or except, in accordance with the provisions of Clause 6 hereunder, when so required pursuant to a valid and subsisting order of a court or other judicial or government body.
6. If the Employee is required, either during his/her employment or after termination, to disclose Confidential Information pursuant to a valid and subsisting order of a court or other judicial or government body, the Employee shall, forthwith, upon receiving notice of the requirement of such disclosure, give adequate notice to the Institution thereof so as to allow the Institution a reasonable opportunity to limit such disclosure. In any event, the Employee, in making such disclosure, shall only disclose such information as may be absolutely necessary and only to the extent expressly required by the court or other judicial or government body.
7. The absence of any marking or statement that a particular item of information is Confidential Information shall not affect its status as Confidential Information. The Employee shall bear the burden of proving that, that information is not Confidential Information.

Internal Quality Assurance Cell
Jaipuria Institute of Management
Indrapuram, Gurgaon

D. N. Singh

[Signature]
In-charge
Internal Quality Assurance Cell

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

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Indrapuram, Gurgaon

Institution. If so requested by the Institution, the Employee shall execute and deliver to the Institution any instrument as the Institution may reasonably request to effectuate the assignment of any such Employee Developments or Proprietary Information to the Institution or to otherwise evidence, establish, maintain or protect the Institution's right, title and interest thereto. Without limiting the generality of the foregoing, the Employee hereby releases and waives and assigns to the Institution any and all claims and rights which he/she has against the Institution in respect of the Employee Developments, including without limitations, technology, know how, licenses or other proprietary rights or processes of the Institution.

11. The Employee agrees to communicate to the Institution as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with the Institution and for a period of [one year] thereafter for the purpose of determining the Institution's rights in such Employee Developments. During the term of his/her employment and thereafter, the Employee will assist the Institution and/or its nominees or assigns (without charge but at no expense to Employee) in every lawful way to obtain, maintain and enforce any and all intellectual property rights and protections relating to all Employee Developments,

including by executing relevant documents. Employee hereby irrevocably designates and appoints the Institution and its duly authorized officers and agents as his agent and attorney in-fact to execute and file any and all applications and other necessary documents and to do all other lawfully permitted acts to further the prosecution, issuance or enforcement of patents, copyrights, trade secrets and similar protections related to such Employee Developments with the same legal force and effect as if the Employee had executed them himself.

12. The Employee agrees that he/she shall devote his/her full attention to the activities of the Institution and shall not, during the term of the Employment take up employment with any Institution that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by the Institution. The Employee further agrees that at any time during the subsistence of the Employment Letter or for a period of six months subsequent thereto the Employee shall not offer employment or consultancy or otherwise solicit the Employees of the Institution to work with the Employee or any employer of the Employee. The breach alleged or otherwise, by the Institution of any obligation arising or in any manner owed by the Institution to the Employee shall not affect the validity or enforceability of the Employee's covenants / obligations set forth in this Agreement.

13. The Employee understands that the Institution shall suffer irreparable harm and injury in the event the Employee breaches any of its covenants/obligations under this Agreement and that money damages shall be inadequate to compensate the Institution for such breach. Accordingly, in the event of any breach or threatened breach by the Employee of any of the provisions of this Agreement, the Institution, shall in addition to

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Indrapur, Gurgaon

In-charge
Internal Quality Assurance Cell

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

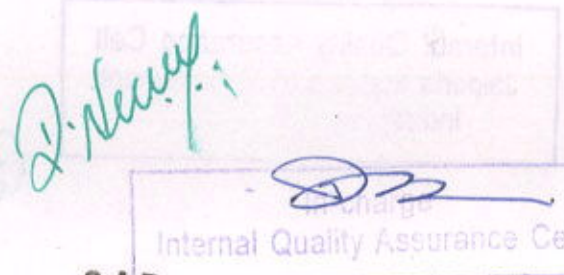
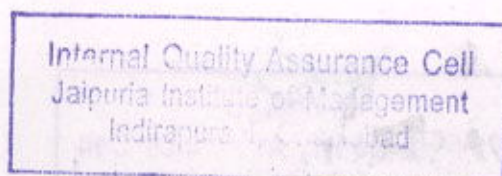
Signature

Name

Name

Designation

Designation



ROLES & RESPONSIBILITIES

DIRECTOR

Reports to the Chairman or any other competent authority advised by the Chairman.

1. Management and development of Institute's resources -financial, people, infrastructure, and external relations.
2. Create a range of high Postgraduate programs which meet the needs of students.
3. Leadership and development of innovation in teaching, learning and curriculum design.
4. Enhancement of the quality of the student experience.
5. Leadership and development of research and knowledge exchange in the college
6. Ensure appropriate marketing, communication, PR & media strategies to ensure constant improvement in the institute's rating.
7. Oversee the recruitment of students. Ensure the requisite number of admissions of students as per the AICTE norms and the internal policy of the Group. Implement the Equal Opportunities Policy in allocating studentships and bursaries.
8. Ensure accurate maintenance of applicants and student records.
9. Liaise with collaborative partners, industrial partners as appropriate.
10. Maintaining quality assurance mechanisms, working on continuous teaching and research enhancement trainings for the faculty members to ensure that staff performs their teaching and/or supervision duties effectively.
11. Supervising the day-to-day administration of teaching, research and management programs at the institution.
12. Supervising the departmental placement policies for postgraduate students
13. Development of the College's international profile and international collaborations with reputed institutes/universities globally.
14. Ensuring students, faculty and staff have a clear and mutually understood mechanism to raise concerns at a departmental level. Dealing with all disciplinary matters of the institute appropriately.
15. Coordinating, monitoring and communicating the health and safety-related duties/responsibilities of relevant staff and reviewing and planning for health and safety at the institute.
16. **Acting as the teaching and/or research interface with central administrative services**, with college committees including the appropriate Faculty Teaching Committee and with Committees and organizations external to the college.
17. Enhance the profile and public image of the institution through strategic planning and implementation.
18. Ensure continuous recognition/awards/accreditations from external rating agencies.
19. Ensure high quality governance and administrative functions.

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Jaipuria Institute of Management
Indraprastha

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In-Charge
Internal Quality Assurance Cell

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.

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DEAN - ACADEMIC ADMINISTRATION

Reports to the Director

- a) To work on committees including academic boards, governing bodies and task groups;
- b) To assist with recruitment, public or alumni relations and marketing activities;
- c) To administer the 'student lifecycle' from registration or admission to completion of the program or leaving;
- d) To provide administrative support to an academic team of lecturers, tutors or teachers;
- e) To interpret regulations and deal with queries and complaint procedures;
- f) To coordinate examination and assessment processes;
- g) To maintain high levels of quality assurance, including course evaluation and course approval procedures;
- h) To use appropriate information systems and prepare reports and statistics for internal and external use;
- i) To manage budgets and ensure financial systems are followed;
- j) To purchase goods and equipment, and process invoices;
- k) To liaise with other administrative staff, academic colleagues, teachers and students;
- l) To communicate with partner institutions, other institutions, external agencies, government departments and prospective students;
- m) To organize and facilitate a variety of educational or social activities.
- n) To ensure complete upkeep of the campus in the most hygienic way.

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Indirapuram, Ghaziabad

D. K. Singh

[Signature]
In-charge
Internal Quality Assurance Cell

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.

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P. N. Singh
in-charge
Internal Quality Assurance Cell

HEAD - TRAINING & PLACEMENT

Reports to the Director

- a) Develop Corporate Relations and expanding the network continuously for improving Summer Internship Placements and final placements every year.
- b) Assist students to develop their academic and career interests, and their short and long-term goals through individual counseling and group discussion.
- c) Assist students to development and implement successful job search strategies.
- d) Work with faculty members, department heads and administration to integrate career planning with academic curriculum.
- e) Empower students with life long career options and career decision making skills.
- f) Providing resources and activities to facilitate the career planning process.
- g) Design and printing of Placement Brochure – soft copy as well as hard copy
- h) Developing and Executing the Placement strategy
- i) Interacting with past, existing & potential firms which can hire from the institution.
- j) Make efforts in increasing the industry interface of the students thus making them understand the requirements of the corporate world and showcase the quality of our own students to these corporates.
- k) External benchmarking with other institutes.
- l) Act as an interface among students, alumni, and the employment community.
- m) Bridging gap between Industry and Academia.

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In-charge
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FACULTY MEMBER

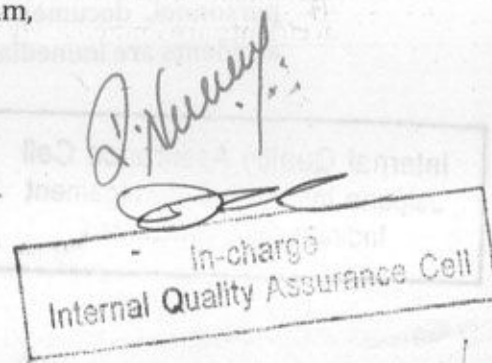
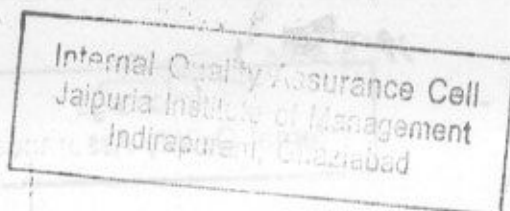
Reports to the Director

- 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,



HEALTH AND SAFETY POLICY

INTRODUCTION

The Group is committed to provide a healthy and safe environment for work and study. It aims for progressive improvement in health and safety performance leading to standards beyond the legal minimum requirements.

The commitment to health and safety extends to all students, faculty/staff members, visitors and those working in the campus premises. Accordingly, it aims to

1. provide adequate control of the health and safety risks arising from internal activities;
2. consult with employees on matters affecting their health and safety;
3. provide and maintain safe campus, machinery, infrastructure and equipment;
4. ensure safe handling and use of substances;
5. provide information, instruction and supervision for employees;
6. ensure all employees are competent to do their tasks, and to give them adequate training;
7. prevent accidents and cases of work-related ill health through implementation of appropriate emergency procedures;
8. maintain safe and healthy working conditions; and
9. review and revise this policy as necessary at regular intervals.

APPLICABILITY

The Health and Safety Policy applies to all members of the Group and includes in its scope the responsibility of each member to care for his/her own safety and the safety of others.

HEALTH AND SAFETY REGULATIONS

1. The underlying principle is that those who create the risk must also manage them.
2. Each Head of the department (HOD) prepares detailed assessment and instructions required to be implemented while working on Lab experiments and other workshop activities. They will control the risk through such assessments.
3. Each student/faculty/staff has a responsibility to take care for his/her own safety and that of others. All persons are expected to understand the importance of safety. By example and training, staff and students alike are encouraged to adopt an approach which incorporates good safety practices.
4. All work is undertaken after suitable and sufficient assessment of risk has been carried out by the appropriate person, responsible to supervise any activity. Whether this is maintenance, housekeeping, experimental work, participative activity in sports/technical/festivals or in competitions within and outside the institute.
5. The Security Officer who is also the Fire Safety Officer is responsible to lay down exhaustive instructions for prevention of fire. The Administrative Officer puts in place a mechanism for periodic inspection of electrical gadgets, switches, plugs and other equipment in use to prevent any fire.
6. The Security cum Fire Officer makes out evacuation plan for the safe removal/exit of personnel, documents and material out of the building. He also ensures that the fire accidents are immediately reported to all concerned and actions as desired of him to control

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Indirapuram, Ghaziabad

D. Kumar

In-charge
Internal Quality Assurance Cell

- 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.

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P. Khanna

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In-charge
Internal Quality Assurance Cell

POLICY FOR THE SPECIALLY- ABLED

INTRODUCTION

As part of a wider commitment to equal opportunities generally and in acknowledgement of the legal duties which it has towards specially abled faculty/staff/students and visitors, the Group confirms its commitment to the development of an environment in which barriers to the effective participation of Specially-abled students and staff are lowered or removed.

GENERAL PRINCIPLES

The Group believes that a properly implemented and monitored policy on disability is in the best interest of its students and staff, both present and future. To this end the following are the policy guidelines:

A. STUDENTS

- a. No applicant is refused a place at any of the institutions on the grounds of disability before full consideration of the limitations so imposed specially on undergoing training, or of specific support facilities required under the same. Any decision by the institution to refuse an otherwise qualified candidate a place on the grounds that appropriate conditions of study cannot be provided by the institution is subject to ratification by a Committee so constituted for the purpose.
- b. If a specially abled student is rejected on the grounds other than academic, a record of the decision and the reason for it is kept. To facilitate an alternative choice of course/institution, the institute gives feedback to the applicant, and/or any other relevant body.
- c. The institute promotes awareness and understanding of the ways in which curricular and other provisions may be accessible to specially-abled people and accessibility is regarded as a core value in the design and delivery of courses and programs of study and in other provisions made for students.
- d. Faculty is designated with whom every specially-abled applicant or student may discuss the course curriculum in advance, and the teaching and learning activities entailed.
- e. Any request for special consideration in relation to examination and assessment producers is supported by medical or other evidence. Advice and assistance on obtaining such evidence is provided by the Controller of Examination.

B. STAFF

- a. The descriptions include a statement which conveys the willingness of the Institute to make all possible, reasonable adjustments required by applicants to assist them in the applications and interview process.
- b. The institutions consider any reasonable adjustment to either the work environment or work process of specially abled members of staff in accordance with the persons with Disability Act 1995

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In-charge
Internal Quality Assurance Cell

- 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.

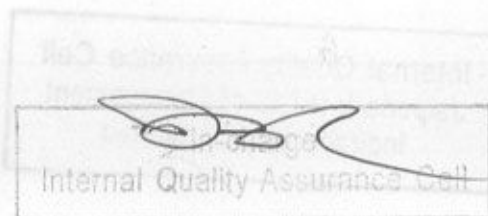
A lift is made available inside the campus for an easy access to upper floors. A car parking specific to specially-abled is earmarked. A ramp is constructed to allow for unhindered movement of a wheel chair. Toilet facility is also upgraded to provide easy access & usage. Physical access to the estate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



D. Shrivastava



E: COMPLAINTS PROCEDURE

The Group endeavors to provide an environment which is supportive and fair. Where problems relating to the operation of this policy do occur; students and staff are encouraged to advice an appropriate member of staff as soon as possible. Where a complaint is not dealt with to the satisfaction of the complainant at an informal level any formal complaint or grievance, in the case of a student, is pursued through the Student Complaints Procedure and a copy of the complaint sent to the Head of Administration and in the case of a member of staff, should be pursued through the appropriate grievance procedure and a copy of the complaint be sent to the Director. The Group is committed to do all within its power to resolve swiftly complaints brought by specially abled students, staff and visitors.

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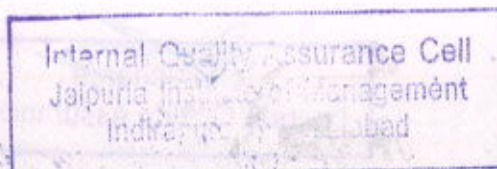
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In charge
Internal Quality Assurance Cell

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.



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PROBATION/CONFIRMATION

All employees are hired on PROBATION basis. Upon joining employees are provided a detailed note on their respective Key Performance Indicators (KPIs) for the academic year. Normally the probation period of an employee is one year. This period is designed to give the management an opportunity to evaluate the employee's performance and determine whether s/he is suitable to continue with the job s/he was hired for. The evaluation is done by the immediate superior and the final decision of employee's status is taken by the Director, based on the evaluation criteria as per the policy. If the performance of the employee meets the expectation as per the KPIs, the services are confirmed. Else the probation period is extended by another year post which s/he is evaluated and confirmed. The probation period can be extended for the 3rd year only in extreme situations like lack of attendance during the academic year for medical or other reasons etc. Hence it takes an employee a maximum of 2 years to be confirmed. The information on extension of probation period is provided to the employee after complete performance review which is to be completed 15 days prior to the completion of the probation period. The extension/confirmation letter is handed over to the employee on or before the completion of the probation cycle.

This period is to be used for close monitoring and regular evaluation of the employee supported with rigorous training and counseling sessions for their development. The record of the development of the employee is maintained with the HR department for final evaluation at the end of the following year. **No further evaluation and extension is possible beyond this.**

An employee is entitled to avail only casual leave and medical leave during the probation period. Earned leaves are credited to an employee's account only after confirmation; hence they can be availed only after confirmation.

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D. Kumar

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STAFF DRESS CODE & ATTIRE

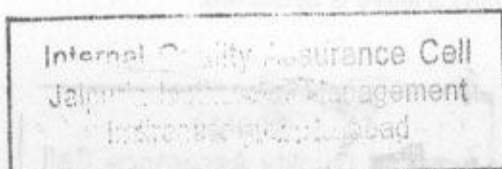
Looking Successful is as important as Being Successful.

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

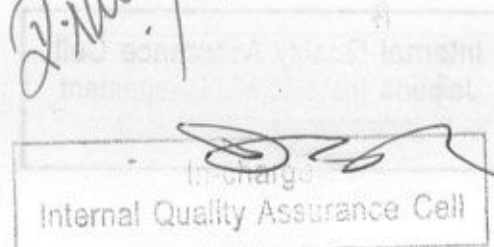
Women : *Sarees (Indian Formals)*
Blouses - simple full/half/sleeveless
Indian suits (Salwar, Chudidar)
Shoes and sandals - no jazzy or noisy attachments
Jewellery - small simple with minimum dangles.
Makeup - Bare minimum

Sports Teachers : *Track suits, lowers with t shirts* (round neck/with collar)
Sports shoes



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PROCEDURE FOR MANAGING ATTENDANCE

"Discipline is the foundation upon which all success is build."

A self-disciplined teacher will create disciplined students. Hence at Jaipuria's discipline is the prime focus for staff as well as students.

Key Objective

- To formalize the attendance and, working hours & days for employees.
- To provide necessary guidelines for employees on availing and reporting of absenteeism from work.

Work Timing & Days for Employees

SNO	Employment type	Working days	Timings
1	Faculty	Monday to Saturday	0900 to 1730
2	Non-teaching staff	Monday to Saturday	0900 to 1730

The timings may vary as per the location, weather and other conditions, the intimation of the same is made to the employees as and when changed due to above or any other reason.

Ist and IIIrd Saturday are holidays but depending upon the work exigencies the faculty and staff may be called to work. In such a situation the Director is authorized to permit the employee to avail next Saturday as a holiday.

Relaxation time of maximum up to 10 mins and not later than that is provided. **(not as a practice)**

Attendance & Punctuality

- All Employees are expected to report 10 mins before the scheduled time.
- Employees are required to punch their attendance on the bio metric attendance system.
- In the event of employees missing out to punch attendance on the bio metric system, they are required to sign in the "**Missed Attendance Register**" available with the Head of Administration during the same day. In the event of an employee not doing the same it is considered absent from work and accordingly a leave is deducted.

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R. N. Singh

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- 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

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LEAVE AND HOLIDAY

"All work and no play make Jack a dull boy."

Work life balance despite the severity of all round work pressures is a strong focus at Jaipuria's.

As a policy we encourage our employees to avail leave to relax and rejuvenate. The leave and holiday policy is designed to ensure all employees are able to plan and avail regular breaks and return all charged up.

Leave Entitlement

SNO	LEAVE TYPE	TEACHING FACULTY	ADMINISTRATIVE & LEADERSHIP TEAM	ACCUMULATION
1	CASUAL (CL)	8	8	NO
2	MEDICAL LEAVE (ML)	10	10	UPTO 45 DAYS
3	EARNED LEAVE (PL)	10	30	UPTO 90 DAYS
4	VACATION LEAVE (VL)	SUMMER - 20 WINTER - 10	0	NO

Casual Leave

- All employees are entitled to avail up to 8 working days of casual leave in a year.
- An employee can take up to 3 continuous days of casual leave.
- Planned leave taken beyond 3 days are treated as earned leave or leave without pay as the case may be.
- Casual leaves are credited to an employee's account and can be availed during the year on pro rata basis.

Medical Leave

- Entitlement of medical leaves is 10 days in a year.
- Unavailed medical leave can be carried forward to the next year and can be accumulated up to 45 days
- Leave for medical reasons upto 3 days need not be supported with a medical certificate. However, request for more than 3 days of continuous medical leave has to be supported with medical certificate from a practicing MBBS doctor or equivalent.
Eg if an employee falls sick on Saturday and does not come to work on Monday too, has to submit medical certificate for 3 days and no. of medical leaves deducted is also 3 days.
- Medical leave is not encashable.

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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.

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- The maternity leave can start anytime within 6 weeks prior to the date of delivery. Any leave availed prior to that is treated as Earned/medical leave.
- Employees are expected to confirm their joining plan in writing at least 15 days before the completion of maternity leave.
- Extension of maternity leave can be done in extreme exception and emergency at the sole discretion of Director in consultation with VP- HR.
- Same rules are applicable in case of adoption of an infant baby up to 8 weeks of age.

Special Leave:


1. **Marriage Leave:** Special leave of 5 days is extended to an employee for his/her marriage. This leave is not deducted from their Earned leaves.
2. **Paternity Leave** - Can be availed by male employees in the event of their being blessed with a child. The leave is being extended to them to support their spouses while they are in hospital or immediately after return. Male employees can avail Paternity leave of 5 days from the date of delivery.
3. **Special Leave on Bereavement:** In the sad event of bereavement of an immediate family member (parents, parents in law, siblings, spouse and children) an employee is extended 5 days of special leave. This leave is not deducted from their Earned leave.

Holidays

All institutions observe the National & Festival holidays. While National holidays are fixed the Festival holidays are decided at the regional levels. The list of the holidays for the following year is decided by the heads of the institution and a calendar is published on or before December 25 of the year for the benefit of employees. The breakup of Annual Holidays is as follow:

Type	Number of days
National Holidays	3
Gazetted Holidays	14
Restricted Holidays	1

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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.

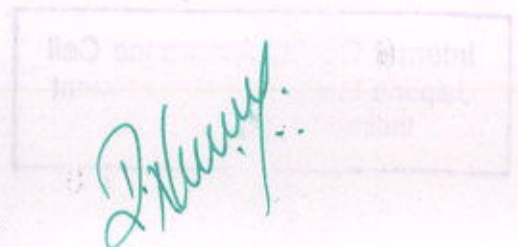
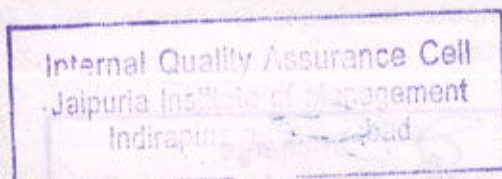
The bank account of employees is opened with designated banks with which the Institute has the tie up. Employees are encouraged to share details of the existing bank account if they have with the designated bank by submitting the scanned copy of a cancelled cheque of the accounts department.

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.



INFORMATION TECHNOLOGY

The policy on Information Technology provides the procedures for use of IT support which the staff follows.

Desktops/Laptops

The desktop/Laptop systems used are standard/Laptop system bundle from HP/Dell or Lenovo brands. The bundle comprises of below or as recommended from time to time:

- Desktop tower/Laptop
- Desktop LCD screen of 18.5"/Laptop Screen of 13.5"
- Desktop key board and mouse/Laptop Mouse
- Windows 7/8 or equivalent operating system
- Microsoft Office 2013 / Open office

Capacity

- Intel i3/4 GB RAM/500 GB HDD and integrated camera for Laptop
- 4 USB for desktop and minimum 2 USB for Laptop

Software Licensing

- All computer software copyrights and terms of all software licenses have to be followed by all employees.
- Where licensing states limited usage (i.e. number of computers or users etc.), then it is the responsibility IT Manager to ensure these terms are followed.
- IT Manager is also responsible for completing a software audit of all hardware twice a year to ensure that software copyrights and license agreements are adhered to.

Software Installation


All software are appropriately registered with the supplier wherever there is a requirement. Jaipuria Group has to be the registered owner of all software being used in the Institute campus.

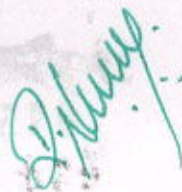
Software Usage and Training

Only software in accordance with the software policy is to be used. Prior to the use of any software, the employees receive instructions on any licensing agreements relating to the software, including any restrictions on use of the software.

All employees receive training for all new software. This includes new employees to be trained to use existing software appropriately. Employees are prohibited from bringing software from home and loading it onto the computer hardware. Or carrying the Software home and installing them on their home computers.

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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.

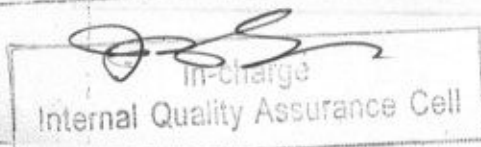
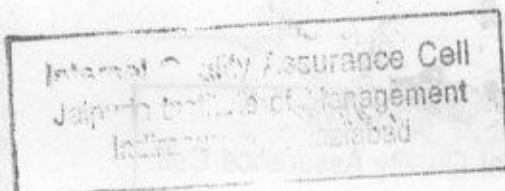
Information Security

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.

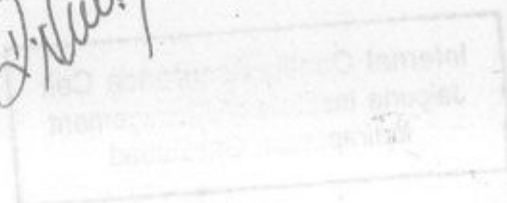
All technology that has internet access has anti-virus software installed. It is the responsibility of IT Manager to install all anti-virus software and ensure that this software remains up to date on all technology used by the business.

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.



D. K. Singh



Web Site Monitoring

IT Resource Centre at every institution monitors Internet use from all computers and devices connected to the network. For all traffic, the monitoring system records the source IP Address, the date, the time, the protocol, and the destination site or server. The system records the User ID of the person or account initiating the traffic. Internet Use records must be preserved for 30 days.

Internet Uses Filtering System

Access to the following Internet websites and protocols are deemed inappropriate and hence stand banned and blocked:

- Adult/Sexually Explicit Material
- Advertisements & Pop-Ups
- Gambling
- Hacking
- Streaming Video
- Illegal Drugs
- Intimate Apparel and Swimwear
- Peer to Peer File Sharing
- Personals and Dating
- SPAM, Phishing and Fraud
- Spyware
- Violence, Intolerance and Hate

Internet Use Filtering Exceptions

If a site is mis-categorized, employees may request the site be un-blocked by submitting a request duly approved by the Director to the Information Technology help desk to unblock the site temporarily or permanently.

It is the responsibility of IT Manager to keep all procedures for this policy up to date.

Website Content

All content on the business website has to be accurate, appropriate and current. The content of the website is to be reviewed regularly by the Corporate Communication team along with the IT manager. Any modification in the website has to be communicated through the corporate communications team only.

Basic branding guidelines are followed on websites to ensure a consistent and cohesive image for the business.

IT Service Agreement Procedures

The following IT service agreements can be entered into on behalf of the business:

- Provision of general IT services like internet lease line
- Provision of network hardware and software
- Repairs and maintenance of IT equipment
- Provision of business software like ERP
- Provision of mobile phones and relevant plans
- Website design, maintenance etc.

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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.

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Sl No	Designation	Reimbursement Limit
1	IT Manager/IT Manager	500
2	Head of Information Technology	1000
3	Vice President	1500
4	Finance Director	2000

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 Indraprastha Extension, Gurgaon

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REIMBURSEMENT OF MOBILE EXPENSES

With the increased mobility and communication requirement after work hours, the usage of mobile phone has substantially increased. To support and facilitate employees for whom such needs are inevitable, the mobile reimbursement policy has been rolled out. This policy is applicable for people who have to coordinate with parents, suppliers and vendors, teachers for office post the closing hours of the Institute closes which would mean Director, Dean or Head of Administration. The Director can take the decision to approve mobile reimbursement of any other employee whose job profile is as per mentioned above.

Handset and Sim card

All employees are required to procure their own handset and sim cards. The Institute society is not responsible for facilitating or reimbursing the purchase of a handset or acquiring a new sim card. The employees can declare their mobile numbers and use them for official purpose too.

Payment of the monthly rental and bill of the prescribed number is done to the employees on production of bills.

Monthly rental and reimbursement entitlement

SNO	Designation	Reimbursement Entitlement
1	Admin Manager/Transport Incharge	700
2	Head of Administration/ Head Mistress	1000
3	Vice Principal/Dean	1500
4	Principal/Directors	3000

Mode of Reimbursement

Monthly reimbursement to employee on presentation of detailed bill (post paid).

- The bill has to be inclusive of roaming and internet charges and no separate payment of the same is made.
- Any promotional add on facility availed by employee is not reimbursed.
- In a given month if the bill amount increases the entitled amount the employee has to write justification for the same which with necessary recommendation from the HOD is processed upon approval from the Director as an exception.
- In the event of Institute/Society providing sim/handset in exceptional cases, the above reimbursement is forfeited.

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REIMBURSEMENT FOR BUSINESS TRAVEL (INDIA)

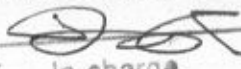
Employees at Jaipuria are encouraged to travel for knowledge sharing sessions within our Institutes. They also travel to attend various conferences, seminars or for any other business or official work at any point of time. All authorized travel of the employees is reimbursed as per the following. However, 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.


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5. The employees can avail the facility of collecting upto 60% of the proposed travel expenditure as travel advance from the local accounts team with the approval of the Director.
6. In case the employees stay with a personal friend or family while on official tour, they can claim 40% of the lodging expense without submission of bills. The daily expenses will be treated as daily allowance in the absence of appropriate bills, hence will be added to the taxable income of the employee.
7. No Lodging & Daily Expense is payable to the employee if the employee has spent the night travelling.
8. All tour expense claims have to be submitted along with tour report within one week of commencement of the tour.

* P.S. Employees are encouraged to share rooms on twin sharing basis and avail guest house facility wherever available to avoid wasteful expenditures.

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Seth Anandram Jaipuria Education society

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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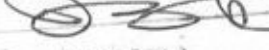
7. Immediate action taken (if any):-
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(Signature of the Employee)

(Signature of the Approver)

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Indrapuram, Gurgaon


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REIMBURSEMENT OF LOCAL CONVEYANCE FOR WORK

It may be required for any employee to travel within city for business like visiting a client, attending a conference, training, meeting with vendors etc. In such an event, employees are encouraged to use "OLA/UBER" cabs for travel within the city and claim reimbursement on submission of bills.

For using personal vehicle, the employees can claim at the rate of Rs. 5 per km on the use of a two wheeler and at the rate of Rs. 10 per km on the use of a car

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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.

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D. Khanna
In-charge
Internal Quality Assurance Cell

5. To create a secure physical and social environment to deter any act of sexual harassment.
6. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

DEFINITION OF SEXUAL HARASSMENT: According to THE SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013, sexual harassment includes any one or more of the following **unwelcome acts or behavior** (whether directly or by implication) namely:

1. Physical contact and advances
 2. A demand or request for sexual favors
 3. Making sexually colored remarks
 4. Showing pornography
 5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- Any act falling under the purview of following cases will be considered as an incident of sexual harassment (Clarification of Unwelcome acts or behavior):

- a) When submission to unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature are, implicitly or explicitly, made on term or condition of teaching/guidance, employment, participation, or evaluation of a person's engagement in any activity.
- b) When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature.
- c) Interfering with work or creating an intimidating, offensive, or hostile environment of the aggrieved.
- d) When a person uses the body or any part of it or any object as an extension of the body with a sexual purpose in relation to another person without the latter's consent or against that person's will, such conduct will amount to sexual assault.
- e) When deprecatory comments, conduct or any such behavior is based on the gender identity/sexual orientation of the person and/or when the premises or any public forum of the institute is used to denigrate/discriminate against person(s), or create a hostile environment on the basis of a person's gender identity/sexual orientation.
- f) When a person shows any humiliating treatment that is likely to affect health and safety of the aggrieved.

- 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.

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- c. Students of the Institute include all students at the Institution or management institution from the junior most class onwards including the visiting students attending internship programs or holiday workshops/camps.
- d. Any other visitor refers to any person visiting library / faculty members / any other place in campus; or appearing /participating in interview/ entrance tests /seminars/ workshops/conferences.
- e. Campus refers to all places of work and residence within the Institute territory. It includes all administrative section, academic section, library & computer centre, project offices as well as hostel & mess, guest house, staff quarters, security cabin and public places, etc. within the institute's campus.
- f. Aggrieved refers to the person who alleges to have been subjected to any act of sexual harassment.
- g. Respondent refers to the person against whom the complaint has been filed.

IV. COMPLAINTS COMMITTEE

The Group has instituted two types of Complaints Committee that is Corporate Complaints Committee (CCC at the corporate level) and Internal Complaints Committee (ICC at the Institutions level) for redressal of sexual harassment complaints (made by the aggrieved) and for ensuring time bound treatment of such complaints, in accordance with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**. Any case at the institutional level is raised to the ICC which investigates and gives their recommendations in the matter. The case can be escalated to the CCC if the aggrieved is not satisfied with the decision of the ICC or if the ICC does not feel equipped to handle a case at their level.

a) Corporate Complaints Committee

S. No.	Designated Position	Designation in CCC
1	Vice President - HR	Chairperson
2	Principal cum Director- SAJS, Gzb.	Member
3	Principal - SAJS, Kanpur	Member
4	Principal - SAJS, Lucknow	Member
5	Chairperson ICC- JIM, Gzb.	Member
6	Chairperson ICC- JSB, Gzb.	Member
7	Chairperson ICC - LittleOne	Member

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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 Complains 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

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- (c) any other matter which may be prescribed.

V. Removal or Replacement of Committee members or Presiding Officer

In the event that the Presiding Officer and / or any Member:

1. Contravenes any provisions of the Policy
2. Has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him / her
3. Has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him/her
4. Has so abused his / her position as to render his / her continuance in office prejudicial to public interest.

Such Presiding Officer or Member as the case may be, is removed from the Committee and the vacancy so created or any vacancy created due to cessation of employment, resignation, death, disability or removal, as applicable, is filled by a fresh nomination by the Group in accordance with the provisions of the Act.

Role, responsibilities and powers of ICC:

The committee is NOT to act as a moral police; neither will it intrude on anyone's privacy. The role of the Committee is to create awareness about sexual harassment and to deal with and recommend punishment for non-consensual acts of sexual harassment. Members are expected to be sensitive to the issue and not let personal biases and prejudices (whether based on gender, caste, class) and stereotypes (e.g., predetermined notions of how an "aggrieved" or "respondent" should dress up or behave) affect their functioning as members of the committee.

A. Preventive

1. To create and ensure a safe environment that is free of sexual harassment, including safety from persons/visitors coming into contact at the workplace.
2. To publicize the policy in English and Hindi widely, Specially through notice boards and mailers to all.
3. To publicize the names, landline phone numbers and email ids of members of the Committee.

B. Gender Sensitization

Gender Sensitization involves creating awareness about issues of gender and sexuality and working towards and creating an enabling environment of gender justice where all can work together with a sense of personal security and dignity. Sensitization and Awareness will be a basic function of the Committee formed. The following is a list of methods in which awareness and sensitization of students, staff and faculty will be conducted:

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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

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and a copy of the same shall be submitted to CCC

- b) The members of CCC shall meet twice a year. The meeting will be presided over by the Chairperson. In the absence of the Chairperson the meeting will be presided by a person mutually decided by the committee. The minutes of the meeting shall be maintained internally and a copy of the same shall be shared with ICC for information.

The quorum of the meeting of the Committee shall be at least 3 of its members.

1. All decision in the meeting will be taken through mutual consent from the members of the Committee present in the meeting. In the case of any disagreement among the members regarding any decision, Chairperson of the Committee shall hold the authority to take the final decision

I. PROCEDURES FOR SETTLEMENT OR INQUIRY OF THE ACTS OF SEXUAL HARASSMENT:

A. PROCEDURE FOR INFORMAL GRIEVANCE REDRESSAL:

When an incident of sexual harassment occurs, the victim of such conduct can communicate disapproval and objections immediately to the harasser and convey in clear terms that such behavior is not appreciated.

B. PROCEDURE FOR FORMAL GRIEVANCE REDRESSAL:

Any employee/student with a harassment concern, who is not comfortable with the informal grievance redressal or has exhausted such options, may make a formal complaint to the Presiding Officer of the ICC constituted at the institutional level.

1. The aggrieved may make, in writing, a complaint of sexual harassment at the workplace to the ICC, within a period of 3 (three) months from the date of incident and in case of a series of incidents, within a period of 3 (three) months from the date of the last incident. The ICC renders all reasonable assistance to the aggrieved for making the complaints in writing. This time limit may further be extended for 3 months if the ICC is satisfied that there were circumstances which prevented the aggrieved from filing a complaint within the said period.
- (i) Where the aggrieved is unable to make a complaint on account of physical/mental incapacity, a complaint may be filed by -
- (a) legal heir or family
- (b) an officer of the National Commission for Women or State Women's Commission
- (c) any person who has knowledge of the incident, **with the written consent of the aggrieved**

- (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.

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8. During the pendency of an inquiry, on a written request made by the aggrieved, ICC may decide to:
- i. Transfer the aggrieved or the respondent to any other location of work.
 - ii. Grant leave to the aggrieved up to a period of 3 months (over and above the entitled leave)
 - iii. Restrain the respondent from reporting on the work/academic performance of the aggrieved
9. The ICC shall complete such inquiry within a period of 90 days from the date of initiation of the inquiry and prepare final report for implementation within a period of 10 (ten) working days from the date of completion of inquiry. The recommendation of the ICC shall have to be implemented within 60 days. Such report shall also be made available both to the aggrieved and respondent. Where the ICC arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the Institute that no action is required to be taken in the matter.

VII. MANNER OF TAKING ACTION AGAINST THE RESPONDENT:

Where the ICC arrives at the conclusion that the allegation against the respondents been proved, it shall:

- (i) take action for sexual harassment as a misconduct in accordance with the provisions of the service/institute rules applicable to the respondent.
- (ii) where no such service rules have been made, to take any action including:
 - a. Written apology
 - b. Warning
 - c. Reprimand or Censure
 - d. Withholding of promotion
 - e. Withholding of pay rise or increments
 - f. Terminating the respondent from service/rusticating from the institution
 - g. Undergoing a counseling session or carrying out community service.
- (iii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, having regard to:
 - (a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;

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- (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.

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X. APPEAL

Any person aggrieved from the recommendations of ICC or breach of confidentiality or non-implementation of such recommendations will have to refer the case to the CCC and subsequently can appeal to the court or tribunal in accordance with the provisions of the rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force.

XI. CONFIDENTIALITY

The contents of the complaint, the identity and addresses of the aggrieved, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the ICC, CCC and the action shall not be published, communicated or made known to the public, press and media in any manner, however information may be disseminated regarding the justice secured to any victim of sexual harassment without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

XII. REDRESSAL

1. The Committee will submit a report along with recommended disciplinary actions to the DIRECTOR.
2. The Director of the THE INSTITUTION upon receipt of the enquiry report shall implement the disciplinary action on the basis of the recommendations of the Committee under relevant service rules within two months.
3. The disciplinary action will be commensurate with the nature of the violation.
4. In case the complaint is not proved, the Committee shall recommend that no action is required to be taken in the matter. Mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant.
5. In such cases that are likely to be rare, where the Committee arrives at the conclusion that the allegation by the complainant is malicious or false with the full knowledge of the complainant or where the complainant has produced any forged or misleading document, the Committee may recommend punitive action against such COMPLAINANT.
6. If the Committee arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend punitive action against the said witness,

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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.

XIV. AMENDMENTS IN THE POLICY

1. The policy will be suitably amended as per modifications in the prevailing laws.
2. In case of need, committee may amend the policy time to time.

As per the Supreme Court of India directive, it is mandatory to ensure safety of women at workplace

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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.

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4. The Principal presents a consolidated sheet with recommendations to the Chairman for approval. The said approval is sought on annual basis and validity expires at the end of that year.

For 1 st Child	100% in tuition fee
For 2 nd Child	50% in tuition fee
For 3 rd Child	25% in tuition fee

Criteria/Marks	Fee Concession
Above 80% marks	100% waiver of school fee
Between 65% to 80% marks	50% waiver of school fee
Between 50% to 65% marks	25% waiver of school fee
Below 50% marks	The waiver is applicable
For Awardees employees of Jaipuria Institute of Management (with their dependents)	50% waiver of the school fee

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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).

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C. **Best Non-Teaching Staff of the year:**

This award is extended to non-teaching staff of the institution including admission, placement, administration, accounts and HR team. Eligible candidate should have accomplished more than 100% of the target assigned during the year and should be seen as a role model by the rest of the employees. The award is finalized by a committee comprising of Director, Dean Administration and Head - HR and approved by the Chairman

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

GENERAL:

It is important that awards are given only after careful consideration and only in deserving cases. In the absence of high standards of selection, the objective for which this policy has been implemented gets defeated.

No employee is entitled to this award if s/he is irregular in attendance, has a low level of involvement or shows a negative attitude to work.

As far as possible, it is made clearly apparent to colleagues/peers that the award was given to a deserving case.

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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

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SEPARATION

As a matter of policy, the Group tries to prevent situations where an employee's separation is necessitated. However, there may be reasons which make it imperative for an employee to exit the organization. While taking care not to inconvenience the employee as far as possible, the Institutes ensure that during the process of separation, the work of the Institute and the classes for students are not hampered. Hence, it is suggested that unless for reasons beyond one's control employees should take decisions on their separation only after completion of the running academic year.

Various reasons why employees exit are:

1) **Resignation/ Employee Initiated:**

- Notice period for all employees for resignation is 3 months or as it is mentioned in the appointment letter. However, during probation period the same is reduced to 1 month. The employee is expected to serve full Notice Period. Waiving of Notice Period or its adjustment against leave accrual or recovering of salary in lieu of the same is done only as an exception at the discretion of the Director in consultation with HR.
- Employee submits resignation to the immediate reporting senior who in turn discusses the same with the Director/HR and accordingly communicates the resigning employee about acceptance and last working day. In case the employee is not serving complete notice period then the management's decision on adjustment of notice period against leave balance or recovery of salary towards the same is binding.
- All exit formalities are required to be completed before the last working day of the employee by completing the No Dues form. Full and final settlement is initiated after this. Any kind of asset or money to be recovered from employee is done before the last working day. The employee receives the relieving letter if all clearance formalities are completed and there are no dues pending from the employee by the last working day.
- All payables due to the employee including the last month's salary are paid upon completion of full & final settlement. This process is completed within 45 days of the date of relieving of the employee.

2) **Termination/ Institute Initiated:**

An Employee may be terminated due to breach of code of conduct, not being able to achieve expected level of performance or because of the redundancy of the position.

- In case the separation is due to performance reasons, the employee is given appropriate notice as per policy, after at least 2 sessions of counseling and 3 months of monitoring the performance.

- 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

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Jaipuria Institute of Management
Indraprastha

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D. Shukla
In-charge
Internal Quality Assurance Cell

- Once the resignation intimation is received the HR immediately holds the salary for the month preceding the exit. This is released after full & final settlement
- The resigned employee is required to update all leave details and clear off any outstanding dues towards (any) company loan, Advance expenses claim or any salary advance prior to date of leaving.
- While serving the notice period the employee can avail only casual or medical leave in extreme emergency with a prior approval from the Director. The accumulated earned leave cannot be availed during the notice period at all.
- An employee serving notice period is not entitled to any subsequent salary revision including any benefits that would be applicable with retrospective effect.
- Any incentive payable/ variable is paid only to those employees who are in service at the time of disbursal of the same for the institute.

Internal Quality Assurance Cell
 Jaipuria Institute of Management
 Indirapuram, Ghaziabad

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 In-charge
 Internal Quality Assurance Cell

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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.

Internal Quality Assurance Cell
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Indirapuram, Ghaziabad


In-charge
Internal Quality Assurance Cell

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POLICY ON RECRUITMENT & SELECTION (Colleges)

The policy on recruitment & selection is designed to ensure that the group hires the "Right Fit" candidates at the right time through the most possibly correct judgment. The Jaipuria Group of education is an equal opportunity employer and appoints the right candidate without any discrimination on the grounds of race, religious beliefs, color, and gender, and disability, ancestry, place of origin, age, marital status, and source of income or family status.

Responsibility: It is the responsibility of the HR department to ensure compliance of the complete policy in accordance with the group ethics and principles. All new appointments/transfers should be approved by the Competent Authority of the group.

SNO	Designation	Approving Authority
1	All class IV and maintenance staff	Director on recommendation of the Head of Administration
2	All Academic staff including Head of the Department and Dean - Academics	JIM - Selection panel from University along with director. JSB - Director
3	Head of Placement and Administration	Chairman on recommendation from the Director (JIM- In case the teaching faculty takes up the role as add on responsibility, process as per 2 will be followed)
4	Director	JIM - Candidate selected by Chairman will be interviewed by selection panel from university JSB- Chairman

Decision on finally forwarding the candidates for interview with Chairman/ Interview panel will be done only after completion of background check and due diligence by Head of HR.

Recruitment Planning:

- All institutes have to initiate their person power planning for staff in the month of March and freeze the new hire (additional hiring) requirement by March 31 and get it duly approved by the Chairman
- The implementation of the hiring process for academic staff is completed in the month of July to ensure no unfilled faculty positions at the start of the new session.
- Any recruitment during the year will be against sanctioned strength only.

Internal Quality Assurance Cell
Jaipuria Institute of Management
Indrapuram, Ghaziabad

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D. Nandy
In charge
Internal Quality Assurance Cell

POLICY ON RECRUITMENT & SELECTION (College)

The policy on recruitment & selection is designed to ensure that the process is fair and equitable. It is the responsibility of the Department to ensure compliance with the policy. The policy is based on the following principles:

- Recruitment & selection should be based on merit and competence.
- The process should be open to all qualified candidates.
- The process should be transparent and accountable.
- The process should be efficient and effective.

Responsibility: It is the responsibility of the Department to ensure compliance with the policy. The policy is based on the following principles:

Step	Designation	Approving Authority
1	Head of Department and Dean - Academics	158 - Director
2	Head of Placement and Administration	158 - Director
3	All Academic staff including Head of the Department and Dean - Academics	158 - Director
4	Director	158 - Chairman

Decision on finally forwarding the candidate for interview with Chairman/Interview panel will be done only after completion of background check and due diligence by Head of HR.

Recruitment Planning:

- All Institutes have to initiate their person-power planning for staff in the month of March and these are new hires (additional needs) recruitment by March 31 and get it duly approved by the Chairman.
- The implementation of the hiring process for academic staff is completed in the month of July to ensure an unfilled faculty positions at the start of the new session.
- Any recruitment during the year will be against sanctioned strength only.

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Internal Quality Assurance Cell
 Report on Recruitment
 2023-24

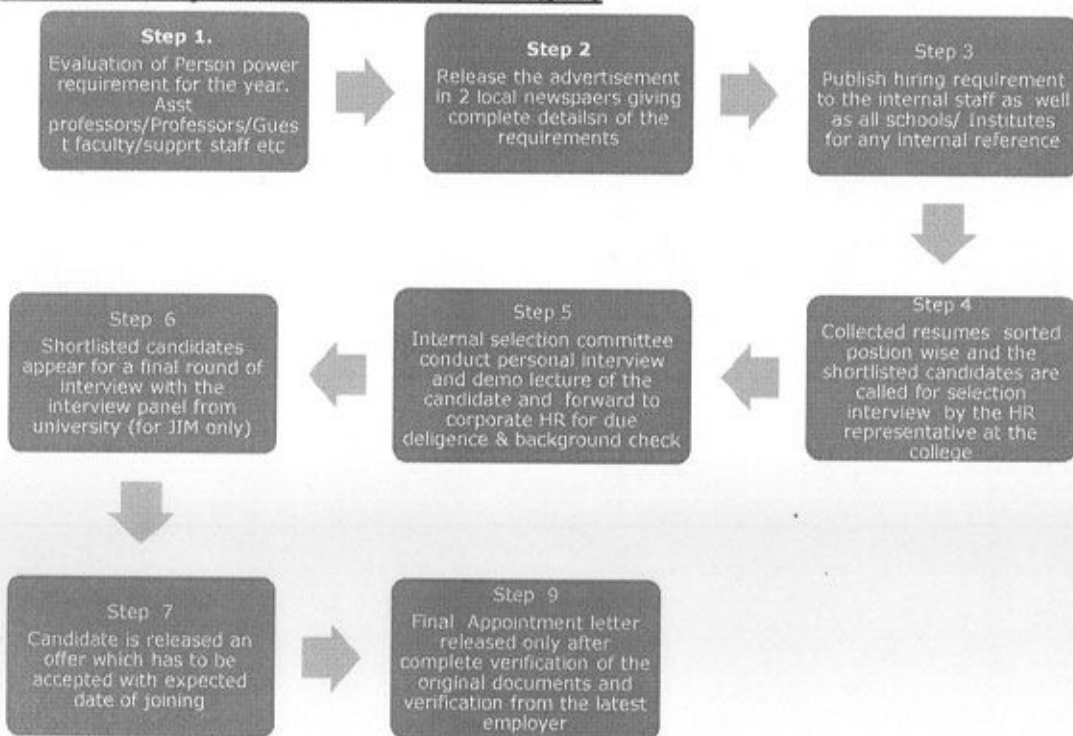
Internal Quality Assurance Cell
 2023-24

Sourcing candidates:

The candidate sourcing will for Management Institutions will be done as per the following:

- Application received in response to the vacancy advertisement in the local newspaper
- Existing CV data base (Created & maintained by HR)
- e-Recruitment Portals
- Market Intelligence, Personal Network, Head hunting and internal references
- Hiring through Consultants (Mostly for critical positions)

Process and Implementation: (Colleges)



Hiring Matrix for schools:

SNO	Position	Recruitment process	Recruitment Status	Compensation	Probation Period
1	Asst Professor	Interview with panel from University	On Probation	As per Qualification, experience	1 year
2	Associate Professor/Professor/Sr Professor	salary disbursal	On Probation	As per Qualification, experience	6 months
3	Non academic staff/Director	2 rounds of Interview	On Probation	As per Qualification, experience	1 year

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 Indirapuram, Ghaziabad

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In-charge
 Internal Quality Assurance Cell

