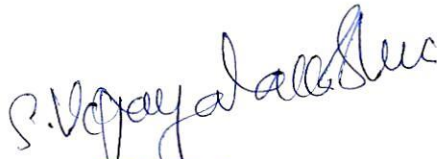


HR HANDBOOK FOR EMPLOYEES



REGISTRAR

ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University establishes under section 3 of UGC Act 1956.)



General Guidelines

All the employees are required to give their Biometric details at the time of joining at the Jt Registrar HR office. Subsequently, on daily basis every employee should utilize biometric attendance system for daily attendance, failing which salary will be affected. All kinds of leave of absence should be duly approved by the sanctioning authority should reach HR office before commencement of leave. On duty absence also should be regularized by submitting the on duty performa (it is available in HR office) before proceeding out of the campus.

Two vehicles are held in the campus for utilization by the staff and Faculty. Vehicle requisition should be forwarded to the Travel Desk of the campus 24h in advance. The vehicle will be detailed only for official use.

Clinic with 24hours Doctor facility is available in the campus. Two ambulances are available for emergencies. The clinic is well equipped with all essential medicines for specialist treatment. Ambulance vehicle can be utilized for this purpose on duty driver with Ambulance will be available.

Working Hours : 09:00 AM to 06:00 PM (Monday to Friday)

Service Rules at a Glance

Leave entitlement

- During the period of probation, the employees are entitled to only Casual Leave @ 1 day for every month of completed service.
- On successful completion of the period of probation, employees are entitled to leaves as indicated below:

Category of leave	Entitlement(per Annum)
Casual Leave	12 days
En-cashable Earned Leave	15 days
Non En-cashable Earned Leave	15 Days
Sick Leave	10 days on full pay to 20 days on half pay

- Date of crediting of the leaves: Leaves will be credited on a calendar year basis (January 01 to December 31) as detailed below:
- Casual Leave will be credited @ 1 day per month of completed service.
- Earned leave: Earned Leaves (EEL & NEEL) will be credited to the account of the employee @ 7 ½ days each on the 1st day of January and 1st day of July every year.
- Sick Leave: Sick Leave will be credited to the account of employees @ 10 days on full pay or 20 days at half pay once a year on the following January 01.
- Other than Encashable Earned Leave Balance, no other leave balances are encashable.

Procedure of Leave Rules

- (a) Leaves will be allowed to eligible employees subject to the exigencies of work. Employee who desires to obtain leave shall apply to the Officer in-charge in writing.
- (b) Application for leave for duration of less than three days must be made at least 48 hours prior to the time when leave is required, except on compassionate grounds as decided by the employer.
- (c) Application for leave for a duration of more than one week shall be made at least 15 days in advance from the date from which the leave is required.
- (d) Orders in writing shall be passed by the employer within two days following the receipt of an application either refusing or sanctioning the leave applied for, provided that in case of an application, leave is of urgent nature, orders will be passed without delay.
- (e) A record shall be maintained of all the leave
- (f) In the event of an employee applying for an extension of the period of his leave, he shall make an application in writing 72 hours before the period of his originally sanctioned leave expires, and the employer shall, on receipt of such application, inform the employee in writing at the address recorded by him, whether extension of leave applied for has been sanctioned, and if so, for how much period.
- (g) An employee suffering from a contagious or infectious disease shall, on the advice of a doctor nominated by the Employer be sent on compulsory leave. If any leave is due to him under these service rules, the same shall be adjusted, and if no leave is due, the compulsory leave shall be treated as leave without pay.
- (h) Mere submission of application of leave or applying for its extension will not be deemed that leave has been sanctioned.

Casual Leave (CL)

- (a) Every employee will be eligible for casual leave at the rate of one day per month.
- (b) Casual Leave will be credited at the rate of one day for every completed month of service.

- (c) The leave itself is of a casual nature. Hence employees are expected to avail of such leave judiciously
- (d) Every employee availing of leave has to obtain prior sanction of the competent authority by applying in the prescribed form
- (e) Unless warranted by extra-ordinary circumstances, no employee shall be granted more than 3 days of leave during one spell.
- (f) Casual leave can be availed for half a day also
- (g) Casual leave cannot be combined with any other kind of leave.
- (h) Prefix or suffix holidays shall not be counted for the purpose of calculating number of days on CL
- (i) Intervening holidays occurring during the CL spell will be treated as the employee on leave
- (j) Un-availed casual leave will not be carried forward to the next year.

Earned Leave (EL)

- (a) On successful completion of probation, employees are entitled to 15 days of Encashable Earned Leave (EEL) and 15 days of Non-encashable Earned Leave (NEEL) per annum and will be credited at the rate of 7.5 days of EEL and NEEL each on the following January 01 and July 01 as the case may be.
- (b) Leave shall be credited to the account of each employee at the rate of 7.5 days each on the 1st day of January and 1st day of July every year, which shall be known as standard dates for the purpose of leave rules.
- (c) If an employee joins the service at any time during the financial year, leave shall be credited to the account proportionately. For the purpose of calculation of the leave, 15 days or more than 15 days of service in the month in which the employee joined the service shall be treated as a full month.
- (d) Whenever any such earned leave is availed of by an employee and granted/sanctioned by the competent authority, the employee is entitled to full salary along with other benefits like provident fund etc.

- (e) Leave for longer duration will be granted at times convenient to the employer as may be decided by the Management. Due consideration will be given, wherever possible, to the request of the employee.
- (f) Leave for longer duration can be refused on account of exigencies of business/work. Similarly, an employee who has already proceeded on leave can be recalled.
- (g) Before proceeding on leave, the employee must leave his contact address and telephone number with the employer.
- (h) Two persons in the same position in the same department cannot take leave at a time.
- (i) An employee must get the leave sanctioned. Mere submission of application for leave will not be deemed that the leave has been sanctioned.

Conditions for availing of EL

- (a) Every employee desirous of availing of earned leave shall apply for it in the prescribed form at least 10 days in advance.
- (b) No employee shall be granted/sanctioned earned leave at one time for more than 120 days.
- (c) EL can be availed of in not more than three spells in a calendar year.
- (d) Intervening holidays occurring during the EL spell will be treated as the employee on leave.
- (e) Prefix or suffix holidays shall not be counted for the purpose of calculating number of days on EL.
- (f) **Accumulation of EL and ceiling limit** Un-utilized earned leave at the end of the calendar year shall be carried forward to the next year. Accumulation of EL on any standard date of crediting leave shall be limited to 180 days only.
- (g) **Encashment of earned leave.** Employees may, at the end of the financial year, encash their unutilized earned leave as per leave rules in vogue. Employees have to

forward their duly sanctioned Application for encashment of EL in the prescribed format to HR Department through Officer in-charge.

Sick Leave (SL)

- (a) Employees, not covered under ESI, are entitled Sick Leave of 10 days with full pay or 20 days with half pay per annum. Those employees who are covered under ESI are entitled for leave benefits as per the provisions of ESI Act.
- (b) Un-utilized sick leave at the end of the calendar year shall be carried forward to the next year. Accumulation of SL on any standard date of leave crediting shall be limited to 60 days.
- (c) *Eligible* employee intending to avail of sick leave has to apply in the form prescribed. In case the sick leave exceeds 3 days medical certificate from a registered medical practitioner shall be enclosed as documentary evidence with it.
- (d) Leave shall be credited to the account of each employee at the rate of 5 days each on the 1st day of January and 1st day of July every year
- (e) Employees joining at any time during the financial year are entitled to Sick leave on a pro-rata basis.

Maternity Leave (ML)

- (a) A female employee who has actually worked in the establishment for a period not less than 80 days in the twelve months immediately preceding the date of the expected delivery and has less than two surviving children may be granted leave for a maximum period of 26 weeks or 6 months of which not more than that 13 weeks shall precede the date of her expected delivery (i.e. 13 weeks prior to the delivery and 13 weeks after delivery).
- (b) A female employee who has actually worked in the establishment for a period not less than 80 days in the twelve months immediately preceding the date of the expected delivery and has more than two surviving children may be granted leave for a maximum period of 12 weeks or 3 months of which not more than that 6 weeks shall precede the date of her expected delivery (i.e. 6 weeks prior to the delivery and 6 weeks after delivery).

(c) Maternity leave not exceeding 45 days may also be granted to a female employee who is on time pay scale (irrespective of number of surviving children) during the entire period of service in case of miscarriage including abortion on production of medical certificate provided she has actually worked in the establishment for a period not less than 80 days in the twelve months preceding the date of the unfortunate incident.

(d) Maternity leave to be available to mothers adopting a child below the age of 3 months as well as the 'Commissioning Mothers' for a maximum period of 12 weeks or 3 months. Provided the employee has not availed maternity leave benefit. clauses a, b, or c, mentioned above.

(e) Maternity leave may be combined with leave of any kind except CL.

COMPENSATORY OFF

To compensate the additional hours of work put in by the Staff Members in the organization.

General Guidelines

- (a) In principle, it is the responsibility of the Campus Head and Reporting Officer to discourage their subordinates from working Extra Hours; on Sundays and Holidays. This can be achieved by effective Resource Management by the Reporting Officer. Hence the Reporting Officer will be answerable if any individual has to work beyond his/her normal working hours.
- (b) Based on the exigency the Reporting Officer shall obtain prior permission from the Campus Head for permitting an individual to work beyond the normal working hours.
- (c) The Sanction will be obtained on the below given proforma in two copies giving the following details:-
 - (i) The reasons why the work could not be finished in time.
 - (ii) The output expected from the individual during the extended hours. This will be required to be quantified.
 - (iii) Number of extra hours the employee is expected to work for.
- (d) The next day the Reporting Officer shall review the output of the individual (during the extended period) to see if the work has been completed. If not, the Reporting Officer shall give reasons for the shortfall.
- (e) No employee shall work extra hours unless a written sanction has been obtained from the Competent Authority. This is irrespective of the fact Compensatory Off is claimed or not.
- (f) Under exceptional circumstances the Competent Authority may verbally ask an employee to work for extra hours. In this case, it will be the responsibility of the Reporting Officer concerned to complete the paper work on the next working day. All such cases shall be clearly marked as, 'Ex-Post Facto'.
- (g) The proforma duly sanctioned by the Competent Authority shall be used as a Special Gate Pass to enable the person to enter the office / leave after the Scheduled time. The second copy shall be forwarded to the HR Department for calculating the entitlement of the individual.

Entitlements

Employee who works for minimum 6 hrs on holidays is eligible to take Compensatory Off.

Compensatory Off to be availed in the same month.

No other leaves can be clubbed with C-off except weekends

Employees who work on holidays and or extra hours during working days due to exigencies may be provided with reasonable conveyance with the approval of Campus Head. As per Institutional rules there is no provision for overtime payment to employees who work on holidays and or extra hours during working days.

AUTHORISATION FOR WORKING FOR EXTRA HOURS / ON SUNDAYS / HOLIDAYS

Name:

EMP. NO.

Department: Date:

Time of actual working hours: From To

Extra Hours : From To.....

Reasons for overstaying:

		The review (to be done by the Competent Authority within 6 working hours of the conclusion of the extra hours)	
Sl.No.	Tasks to be performed (Target) please quantify	Work achieved (Please quantify)	Reasons for short fall (if any)

Remarks by HOD

Reasons for not having been able to finish the said work in time.

Date:

Signature of Employee

Name

Remarks by the Competent Authority

Approved/ not Approved

Date:

Signature

Name

HR Department's Remarks

Compensatory Off Granted: Yes / No and the records updated.

Date:

Signatures of HR / Admin Incharge

Name:

Leave Travel Concession

Employees whose probation is declared as completed are eligible for Leave Travel Concession. The maximum amount of reimbursement eligible per block of two years for an employee is limited to one-month basic pay of the employee. In case an employee completes the probation period and becomes eligible for leave travel concession, such employee will be eligible for reimbursement of proportionate amount.

Only NELs are to be availed for the purpose of LTA

Employees are not permitted to proceed on leave without having sufficient leave to their credit.

No. of days of LOP (Per annum)	Disciplinary Action
Below 3 days	Verbal warning
4 – 6 Days	Memo
Above 6 Days	In the case of employees under probation, the probation period will be extended by minimum one month
	In the case of those employees whose probation period is declared as completed, 1/4 th of the basic pay will be levied as fine and such other action as may be warranted as per rules including termination of services based on the gravity of misconduct.

Unauthorized Absence

If an employee is absent from duty for 8 consecutive days or remains absent for a period of 8 days or more beyond the period of leave originally sanctioned, such employee shall be considered as having voluntarily terminated his contract of employment and shall be relieved from the services without any notice.

Absence from work due to illness/ urgency or any other reasons

Employees, who are absent from duty owing to illness/urgency or any other reason, must inform the reporting officer in time through phone, e-mail, telegram, letter or any other mode of communication in the absence of prior sanction of leave/intimation.

Retirement and Resignation

Retirement. An employee will retire on attaining the age of 60 years except in case the contract of employment extends beyond the age of 60 years. However, on account of physical or mental infirmity, inefficiency or incapability to work, the employer has the absolute right to discharge the employee from service. The decision of the employer in this regard will be final and binding.

End of Contract of Employment. The contract of employment will automatically come to an end on completion of the fixed term as per the letter of appointment, unless the contract is extended by the Employer.

- (a) The employee shall lose the lien on employment if he is absent from duty or remains
- (b) Absent for a period of 8 working days or more beyond the period of leave originally granted. In such case, the employee shall be considered as having voluntarily terminated employment without giving any notice.
- (c) The services of an employee are liable to be terminated without any notice or salary in lieu thereof for any act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.
- (d) The contract of employment can be terminated with prior notice on either side, except for the reasons mentioned in the offer letter. Prior notice or payment of salary in lieu of notice, will be as per the terms of employment.
- (e) In the event of resignation by the employee, the Employer may, at its discretion, relieve the employee, prior to completion of the stipulated notice period, without any pay.

University Transportation – Charges The Transport facility is available for the staff to commute from their place of residence to the campus and back. Various pick up points for the staff bus are available with the Travel desk of ICFAI FOUNDATION FOR HIGHER EDUCATION, desirous individuals can obtain details of various routes. Those who are desirous of availing this facility need to contribute for the transport, the details of the transport charges are on a sliding scale, these are given below:-

S.No	Particulars	Charges
1	Employees with CTC of 50001 and above	Rs.2450/-
2	Employees with CTC of 25001 to 50000	Rs.1600/-
3	Employees with CTC of 15001 to 25000	Rs.1000/-
4	Employees with CTC of 10001 to 15000	Rs.400/-
5	Employees with CTC below 10000	Nil

Tour, Travel and Daily Allowance Rules

(After mapping of CTC - Existing employees Category and Travel Eligibility due to changes in pay scales)

Employee Category and Travel Eligibility:

Category	Classification	Travel Eligibility	
		Class of Travel	Local Conveyance
1	Vice Chancellor / Director	Air/ I AC	Taxi
2	Dean, Senior Professor, Professor, Registrar and Officials in the scale of : CTC: 53001 and above	Air/ I AC	Taxi
3	Associate Professor, Assistant Professor and Officials with CTC:35001 to 53000	I AC / Air*	Taxi (Point to Point)
4	Senior Lecturer and Officials with CTC:29001-35000	II AC/Air**	Taxi (Point to Point)
5	Lecturer, Faculty Associate and Officials with CTC:16001-29000	II AC	Taxi (Point to Point)
6	Staff with CTC 8000-16000	III AC	Auto
7	CTC upto 8000	SL	Auto

***Only by Check Fare or by Low Cost Airlines with prior approval of the Approving Authority.**

****Air Travel permitted for a distance of 700 km and above & booking will be only by Check Fare or Low Cost Airlines with prior approval of the Approving Authority.**

Journey by Flight should be avoided to places where overnight journey by train is available.

Local Conveyance:

In case of employees who are entitled for auto, and are not able to avail due to its non - availability, they are permitted to avail taxi.

DA Structure:

Category of Employee	A+ Class Cities		A Class Cities		B Class Cities		C Class Cities	
	With Accommodation		With Accommodation		With Accommodation		With Accommodation	
	Lodging	DA	Lodging	DA	Lodging	DA	Lodging	DA
1	Actuals~	750	Actuals~	600	Actuals~	575	Actuals~	550
2	5000	700	4000	575	3000	550	2500	525
3	4000	650	3000	550	2250	525	1800	500
4	3000	600	2250	500	1700	475	1500	450
5	2250	550	1700	400	1300	375	1200	350
6	1800	500	1400	375	1150	350	1000	325
7	1000	400	900	300	750	275	600	250

~ In specified hotels to be approved by Management.

Category of Employee	A+ Class Cities		A Class Cities		B Class Cities		C Class Cities	
	Self Accommodation		Self Accommodation		Self Accommodation		Self Accommodation	
	DA		DA		DA		DA	
1	1500		1200		1150		1100	
2	1400		1150		1100		1050	
3	1300		1100		1050		1000	

4	1200	1000	950	900
5	1100	800	750	700
6	1000	750	700	650
7	800	600	550	500

Classification of Cities:

A+ Class Cities: Bangalore, Mumbai and NCR*.

(*NCR includes Delhi, Gurgaon and Noida).

A Class Cities: Ahmedabad, Chandigarh, Chennai, Goa, Hyderabad, Kolkata and Pune.

B Class Cities: Agartala, Agra, Allahabad, Amritsar, Aurangabad, Bhopal, Bhubaneswar, Coimbatore, Dehradun, Faridabad, Gangtok, Ghaziabad, Guwahati, Indore, Jaipur, Jalandhar, Jamshedpur, Jammu, Jodhpur, Kanpur, Kochi, Lucknow, Ludhiana, Mangalore, Mysore, Nagpur, Nasik, Patna, Pondichery, Raipur, Rajkot, Ranchi, Shillong, Siliguri, Surat, Srinagar, Thane, Trivandrum, Vadodara, Varanasi, Vijayawada, Visakhapatnam and all other State Capitals which are not specifically mentioned.

C Class Cities: Cities other than those mentioned in A+, A & B Classes.

Journey Allowance:

a.	Journey duration up to 6 hrs	NIL
	Journey duration of more than 6 hrs and up to 12 hrs	70% of DA
c.	Journey duration of more than 12 hrs	100% of DA

d. For return to Headquarters / Place of work on the SAME DAY, the applicable DA rate will be as given in "With Accommodation" even if no accommodation is taken.

6. In case where both lodging and boarding are taken care by the University, the employee is eligible to 25% of the DA.

For the purpose of points 5 & 6 above, DA will mean DA as applicable under “With Accommodation” Option.

7. Applicability:

For all employees working at ICFAI FOUNDATION FOR HIGHER EDUCATION Campus with immediate effect.

Visiting Cards

The following information is to be furnished to HR Department for arranging visiting cards. Visiting cards are printed through a vendor, hence the process is likely to take some time.

- NAME
- DESIGNATION
- DEPARTMENT
- CONTACT NUMBER
- OFFICIAL MAIL ID

ID Card

The following information is to be furnished to HR Department for arranging ID card.

- NAME
- DESIGNATION
- DEPARTMENT
- DATE OF BIRTH
- DATE OF JOINING
- CONTACT NUMBER
- BLOOD GROUP
- OFFICIAL PASSPORT PHOTO IN JPEG FORMAT

ID card will be prepared through a vendor and the details are given to the vendor only after allotting the employee ID No by the Central HR at Head Office, hence the whole process is time consuming.

ICFAI Group Medical Insurance Scheme (IGMIS)

Medical Insurance Scheme will be effective from 1st December, 2018 onwards for a period of one year upto 30th November, 2019.

The details of Insurance coverage and one year Premium in Rs. is as follows:-

Group #	Basic Pay (+AGP, wherever applicable)	Insurance coverage per family	Total Premium per annum	Employer's share (50%)	Employee's share (50%)
1	Upto – 10,000	2,00,000	6800	3400	3400
2	10,001 – 20,000	3,00,000	8800	4400	4400
3	20,001 – 50,000	4,00,000	11300	5650	5650
4	Above – 50,000	5,00,000	16800	8400	8400

*** Family means the employee, spouse and two dependent children.**

Employees who are interested to use the facility and join the Medical Insurance Scheme are request to give details in the format given below.

S.No.	Name	Relationship	Date of Birth (dd/mm/yyyy)	Gender
1				
2				
3				
4				

Emp. No. Name :

Insurance Company: The Oriental Insurance Company limited

Policy period: 01 Dec 18 to 30 Nov 2019

Service Provider: good Health insurance TPA services

Address: Plot No 49, Nagarjuna Hills, Punjagutta, Hyderabad-500082

Point of Contact: B. Alok Singh

Contact No : +919849950462

E mail ID: aloksingh.b@ghltpa.com

Policy Terms and Conditions:

1. Self ,spouse and two dependent children are covered
2. Pre existing diseases are covered.
3. 30 days waiting period not applicable.
4. Time period exclusions not applicable.
5. Maternity covered Normal Rs35000 and C section Rs50,000.
6. Baby covered from day one till 90 days within maternity limit.
7. Room ,boarding, nursing expenses, RMO charges, IV fluids/Blood Transfusion /Injection administration charges covered for 1% of sum assured for medical management, 1.5% of sum insured for surgical management and ICU 3% of sum insured
8. If admitted in higher room, proportionate deduction will be one on whole final bill except pharmacy.
9. Ambulance service Rs 1,500/-per event
10. Admission intimation to be given within 24 hours to aloksingh.b@ghltpa.com.
11. All original claim documents received from hospital should be submitted to the TPA along with claim form, copy of employee ID card, copy of patient ID proof issued by Govt of India, copy of online bank statement or bank pass book of employee within 7 days of discharge from the Hospital/Nursing Home(Xerox copies to be retained with employee)
12. In case of post hospitalization treatment(limited to 60 days) all supporting claim papers should also be submitted within 7 days after completion of such treatment to the TPA.

Lien/Sbbatical

Procedure for obtaining Lien/sabbatical in ICFAI FOUNDATION FOR HIGHER EDUCATION is given in subsequent paragraphs.

Eligibility criteria :

1. Full time faculty members having six years of service with IBS are eligible are eligible to apply for one year lien.
2. Full time faculty members having four year of service with IBS are eligible to apply for six months lien.

Guidelines:

- a) For one year lien: Faculty members should take approval prior to two semesters.
- b) For six months line : faculty members should take approval prior to one semester

The assignment could cover any of the following assignments :

- a. Teaching assignments in the prestigious b-schools (ranked among the top 10 b-schools by independent surveys by outlook, business india.etc.,
- b. Teaching assignments in the accredited b-schools abroad.
- c. Professional work in prestigious organizations.
- d. Research work in prestigious organizations.
- e. The new consulting assignment taken up must add value to institute.

Procedure :

- a. Faculty members of IBS must request for lien/ through application to campus head.
- b. In deciding whether to grant a request for lien, Campus Head will take into consideration of Department needs and whether the extended absence of faculty member will adversely affect the operations of the department.
- c. Line is granted at the discretion of the institute and the decision of the institute is final.
- d. During the lien period, employee is not eligible for any salary and benefits except continuity in service period

S. Vijayalakshmi

REGISTRAR
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(Deemed-to-be-University establishes under section 3 of UGC Act 1956.)

