

# **HR Policy & Service Rule Manual**

*Praxis Business School*

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## Section 1

### Scope, Definitions & Commencement

These Rules shall come into force on 01.07.18.

#### **1.1 Applicability:**

These Rules shall apply to all duly appointed employee of Praxis Business School.

#### **1.2 Definitions:**

In these Rules, unless the context otherwise requires:

- 1.2.1 "School" means the Praxis Business School.
- 1.2.2 "Board" means the Governing Board of the Institute.
- 1.2.3 "Chairman" means the Chairman of the Board.
- 1.2.4 "Director" means Director of the school who is also the Member Secretary of the Board.
- 1.2.5 "Principal" means Principal of the School
- 1.2.6 "Disciplinary Authority" means the Director.
- 1.2.7 "Faculty Member" means the employee who occupies teaching positions in the School such as Professor, Associate Professor or Assistant Professor.
- 1.2.8 "Employee" means all the faculty members and staff members who are in the pay-roll of Praxis Business School.
- 1.2.9 "Misconduct" includes transgression or violation of any rule or instruction or order, negligence of duty, offences involving moral turpitude and acts of omission or commission which are prejudicial to the interest of the School.

#### **Power to implement Rules:**

The Director may, from time to time, issue such directions or instructions as may be necessary to give effect to and carry out the provisions of the Rules and in order to secure effective control and management. The Director under compelling conditions may alter or amend the rules with approval of the Board.

#### **Service Book**

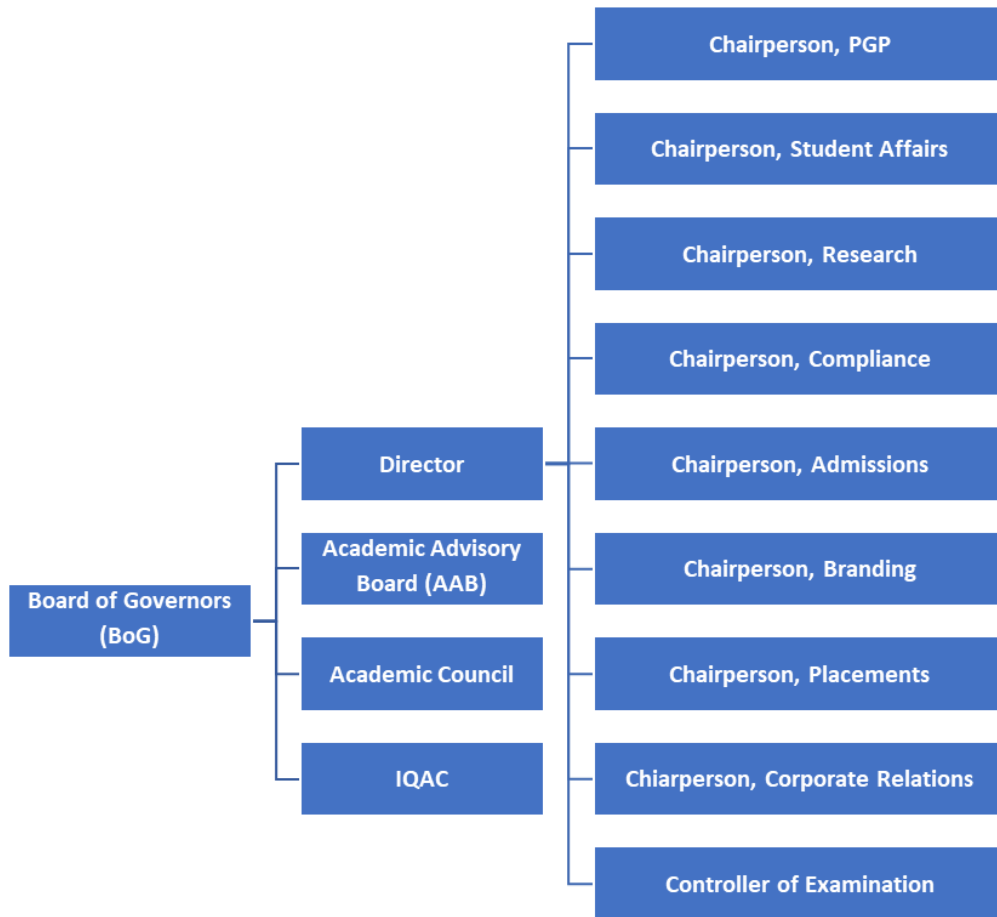
Service Book/File shall be maintained in respect of every regular employee for recording the history of his service chronologically, right from employment to retirement or resignation or termination.

The accounts of all kinds of leave except casual leave shall be maintained in the Service Book.

The account of casual leave shall be maintained in a register maintained separately for teaching and non-teaching staff members.

## Section 2

### Governance Structure



## **Section 3**

### **Employment**

#### **2.1 Appointing Authority**

Appointments shall be made by the Director subject to the approval of the Board. Such approval by the Board may be ex-post-facto in case of urgency.

#### **2.2 Faculty:**

The faculty shall consist of such employees who occupy teaching positions in the School such as Professor, Associate Professor or Assistant Professor.

##### **2.2.1** The qualifications and experience for different categories of posts shall be as prescribed by the AICTE from time to time. These are presently as follows:

[i] **Assistant Professor** – First Class or equivalent in Master Degree in Business Administration or equivalent and 2 years relevant Experience is desirable.

[ii] **Associate Professor** – First Class or equivalent in Master Degree in Business Administration or equivalent. PhD or equivalent, in appropriate discipline is applicable. Post PhD publications and guiding PhD student is highly desirable. A minimum of 5 years of experience in teaching and/or research and /or industry of which at least 2 years shall be post PhD is desirable.

[iii] **Professor** – First Class or equivalent in Master Degree in Business Administration or equivalent. PhD or equivalent, in appropriate discipline is applicable. Post PhD publications and guiding PhD student is highly desirable. A minimum of 10 years teaching and /or research and /or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of 13 years of experience in teaching and/or Research and/or Industry.

In case of research experience, good academic record and books/ research paper publications /IPR/patents record shall be required as deemed fit by the expert members in Selection committee.

If the experience in industry is considered, the same shall 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 in Selection committee.

[iv] **Principal/Director** - First Class or equivalent in Master Degree in Business Administration or equivalent. PhD or equivalent, in appropriate discipline is applicable. Post PhD publications and guiding PhD student is highly desirable. A minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of 13 years of experience in teaching and/or Research and/or Industry.

In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee.

If the experience in industry is considered, the same shall 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 in Selection committee. Flair for Management and Leadership is essential.

**2.2.2** The Scales of pay of the teaching and research posts shall be as prescribed by the AICTE from time to time.

**2.3 Staff:**

**2.4 Method of Recruitment**

**2.4.1** Every year, before the academic session begins, the Director shall assess the requirement of the School as regards new faculty positions and other administrative positions and forecast the vacancies in different categories of posts.

**2.4.2** After the vacancies are assessed by the Director, he will proceed to fill up of the same in the following manner:

- [a] All vacancies shall be advertised in leading newspaper(s) or/and on the website of the School, depending on the urgency and nature of the vacancy.
- [b] The Selection Committee shall consist of the Director (as the Chairman) , Principal and at least one external expert to be nominated by the Director.
- [c] The Selection Committee shall recommend the suitability of the candidate including the salary fitment. Director shall issue appointment letters upon taking approval of the Board as per clause 2.1 as described.

**2.5 Probation & Confirmation**

**2.5.1** All appointments shall be on probation for a period of one year from the date of joining the service.

**2.5.2** The appointing authority may, at its discretion, dispense with, reduce or extend the probation period. However, in the absence of any written order of confirmation, there would not be any automatic confirmation but the employee would be deemed to be continuing on probation.

**2.5.3** During the period of probation or extended period of probation, an employee shall be liable to be discharged from service without any notice and without showing any reason. On satisfactory completion of the probation period, the Director will issue a letter of confirmation to the concerned employee.

**2.6 Promotion/Increment:**

**2.6.1** The promotion/increment of a faculty member/employee shall be based on his performance appraisal in the UGC/AICTE prescribed format and the student feedback. For other employees, a separate format shall be used. Performance appraisal shall be carried out academic year wise and shall be forwarded to Director for final decision and issue of order. An employee promoted to a higher post shall be treated as on probation in the higher post for a period of six months, provided that the appointing authority may, at its discretion, extend the period of probation. On satisfactory completion of the period of probation, the employee will be confirmed.

**2.6.2** Such a person on probation shall be liable to be reverted without notice at any time and without showing any reason.

**2.6.3** During the period of probation, the employee who is promoted retains his lien on his lower post and the period shall count as service for all purposes.

## **2.7 Eligibility for promotion**

The eligibility for promotion shall be as per AICTE guide lines.

## **2.8 Retention**

The retention policy operates within the broader initiatives of talent management wherein, the School is committed to develop the employees, mentorship, performance management, employment equity and employee relations. There are provisions for re-entry. The employee is encouraged to rejoin the institute subject to the approval of the Director.

## **2.9 Training & Development**

The school is committed to develop its employees by encouraging them to attend training programs on a continuous basis as per its training & development policy. The school shall bear necessary training cost for its employees as per the policy.

## **2.10 Termination**

**2.10.1** An employee, other than an employee on probation, shall not leave or discontinue his service in the School without giving notice in writing to the Director of his intention to leave or discontinue his service. The period of notice required shall be as mentioned in the appointment order. Such notice period may be waived, in part or in full by the Director at his discretion. Unless due notice is served or notice is waived, the employee shall be liable to pay to the School as compensation a sum equal to his gross salary for the period of notice required of him, which sum may be deducted from payment due to him.

### **2.10.2**

- a) The Director may terminate the service of a permanent employee at any time by giving notice as prescribed in the appointment order or salary in lieu thereof without assigning any reason. The Director shall consult the Board on such matters as he may feel necessary.
- b) An employee other than the teaching faculty shall compulsorily retire on attainment of 60 years of age. For teaching faculty, the Director may appoint a faculty on or after his retirement, with approval of Board, on contractual basis for further periods as per AICTE guidelines.

## **Section 4**

### **Employee Responsibility**

#### **4.1 General**

##### **4.1.1 Responsibilities of the Director**

##### **4.1.2 Responsibilities of the Dean**

##### **4.1.3 Responsibilities of a faculty member**

##### **4.1.4 Responsibilities of a staff member**

#### **4.2 Conduct, Discipline, Penalty & Appeal**

**4.2.1** Every employee of the School shall at all times maintain absolute integrity and devotion to duty, shall conform to and abide by these Rules and shall observe, comply with and obey all orders and directions which may, from time to time, be given to him in the course of his official duties by any person or persons under whose jurisdiction, superintendence or control he may, for the time being, be placed.

**4.2.2** No employee shall, by any express or implied act of omission or commission, do anything which may have the effect of compromising the interest, aims and objects of the School or embarrassing the relationship of the School with any government department or agency.

**4.2.3** Every faculty member shall endeavor to attain and maintain a collegial atmosphere and a learning environment that foster academic and research initiative and excellence.

**4.2.4** No employee shall give directly or indirectly any official document or information to any person for which he is not authorized to do so.

**4.2.5** No employee shall disclose any information internal to the School to persons not connected with the School.

**4.2.6** No employee shall, except with the prior sanction of the Director, give evidence in connection with any inquiry conducted by any person, committee or authority. However, this restriction shall not apply to the evidence given to the following, with prior information given to the Director.

- a) An enquiry before an authority appointed by any Government, Parliament, State Legislature or the School; or
- b) Any judicial inquiry; or
- c) Any departmental inquiry ordered by the School or by the Government.

**4.2.7** Every employee shall serve the School honestly and faithfully and shall use his utmost endeavor to promote the interest of the School and shall show courtesy and attention in all transactions.

**4.2.8** No employee shall participate, directly or indirectly, in politics or stand for political elections without a written prior permission of the Director.

**4.2.9** No employee shall, without prior permission of the Director, engage or participate in any demonstration which involves incitement to an offence nor shall he resort to or abet any form of strike.

**4.2.10** No employee shall, except with the previous sanction of the Director, own wholly or in part, or conduct or participate in the editing or managing of, any newspaper or other periodical publication.



- 4.2.11** No employee shall, except with the previous sanction of the Director, participate in a radio or television broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical regarding any confidential matter of the School.
- 4.2.12** No employee shall, except with the previous approval of the Director, engage directly or indirectly in any trade or business, full time or part time or in benami which may affect the School.
- 4.2.13** An employee may accept, solicit or seek any outside employment or office, whether honorary or compensatory, with the prior sanction of the Director. For compensatory assignment, the concerned employee may need to share 30 percent of his/her remuneration received thereof to the institute. In some exceptional cases, the Director shall have the discretion to waive the sharing of the remuneration received from compensatory assignments.
- 4.2.14** An employee may undertake part-time work, consultancy or any other external engagement for any person, organization or institution on honorary or compensatory basis subject to prior sanction of the Director who shall grant sanction when he is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. For compensatory assignment, the concerned employee may need to share 30 percent of his/her remuneration received thereof to the institute. In some exceptional cases, the Director shall have the discretion to waive the sharing of the remuneration received from compensatory assignments.
- 4.2.15** An employee shall not absent himself from his duties without having obtained the permission of the leave sanctioning authority, nor shall he absent himself in case of sickness or accident without submitting a medical certificate satisfactory to such authority. Provided that in case of unforeseen emergency an employee may be allowed to avail of one day's casual leave without prior sanction, subject to the condition that the sanctioning authority is promptly informed of the circumstances under which prior sanction could not be obtained. Provided further that in the case of temporary indisposition the production of a medical certificate may, at the absolute discretion of the leave sanctioning authority, be dispensed with.
- 4.2.16** An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency.
- 4.2.17** An employee shall not have more than one legally married spouse at the same time.

### **4.3 Misconduct**

The following acts of omission and commission, which are illustrative but not exhaustive shall be deemed to constitute misconduct and will entail disciplinary action, namely;

- [a] Negligence or failure to perform duties including lectures, invigilation, evaluation, submission of grades and other matters connected with teaching and examinations in the School.
- [b] Furnishing false information regarding age, qualifications, including percentage of marks and previous employment at the time of joining the School or during the course of employment.

- [c] Violation of the canons of intellectual honesty, such as misappropriation of writings, research and finding of others.
- [d] Taking or giving illegal gratification.
- [e] Receiving or giving undue favour or benefit.
- [f] Writing offensive language/tone in official communications.
- [g] Commission of any act which amounts to and involving in moral turpitude or bigamy or disorderly conduct.
- [h] Bringing disrepute to the School by talking in public forum.
- [i] Fraud, misappropriation and acts amounting to offences of financial nature.
- [j] Tampering or fabricating official records.
- [k] Unauthorized absence, unauthorized overstay after leave and habitual late attendance.
- [l] Undue discrimination.
- [m] Unauthorized collection or expenditure of funds on behalf of the School.
- [n] Unauthorized occupation or sub-letting of the quarters of the School.
- [o] Employment or engagement, for or without money without prior sanction of the Director.
- [p] Disobedience of any lawful order or instruction of the competent authorities and insubordination to them.
- [q] Making any form of official communication including electronic mail which vitiates the academic atmosphere of the School.
- [r] Misuse of the School's infrastructure facilities such as IT, library, photocopying, telephone, fax, vehicles, computers etc. or allowing outsiders to use them in one's office given by the School.
- [s] Bringing or attempting to bring any political or outside influence to bear upon any superior authority to further the employee's interest in respect of matters pertaining to his service in the School.
- [t] Resorting to or abetting any form of strike.
- [u] Not honoring commitment made to the external parties as a part of the consulting assignment taken up with the permission of the Director.
- [v] Forming Union.
- [w] Any other conduct which is unbecoming of a member of the staff.

#### **4.4 Penalty**

**4.4.1** Any one or more of the following penalties may be imposed by the disciplinary authority for good and sufficient reasons, on an employee who commits a breach of any of the Rules, or who displays negligence, inefficiency or indolence, or who knowingly does anything detrimental to the interest of the School or conflicting with the instructions or who commits a breach of discipline, or is guilty of any misconduct or any other act prejudicial to good conduct.

- [a] Censure
- [b] Withholding of one or more increments either permanently or for a specified period and non-consideration of a case for promotion either permanently or for a specified period;

- [c] Recovery from pay or such other amount as may be due to him, of the whole or part of any pecuniary loss caused to the School by his negligence, breach of orders, or misconduct;
- [d] Reduction to a lower service or post or to a lower time-scale or to a lower stage in a time –scale;
- [e] Compulsory retirement;
- [f] Dismissal from service which shall be a disqualification for future employment at any Institute.

**4.4.2** Penalties enumerated in (a) to (c) above are minor penalties and those enumerated in (d) to (f) above are major penalties.

**4.4.3 Imposition of minor penalties**

No order imposing a minor penalty shall be passed except after the employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity to make any representation he may wish to make and such representation, if any, is taken into consideration by the disciplinary authority.

**4.4.4 Imposition of major penalties**

No order imposing any major penalty on an employee shall be passed by the disciplinary authority without following the procedure as under:

- a) There must be one or more allegations in writing.
- b) There must be a preliminary inquiry into the facts alleged to have been committed by an officer of the School not below the rank of the concerned employee or by a member of the Board or any other external person approved by the disciplinary authority, to determine prima facie whether there are sufficient grounds for proceeding further or drop the allegations as unfounded.
- c) If the allegations are not dropped, the disciplinary authority shall call for an explanation from the concerned employee as to why a disciplinary proceeding shall not be initiated against him on the allegations. The concerned employee shall be informed of the allegations and the fact that on preliminary inquiry the same prima facie appears to be true.
- d) On receipt of the explanation of the concerned employee, the disciplinary authority shall consider the same and decide whether it is satisfactory and the matter should be dropped, or it is not satisfactory and disciplinary proceeding needs to be initiated. If, however, the concerned employee admits the allegations, the disciplinary authority shall propose a penalty without any inquiry. If the concerned employee contests the allegations and it is decided to initiate a disciplinary proceeding, the disciplinary authority shall frame specific charges in writing and communicate the same to the concerned employee in writing, simultaneously calling upon him to submit a written statement of his defense and exercise his option as to whether he wants to be heard in person. Copy of all relevant and permissible documents shall be supplied to the concerned employee on his requisition before he submits his written statement of defense.

- e) On receipt of the written statement of defense or if no such statement is received within the time specified, the disciplinary authority may itself enquire into such charges as are not admitted, or if it considers it necessary to do so, appoint a board of enquiry or an enquiry officer for the purpose. The disciplinary authority may nominate a presenting officer to present the case in support of the charges before the enquiry officer. The disciplinary authority shall intimate such appointments to the concerned employee and shall simultaneously ask him and the presenting officer to appear before the enquiry officer on a particular day at a specified time and place to take further orders from him. The enquiry officer shall also be intimated of such facts.
- f) The enquiry officer shall receive all relevant oral and documentary evidence, first from the side of the presenting officer and then from the side of the concerned employee. He will conclude the enquiry and submit a report of the enquiry before the disciplinary authority, recording the findings on each charge with reasons therefore. He has to report specifically whether the charges are established or not.
- g) The disciplinary authority shall, if he is not the enquiring authority, consider the report and the proceedings of enquiry and record its findings on each stage.
- h) The disciplinary authority shall, if he decides to impose penalty, propose a penalty and communicate it along with a copy of the enquiry report and a copy of his findings on each charge to the concerned employee calling upon him to make any representation to him against the proposed penalty, if he so desires, but without any challenge to the correctness of the findings on the charges.
- i) On receiving and considering such representation or if no such representation is received within the stipulated time, the disciplinary authority shall communicate in writing thereof to the concerned employee, imposing the penalty proposed.
- j) All parties to the disciplinary proceeding shall be given due opportunity to put their respective stands on record, but without prejudice to an early disposal.

#### **4.5 Suspension:**

**4.5.1** The Director or any other authority to whom he is subordinate may place an employee under suspension:

- a) Where a disciplinary proceeding against him is contemplated or is pending; or
- b) Where a case against him in respect of any criminal offence is under investigation or trial.

**4.5.2** An employee detained in custody for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of detention, by an order of the Director, and shall remain under suspension until further orders.

**4.5.3** When a penalty imposed upon an employee under suspension is set aside under these rules on appeal or review and the case is remitted for further enquiry or action, the order of his

suspension shall be deemed to have continued in force on and from the date of the original order imposing penalty and shall remain in force until further orders.

- 4.5.4** Where a penalty imposed upon an employee is set aside by a court of law or is rendered void by a superior court of law and the Director decides to hold a further enquiry against him on the same allegations, the employee shall be deemed to have been placed under suspension by the Director from the date of the original order imposing penalty and shall continue to remain under suspension until further orders.
- 4.5.5** An order of suspension made or deemed to have been made under this Rule may at any time be revoked by the authority which made or deemed to have made the order or by any authority to which that authority is subordinate.
- 4.5.6** A employee under suspension shall be entitled to subsistence allowance at the rate of 50% of the salary, provided that where the enquiry is prolonged beyond 180 days for reasons directly attributable to the employee, the subsistence allowance shall, for the period exceeding 180 days, be reduced to 25% of such salary.
- 4.5.7** When the suspension of the employee is held unjustified or the employee under suspension is reinstated, the disciplinary, appellate or reviewing authority, as the case may be, may grant him pay and allowances for the period of absence from duty, as follows.
- a) If he is honorably acquitted, the full pay and allowances which he would have been entitled to if he had not been suspended less the subsistence allowance;
  - b) If otherwise, such proportion of pay and allowance as the disciplinary, appellate or reviewing authority may prescribe.
- 4.5.8** In case of honorable acquittal, the period of absence from duty will be treated as a period spent on duty. In that case it shall not be so treated, but the disciplinary, appellate or reviewing authority may, at its discretion, grant leave for the period to the extent admissible to the employee under these Rules. Any period of absence which has not been treated as period on leave in such case, shall not count as service for any purpose under these Rules, but will not constitute break in service.
- 4.5.9** No order passed under sub-rule (3.6.7) above shall have the effect of compelling any employee to refund the subsistence allowance payable under sub- rule (3.6.6) above.

#### **4.6 Right of Appeal:**

**4.6.1** Every employee shall have a right of appeal to the Chairman of the School against an order imposing any minor penalty and to the Board against an order imposing any major penalty on him.

**4.6.2** No appeal shall be entertained unless it is submitted within a period of 30 days from the date on which the appellant receives a copy of the order appealed against.

Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied on the showing of the appellant that he had sufficient cause for not submitting the appeal in time.

**4.6.3** Every appeal shall be submitted through the authority which made the order appealed against.

**4.6.4** The appeal shall contain all material statements and arguments on which the appellant relies and shall not contain any disrespectful or improper language. It may challenge the findings of guilt or the severity of the penalty or both.

**4.6.5** The authority which made the order appealed against shall, without any avoidable delay, transmit the appeal to the appellate authority together with its comments thereon and the relevant records. The appellate authority may direct such transmission too.

**4.6.6** The appellate authority shall pass orders setting aside, reducing, confirming or enhancing the penalty, confirming or revoking the suspension; or remitting the case to the authority which passed the order appealed against with such direction as it may deem proper in the circumstances of the case.

Provided that enhanced penalty shall not be imposed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

Provided further that if the proposed enhanced penalty requires an enquiry and such enquiry has not already been held in the case, the appellate authority shall itself hold such enquiry or direct that such enquiry and after giving the appellant an opportunity of making any representation which he may wish to make against such penalty, pass such order as it deems fit.

**4.6.7** All appeals should be disposed of as expeditiously as possible as and in any event not later than 6 months from the date of receipt of the appeal by the appellate authority. But no appellate order shall be rendered illegal or void on the sole ground of delay in disposal of the appeal provided the order contains good and sufficient reasons of such delay which may or may not include reasons attributable to the appellant exclusively.

#### **4.7 Review:**

**4.7.1** Notwithstanding anything contained in these Rules, the Board may, on its own motion or otherwise, after calling for the records of the case, review any order at any time and

- a) confirm, modify or set aside the order;
- b) Impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order;
- c) remit the case to the authority which made the order or to any other authority directing such other action or enquiry as it considers proper in the circumstances of the case; or

- d) Pass such other orders as it deems fit provided that an enhanced penalty shall not be imposed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

**4.7.2** The authority to which an appeal lies against an order imposing penalty may, on its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case and pass such orders as it deems fit, as if the employee had preferred an appeal against such order.

Provided that an order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such penalty or enhanced penalty.

Provided further that no action under this sub-rule shall be initiated more than 6 months after the date of the order to be reviewed.

**4.8 Appeal:**

An employee whose appeal has been rejected by the Chairman or in whose case the Chairman has enhanced the penalty either an appeal or on review, may write to the Board of Governors in respect of that matter within 3 months from the date of receipt of a copy of the order giving rise to the appeal.

**4.9 Grievance Redressal**

All grievances arising out of employment relating to unfair treatment, wrongful application of the terms and conditions of service, harassment and inter-personal conflict, shall be submitted in writing by the individual employee to the Member Secretary of the Grievance Redressal Committee constituted by the Board. The Committee will forward its findings and recommendations within four weeks to the Director. The Director shall give his decision within two weeks from the date of receipt of the recommendations. If no reply is received within six weeks, or the aggrieved employee is not satisfied with the decision of the Director, he may appeal to the Chairman of the School and his decision shall be final.

**4.10 Sexual Harassment**

“Sexual Harassment” means and includes such unwelcome sexually determined behavior (whether directly or by implication) as

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

The Internal Complaints Committee for dealing with Sexual Harassment means a Committee constituted by the School to look after the allegation of sexual harassment at the workplace. The said Committee shall be headed by a woman as its Chairperson. The same shall be mentioned as “Internal Complaints Committee” in this Rule.

## **Section 5**

### **Compensation & Benefits**

#### **5.1 Payment**

##### **5.1.1 Pay band**

The faculty members shall be paid in accordance with pay band and academic grade pay, recommended by AICTE from time to time. Conformity and policies to be reviewed and determined by the Director with the revision in AICTE pay scale.

The staff members

##### **5.1.2 Increments**

Annual Performance Appraisal shall be undertaken for the employees. Increments shall be granted based on the result of Performance Appraisal and approval of the Director. The date of effect shall be the 1st day of the month of July. Only confirmed employees are eligible for grant of annual increment.

##### **5.1.3 Revision of Pay**

Where the pay band, dearness allowance or other allowances are revised, the method of fixation of pay in the new pay band, the eligibility for the benefits of the revision, the date from which the revision shall apply and other matters connected therewith or incidental thereto shall be regulated based on the recommendation of AICTE in this regard, and to be approved by the Director.

#### **5.2 Leave**

Leave of any kind cannot be claimed as a matter of right, but will be granted according to the exigencies of circumstances. When the exigencies of the School's services so require, the discretion to refuse, postpone, curtail or revoke leave of any description or to recall to duty any employee on leave shall rest with the sanctioning authority.

##### **5.2.1 Earned Leave**

Every confirmed employee is entitled to 12 days of Earned leave per year. Such leave will accumulate to the credit of the employee up to 90 days. Earned leave may be granted to an employee up to a maximum of 60 days at a time on any one occasion. Employees may be allowed to encash at the time of retirement or superannuation or at the time of termination of service for any reason whatsoever Earned leave at his credit, subject to a maximum of 90 days. Such encashment will be on the basis of gross monthly income excluding the reimbursements on the date of retirement on superannuation or on the date of such termination of service. Earned Leave should always be applied for and sanctioned before it is taken. Earned Leave may be granted by The Principal with the approval of the Director.

##### **5.2.2 Casual Leave**

Casual leave up to a maximum of 12 days in a year will be admissible to all employees. Casual leave not availed during a calendar year will lapse at the end of the year. Casual leave is the leave on full pay which an employee is obliged to avail of for a short period not exceeding 3 (three) days at a time. Casual leave cannot be prefixed or suffixed or both prefixed and suffixed with any vacation i.e. summer vacation, puja vacation or winter vacation but it can be prefixed and suffixed to Sunday and holiday. Casual leave should be applied for and sanctioned before it is taken except in case of emergency, but not later than two working days after the leave was availed. Casual leave may be granted by the head of department/section concerned with the approval of The Principal/Director.



### **5.2.3 Medical Leave**

Medical leave with full pay will be admissible to an employee at the rate of 6 days per year which can be accumulated up to 90 days. Such leave beyond 2 days will be granted only on medical certificate produced from a registered medical practitioner. Medical Leave to be intimated during the illness and to be approved not later than 2 working days after the leave was availed. Medical Leave may be granted by the Principal with approval of the Director.

### **5.2.4 Maternity Leave**

A permanent female employee may be granted Maternity leave on full average pay for a period of 180 days from the date of its commencement. Maternity leave may also be granted in case of miscarriage, abortion subject to the following conditions

- a) The period of leave shall not exceed six weeks
- b) The application for leave should be supported with a certificate or advice of a medical practitioner or a government hospital.

Maternity leave may be combined with any other kind of leave on medical ground, except casual leave. Medical Leave in continuation of leave granted under maternity leave may be sanctioned on production of a medical certificate for illness of a female non teaching employee. Such leave may also be granted in the case of illness of a newly born baby subject to the production of a medical certificate to the effect that the condition of the baby warrants mother's personal attentions and that her presence by the baby's side is absolutely necessary.

### **5.2.5 Sabbatical Leave**

During the entire period of service, a faculty member is allowed to avail long duration leaves with/without pay not exceeding three years at a stretch in the form of sabbatical leave for academic purposes subject to the recommendation by the Head of the Department and subsequent approval of the Director. In case of Sabbaticals with pay, the quantum of such payment shall have to be approved by the BOG based on recommendations of the Director considering the merit of the case. Sabbaticals without pay can be granted by the Director on recommendation of the Principal/ Academic Council.

### **5.2.6 Application for Leave**

An application for leave should be submitted in the prescribed form to the recommending authority, who, after putting his/her recommendation, will forward the same to the sanctioning authority for final decision.

### **5.2.7 Leave Address**

An employee proceeding on leave shall intimate the school his address during leave and shall keep the school informed of any change in the leave address.

### **5.2.8 General**

Saturdays, Sundays and holidays will be allowed to be prefixed or suffixed to leave. An employee on leave may not normally return to duty before expiry of the period of leave granted to him, unless he is permitted/instructed to do so by the School. Any employee who is granted leave on production of a medical certificate should produce a medical certificate of fitness from a registered medical practitioner before he is allowed to rejoin duty. Only Sick Leave and Earned Leave can be clubbed together. Unless the authority competent to grant leave extends the leave, an employee who remains absent after the expiry of leave is entitled to no leave salary for the period of such absence and such un-authorized absence renders him liable to disciplinary action.

### **5.2.9 Encashment of Earned Leave**

A confirmed employee will be allowed to encash Earned Leave accumulated in his account at the time of his retirement from service or on leaving the services of the School on account of resignation or termination however, maximum encashment shall not exceed 90 days. Encashment of Earned Leave will be calculated on the gross monthly income excluding reimbursements.

### **5.2.10 Compensatory leave**

An employee who may be required, in the interest of the School, to work during a vacation or on Sundays or holidays shall be entitled to leave of absence from duty for equal number of days for which he is so required to work during a vacation or on Sundays or holidays. Such leave may be granted by the Principal with the approval of the Director. Any leave granted under paragraph (a) shall be on full pay and shall be called compensatory leave. This leave can be availed of alone or with casual leave only.

## **5.3 Other benefits**

### **5.3.1 Dearness Allowance**

Persons who are on regular AICTE grade shall be eligible to get dearness allowances as per the norms of Central Govt. or State Govt. whichever is applicable, as would be decided by the Director with approval of the Board from time to time.

### **5.3.2 Provident Fund**

Employees who are on regular AICTE scales as well as on other forms of appointments except professionals shall be eligible to join the contributory provident fund scheme of the School, and shall be governed by the provisions of the Employees Provident Fund and Miscellaneous Provisions Act, 1952 as amended. However, an employee may be provided with the voluntarily contribution provision as per the prevailing norms.

### **5.3.3 Gratuity:**

Employees who are on regular AICTE scales shall be entitled to gratuity admissible under the Payment of Gratuity Act, 1972 and as amended.

### **5.3.4 Vacation:**

The Faculty Members are entitled to get fifteen days of summer vacation and seven days of winter vacation with prior approval of the Director. However, the Puja Vacation and other Holidays will be as per State Govt. Norms.

The Staff Members are entitled to get the Puja Vacation and other Holidays will be as per State Govt. Norms.

### **5.3.5 Research Grant:**

The Faculty Members shall be encouraged to attend one International Conference and One National Conference in a year and for which the School shall bear the registration fees, conveyance and accommodation expenses subject to the prior approval of the Director.

The Faculty Members shall be encouraged to attend Seminar and Workshops for which the School shall bear the registration fees, conveyance and accommodation expenses once in a year subject to the prior approval of the Director.

The Faculty Members shall be encouraged to publish articles in National and International Journals of repute for which the School shall bear the necessary expenses if required subject to the prior approval of the Director.

### **5.3.6 Training and Development:**

**Faculty Training** – to meet the changing needs of the organizations and its service, the employees are encouraged to undergo training programmes as a part of the training and development policy adopted by the institution. To facilitate the development of the employees, the School shall bare the necessary training cost subject to the prior approval of the Director.

#### **Staff Training -**

### **5.3.7 Consultancy, Visiting Lecture, Seminar and Workshops and Exchange Programmes**

The School has a defined MDP/FDP and Consultancy Policy To facilitate the interaction of its faculty members with industry and other academic institutions to strengthen the external linkages. In this regard, the School encourages the faculty members to be the members of Board of Studies, Editorial Board or any other of that capacity on honorary or remuneration basis. For remunerated assignment, the faculty member is entitled to share 30% of the total remuneration with the School which may be waived subject the approval of the Director.

### **5.3.8 Lien**

A Faculty Member is entitled to put forward the request for keeping lien on his/her post for accepting an external assignment either National or International. Such assignment may be for private or public sector undertakings. To be eligible for lien, a faculty member is required to serve for the School for a period of at least five years of service after confirmation. The period of lien is limited to one year at a stretch or may be extended subject to the approval of the Director.

### **5.3.9 Re-entry**

A Faculty Member is encouraged to re-join the School after a break approved by the Director.

### **5.3.10 Subsidized Canteen Facility:**

The School shall provide subsidized canteen facility to the faculty and staff members.

### **5.3.11 Yoga and Gymnasium Facility**

The School shall provide yoga and gymnasium facility to its employees at free of cost.

## Section 6

### Consultancy

#### 6.1 Objective

Consultancy work shall be generally encouraged as this enhances the domain expertise of the academic resource and builds the external network and brand of the Business School. This policy is framed with the above objective in mind.

#### 6.2 Source of Consultancy / Nature of Consultancy

Consultancy assignments could be obtained by individual faculty member through his own efforts or by the institute through its own network. The nature of consultancy should be in keeping with Praxis Business School's objective and one's own area of specialization and should have a definite spillover effect on one's teaching, publication possibilities and employee seminars. Consultancies should promote justice, major national interests and general economic efficiency.

#### 6.3 Acceptance of consultancy: No consultancy should interfere with the following:

- a) Class Schedule;
- b) Consultation time available for students;
- c) Class preparation; and
- d) Allocation of assignments, grades and other responsibilities, both academic and administrative;
- e) Any other assigned responsibilities of the institution.

6.4 Once a consultancy is accepted, it is the responsibility of the consultant(s) to meet the deadlines and quality standards required by the client and the School. This is very important for the success of the consultancy and the good name of the School and its faculty members. Periodic progress reports should be given to the Director. A copy of the final report should be given to him.

#### 6.5 Allocation of Institute Consultancy Work

6.5.1 The Director in consultation with the principal will allocate the consultancy opportunities among different faculty members based on the nature and scope of the consultancy as well as the needs of the client.

6.5.2 If a specific request is made for a particular faculty for consultancy, that faculty may be allowed by the Director to undertake the consultancy after satisfying the School's internal requirements.

## **6.6 Remuneration**

**6.6.1** Sharing of the surplus arising out of consultancy / professional fees will be normally 30% for the School and 70% for faculty members. Costs to be borne out of the fees shall include remuneration of the staff engaged in the work, overhead expenses and all other associated expenses will be charged to the project cost. However, this sharing ratio can be altered depending on financial break-up of the programme with the approval of the Director. Projected financial break-up and the financial results thereof of all types of consultancy projects included in this policy shall be published by CFO before start of the consultancy work and to be approved by the Director. CFO is required to ensure that all costs are contained within the published break-up. Any deviation shall have to be reported to the Director.

**6.6.2** When two or more faculty members are involved in a consultancy, the mode of sharing will be decided by the Director at the time of initiation and / or as the consultancy proceeds. The distribution of the faculty share will normally be in proportion to each one's degree of involvement in the consultancy at all its stages. In special cases of constancy work or in-company programmes, or in-campus programmes or short courses or MDP programmes the division of the remuneration between the School and the consultants and the Programme Director as the case may be shall be decided by the Director before taking up the programme, based on projected financial break-up of the programmes and the degree of involvement of the individuals.

## **6.7 Individual faculty consultancy / Teaching / Training Work**

**6.7.1** An individual faculty may obtain consultancy work through his own effort. It is mandatory that all such assignments are reported to the Director and the clauses 6.3, 6.4 and 6.6 as described above shall be applicable with the exception that surplus sharing may be considered 70% for the faculty and 30% for the School with the approval of the Director

**6.7.2.** There could be instances where the faculty takes up teaching / training assignment or consultancy assignment on individual capacity in educational institutions of national repute; or in Government Agencies or for Chambers of Commerce and Industries which are directed to societal causes or for economic development of the nation, which promotes the branding of the institution, and provided that the conditions set out in clauses 6.3 And 6.4 are met and provided that no expense of any nature direct or indirect are incurred by the institution for the programme, the concerned faculty shall be waived from sharing the surplus provided that the same is approved by the Director after satisfying the School's internal requirements.

## **Section 7**

### **Miscellaneous**

#### **Working Hours, Contact Days and Work Load**

The official working hours of the School shall be as follows:

Monday to Friday: 9:30 – 5:30

The faculty members as well as the non-academic members shall be available in their office during working hours if no other academic/ institutional assignment is allotted. During the months of summer recess of the School, the working hours may be relaxed with the approval of the Director.

Provided that in exigencies of requirements they may be called upon to attend office at any other time.

There shall be a minimum number of 50 contact days in a trimester excluding examination and preparatory holidays.

Workload of faculty members shall inter alia comprise research and development, consultancy, academic administration, examination, preparation of coursework and case studies, teaching. The teaching contact hours shall be as follows:

Director/Principal – 4 hours/week

Professor - 8 hours/week

Associate Professor - 12 hours/week

Assistant Professor - 16 hours/week