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HR POLICY MANUAL- IPEM GROUP OF INSTITUTIONS

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Introduction of IPEM

The Institute of Professional Excellence and Management (IPEM) was established in 1996 by Late Dr. B.S.Goel- a Visionary, Academician & Philanthropist with Values, who had over 56 years of teaching & research experience in India and abroad. Dr. Goel was also awarded the Shiksha Bharti Award in 2013.

- The IPEM is a Certified, and a PhD research centre of the AKTU University. The IPEM Group of Institutions offer courses in four Streams viz
- Management (MBA, BBA & Bcom)
- Law (LLB (3yrs) & BALLB (5yrs)
- Computers /IT (MCA& BCA)
- Education (B.Ed & D.El.Ed)
- All the Courses are by the respective Approving Bodies i.e.AICTE, BCI, NCTE & SCERT and are to Dr. APJ Abdul Kalam Technical University, Lucknow or Chaudhary Charan Singh University, Meerut.
- The students of IPEM have been consistently obtaining top ranking positions in the University.
- The IPEM will also be starting M.Ed, B.Com LLB (5 yrs) and B.Com w.e.f. 2019 Session.

Human Resource Philosophy

We recognize the contributions of the employees and treat each individual employee fairly and consistently in all matters, with a uniform application of the following human resources philosophies:

- Human resources are best allocated to achieve optimum productivity and efficiency.
- Employees are always encouraged to well-equip themselves for the present job and future development.
- Reward is based on merit. High performers are given priority to take up more responsible positions.

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- Two-way communications between employees and the management are promoted as a means of building mutual understanding and trust.
- Workplace safety is given top priority to protect human health and enable employees to deliver their best performance.

Equal Employment Policy

It is the policy of **IPEM Group of Institutions** to recruit the best qualified people and to maintain a pool of human resources according to the manpower requirement and planning of the organization. The organization provides equal opportunity for all qualified persons and does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, veteran status, disability, or any other protected status.

This policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment. The policy is to transfer or promote well performing and capable employees to fill vacancies so that employees are provided with opportunities to widen their exposure and further their career development within the organization.

All other personnel actions including compensation, benefits, transfers, layoffs, recalls from lay-offs, training, education, tuition assistance and recreation programs will be administered without regard to race, colour, religion, sex, age, national origin, disability, veteran status, or any other protected status, in accordance with appropriate law. All employees are responsible for maintaining a work atmosphere free from discrimination and unlawful harassment by treating others with dignity and respect.

Work Culture

We at **IPEM Group of Institutions** adapt a strong work culture to bring the employees together on a common platform and motivate them to deliver their best. It is essential for the employees to enjoy at the work place for them to develop the sense of loyalty towards it. The organization offers a positive ambiance to the employees for them to focus on their work and follow the organizations rules and regulations.

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To create a healthy work culture:

- An employee must be cordial with each other
- Each employee should be treated as one
- Encourage discussions at the workplace
- Promote team building activities to bind the employees together

We at **IPEM Group of Institutions** indulge in various fun filled activities to bring together employees and their diversified culture in building strong teams. The activities which help each other understand their view point and nature in analyzing various situations.

The various activities performed at IPEM group of Institutions are:

- Birthday celebrations
- Festival Celebrations

The organization aims at improving efficiency, productivity, growth and corporate ethical standards. The employees are encouraged to feel free to ask questions, discuss suggestions, and address problems and concerns with the management.

Staffing Process

Our purpose of recruitment is to acquire the optimum number of high quality employees for the operations and development of the organization. In order to appoint the most appropriate persons for the positions, the potential candidates are drawn from a wide pool and equal opportunities are ensured for all candidates.

We establish a selection committee of different compositions to shortlist and interview the prospective candidates for the vacant positions at all levels. Our experts keep in mind various aspects in short listing the appropriate candidate.

- Academic Qualifications,
- Work Experience,
- Job knowledge and technical know-how.
- Recent Earnings

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Classification of Teaching and Non- Teaching Staff

Employees are further classified into the following categories:

(A) TEACHING

(1) CORE FACULTY

The employee appointed by the organization on regular basis for teaching one or more course papers with a teaching work load of minimum 12- 16 hours per week. They are the ones who are also given added responsibilities to ensure the growth of self, students and the organization as a whole. The employee is initially appointed on a standard probation period of 12 months. They can avail the benefits of a regular employee in the organizations.

(2) VISITING FACULTY

The employee appointed by the organization on part time basis for teaching maximum 2 course papers applicable as per the semester with a teaching work load of maximum 12 hours per week. He/ she is also responsible of contributing towards the activities related to their subjects and academic administration like, setting up of question papers and answer sheet checked, uploading the attendance, etc. (as and when required by the management.

They are appointed for a semester at a fixed pay per hour. The existing Visiting faculties can continue teaching in the fresh semester only if there is any requirement and with the approval of the management for the same. They are not entitled to any benefits of a regular employee in the organizations.

(B) NON- TEACHING

(1) FULL TIME

The employee is a regular employee who works as per the directions and responsibilities stated by the management and also maintain a minimum work timing and schedule. They are also entitled to various benefits as of a regular employee.

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(2) PART TIME

Part-time employee means a person who is engaged for work for less than normal working hours. Part-time employees are ordinarily not entitled to the benefits provided to full-time employees. They are allowed such benefits provided as are specifically determined by the management.

Joining Formalities

On the day of joining, the employee is requested to fill the requisite forms as the part of the joining formalities. The check list as to what all documents are to be submitted while joining the organization will be provided to the employee at the respective departments. Once the details are sent to the HR department, the other formalities including the Appointment Letter, ID card, email id and other logins (wherever applicable) will be generated and sent to the newly joined employee within 48 hours of their joining.

Work Timings

All the employees have to complete stipulated hours of work. The work timings and schedule for teaching and non- teaching. Certain employees may be assigned to different work schedules and/or shifts outside of normal office hours. Full-time professional/administrative positions are expected to be on time; in many cases, however, additional hours may be necessary in order to satisfactorily fulfill the requirements of a job. For occasional late arrival or early departure information and permission has to be taken by the supervisor.

Leave Policy

The discretion of granting leaves is reserved to the authority empowered to sanction leaves. The concerned authority reserves the right to refuse or revoke leave at any time according to the exigencies of the organization work.

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CATEGORY OF LEAVES:

Casual Leave (CL): CL with full pay in a calendar year is admissible on pro-rata basis i.e. 1 CL per completed month of Service. CL cannot be accumulated /combined with any other leave. It will also not be sanctioned for more than 3 days at a time.

Earned Leave (EL): 12 days with full pay can be earned by an employee after working for one calendar year from the date of his/her joining. EL is also admissible on pro-rata basis i.e. 1 EL per completed month of Service. EL must be got approved/ sanctioned before proceeding on EL. EL can be encashed on 30 June, i.e. the days of completion of Academic Sessions.

Duty Leave (DL) : For participating in Seminars/ Workshops/Examination/Evaluation duty or any other duty assigned by the Institute, shall be granted with full pay, only with the prior approval of the Institute.

Vacation Leave for Faculty: Maximum of 10 days in a calendar year, after completion of one year service at the Institute. This can be availed in a staggered manner when there are no classes or other academic commitments, with prior approval only. This can neither be accumulated nor carried forward

General Leave Rules:

- No leave can be claimed as a matter of right, even it can be cancelled if the exigencies of service so demand.
- Leave shall be first granted and then only availed.
- Under no circumstance, teaching and/or academic activities will be compromised due to leave etc.
- It will be sole responsibility of the Applicant to his/her to his/her HOD and the of the other Deptt., where he/she is taking classes.
- Casual Leave on Phone is allowed in emergency only i.e. circumstances beyond the control of the Faculty/Staff. Even in that eventually he/she must submit the Application for approval on the very next day.

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- The IPEM Group of Institutions function on six days a week basis (Monday to Saturday). However, first & third Saturdays are Off-days. The Institute timings are from 09:00am to 05:00pm.
- All Faculty on arrival are required to sign in their Deptt Attendance Register and in the Bio-metric system (also while departing for the day) at the Reception. Not marking attendance in the Bio-metric system will be considered as Absent.
- In a month, a faculty/staff will be allowed six hours period (in multiples of one hour to a maximum of two hours in a day), if he/she either gets late or has to go early or has urgent work in between. Fraction of an hour will be treated as one full hour. All Faculty/Staff members will be required to enter in Biometric System whenever they are coming in and going out from the Institute (even in between or early leaving or late coming). One can avail this faculty only once a day.

Increments & Appraisal

The Faculty is encouraged to enhance their Qualifications / Skills. Special incentives are given on acquiring PhD/JRF/NET or other higher qualifications. Faculty is also given opportunity to attend and present/ publish papers in National/ International Seminars/Workshops/FDPs etc, outside the Institute. Every Faculty is expected to write atleast one/two papers in a UGC approved National Journal/ Institute Journal and one in an International Journal. Each year on Teacher's Day, the outstanding faculty, based on their overall performance is felicitated.

Promotions And Transfers

In filling positions at IPEM, preference is given whenever possible to qualified persons currently employed at the IPEM, with factors such as ability, experience, potential for growth, and the affirmative action goals taken into consideration. Employees are encouraged to express interest in positions for which they believe they are qualified. A promotion is a change from one position to another (either in the same office or in another office). A promotion normally, but not necessarily, is accompanied by an increase in salary.

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A transfer is defined as a change from one position to another within the same classification level and salary range and normally does not include an increase in salary. To be eligible for a promotion, a person must have completed at least the probationary period.

Resignation, Termination and Rehire Policies

Notice by the Individual

A staff employee should submit adequate written notice to his/her supervisor before voluntarily leaving. Teaching staff whose responsibilities are determined are expected to fulfill their commitments before separating from the organization. Employees who have completed one year of service are expected to provide a minimum of one month's notice. More advance notice may be appropriate for senior level positions and teaching staff

Notice By The IPEM/Termination

The termination of an employee for cause by IPEM is generally the result of an individual's inability to attain the required level of performance in the job, failure to comply with required policies and procedures or standards of professional behavior applicable to employment, or repeated failure to perform required duties. Any termination must be approved by the Human Resources, or his/her designee, and must be in accordance with established policies and procedures.

Abandonment & Automatic Termination:

1. If an employee remains absent from duty without prior permission for a period exceeding eight consecutive working days, the management will draw an irresistible presumption that by remaining absent continuously and unauthorized, he/she has thus abandoned the job. Such abandonment of service shall be treated as resignation from the service and not as termination by the institute; and the employee will also be liable to pay one month's salary in lieu of notice (if applicable as per the terms & conditions of appointment), which may be deducted from his/her salary or other dues.

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Provided, however, the said employee returns within fifteen days and gives proper explanation for his absence to the satisfaction of the management, the lapse may be condoned and he/she may be re-employed in his post with/without continuity of service, entirely at the discretion of the management; and the employee shall have no right to any claim, or challenge the discretion of the management in this regard.

2. In the event of an employee remaining absent in excess of the period of leave originally granted or subsequently extended, he will lose his lien on appointment, unless he returns within eight days (including holidays/weekly off, etc. as also the period for which leave though applied has not been granted) and gives acceptable explanation to the management of his inability to return immediately after expiry of the leave period.

Rehire in good standing and later wish to return are eligible for consideration for rehire provided an appropriate position is available. A previous employee who is rehired will not be given credit for prior service for purposes of leaves, vacation eligibility and other pertinent.

Relieving Formalities

1. The employee will hand over the charge together with all the property/ material of the organization in his/her possession, custody or charge at the time of cessation of employment, such as identity card, data-bases, files, books, magazines, reports & records, Documents, manual, audio/video tapes, floppies/discs, tools, instruments, etc, before the last payment of outstanding wages is released. The value of all shortages and/or damages to any property shall be recoverable from him, including adjustment against whatever dues are payable to him. The employee will be required to compensate the management for all losses/damages caused by him to the official promises and all movable property therein.

2. At the time of leaving services, the employee shall have to obtain a "No Dues Certificate" From the entire concerned department. Accounts department will finally settle his/her account Only after submission of this certificate.

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3. Failure to comply with any of the above provisions shall entitle the management to withhold The employee's due to make appropriate deductions there from, and to take such other action as may be deemed fit, which also includes the initiation of legal proceedings in the court of law.

Disciplinary Action

1. Breach of any of the service conditions will be considered as misconduct, for which the competent authority may issue a Show Cause Notice to the employee concerned to explain his/her conduct.
2. In case the employee's reply is not found satisfactory, the competent authority may initiate disciplinary proceedings against the delinquent employee. For this purpose, head of authority would be competent authority.

Redressal Of Grievance

1. Any complaint arising out of employment including that relating to unfair treatment, or wrongful exaction on the part of the organization or its authorized representative, shall be addressed to the appropriate authority/HOD concerned for redressing the grievance through proper channel. The employee shall not forward advance copies of his representation to any higher authority, unless the lower authority has rejected the claim, or refused, or disposal of the matter is delayed by more than one month.
2. No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

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