



**SHANTI
BUSINESS
SCHOOL**
AHMEDABAD

Creating Strategy Leaders

HR Manual

2025

SHANTI BUSINESS SCHOOL

HR MANUAL

Index

Sr. No	Policy	Code
1	Introduction	-----
2	About Us	-----
3	Vision, Mission, People	-----
4	Human power Planning	SBS/HR-POLICY/2016/001
5	Recruitment Policy	SBS/HR-POLICY/2018/002
6	Faculty Appointment & Promotion	SBS/HR-POLICY/2019/003
7	Induction and orientation policy	SBS/HR-POLICY/2018/004
8	Probation and confirmation policy	SBS/HR-POLICY/2016/005
9	Performance Appraisal policy	SBS/HR-POLICY/2021/006
10	Attendance policy	SBS/HR-POLICY/2022/007
11	Probation Leave Policy	SBS/HR-POLICY/2016/008
12	Leave policy	SBS/HR-POLICY/2022/009
13	Loan Policy	SBS/HR-POLICY/2022/010
14	Staff welfare policy	SBS/HR-POLICY/2018/011
15	Resignation and termination policy	SBS/HR-POLICY/2022/012
16	Exit policy	SBS/HR-POLICY/2022/013
17	Retirement policy	SBS/HR-POLICY/2016/014
18	Discipline and disciplinary action	SBS/HR-POLICY/2016/015
19	Anti-discriminatory policy	SBS/HR-POLICY/2016/016
20	Grievance Redressal policy	SBS/HR-POLICY/2021/017
21	Transport policy	SBS/HR-POLICY/2021/018
22	Transport Reimbursement Policy	SBS/HR-POLICY/2021/019
23	Personal Conduct policy	SBS/HR-POLICY/2016/020
24	Internal Complaint Committee (ICC)	SBS/HR-POLICY/2016/021
25	Duty Leave Policy	SBS/HR-POLICY/2017/022
26	Education Policy for Employee	SBS/HR-POLICY/2019/023
27	Uniform Policy	SBS/HR-POLICY/2019/024
28	Free Food Policy	SBS/HR-POLICY/2019/025

Introduction

The Human Resource (HR) Manual is designed to provide a clear statement of the Institute's Human Resource Philosophy.

The policies contained in this manual are in keeping with the purpose and guiding principles of SBS. The manual underpins and brings together organization's various codes of practice relating to specific aspects of Human Resources, which are listed in Index.

Human Resource Management is a dynamic function, which needs to adapt to the changing needs of the organization. Thus this manual provides the basic guidelines to channelize the HR initiatives in the organization and may not provide exhaustive solutions to problems, which keep emerging from time to time in the organization.

The manual is prepared to provide a standard reference to all employees in understanding their rights and carrying out their responsibilities; to encourage continuity and consistency in the administration and application of Human Resource Policies and to provide a direction and clarity in the day to day administration of Human Resources.

These policies are approved by the Director and the Executive Registrar, of Shanti business school and vetted by the Governing Board. It is administered by the HR Department and applies to all teaching and non –teaching staff of Shanti business School.

The HR Policy Manual is designed to be the primary reference document for communicating and interpreting the human resource policies and procedures applicable to employees at Shanti Business School.

The Institute reserves the right to add to, to delete from, to change or otherwise revise policies contained in this manual with or without the prior notice to the employees whenever the Institute determines such action is warranted.

This manual is published and maintained as a guide for all employees so that human resource matters can be handled timely and equitably.

Questions regarding the applicability of any of the policies in this manual to the employees should be directed to HR – Department.

Vision:

To be a Centre of academic excellence and research that nurtures industry-ready and socially responsible management professionals

Mission:

- To offer rigorous practice-oriented education well-suited to meet the challenges of businesses and industries.
- To inculcate values, ethics and sensitivity towards the society, country and environment.
- To provide a conducive environment to all the stakeholders to enhance the quality of teaching, learning and research.

Human Power Planning	SBS/HR-POLICY/2016/001

Human power planning enables the Organization to project its short to long-term needs so that it can adjust its manpower requirements to meet changing priorities.

Purpose

To ensure a sufficient number of suitably qualified personnel are maintained at all levels throughout SBS.

Policy

- Human power requirements will be reviewed on a quarterly basis: January/April/July/October.

Human power Plan of each functional area /unit should be frozen at the beginning of the financial year keeping in perspective, the work plan for the year.

- Based on this report the recruitment process will be initiated. **(Annexure – 1)**

Approved by the competent Authority.

Recruitment Policy	SBS/HR-POLICY/2018/002

The Institute has well-designed and documented policy on selection of Faculty and leaders and non-teaching staff. The process of recruitment and selection is enriched in the Service Rule **(HR Manual)**

Selection procedure for Assistant Professor, Associate Professor and Professor:

Assessment of Faculty Requirement: Every year, before the end of the academic year, the HR section along with Dean Academics assesses the course-wise requirements of faculty members and report the vacancies to be filled to the Director. The Director with the approval of the SBS Governing Board proceeds to fill the vacancies, if any.

Inviting Applications / Resumes:

Recruitment may be made through:

- Any Opening for the Faculty – Advertising
- Other source – Consultancy, Reference, Database

Shortlisting of applications / Resumes: The response from all the above-mentioned sources is shortlisted on the basis of the minimum qualification and experience required for the faculty position as stipulated by AICTE. Shortlisting will be done by the respective Area chair with a senior faculty as deputed by the Director.

Selection Process: The selection process of the faculty is done in three rounds.

- a) Faculty Selection Demonstration (1st Round):** The shortlisted candidates give a demonstration on a relevant topic. They need to prepare one Power point presentation and present in presence of all faculty members and the Director> Each member present in the faculty selection demonstration give their feedback about the presentation and interaction on an Evaluation sheet **(copy attached as Annexure: 3)**
- b) Panel Interview (2nd Round):** The candidates shortlisted from the first round is called for Panel Interview.

The selection committee for the both Recruitment and Promotions for the post of Assistant Professor, Associate Professor and Professor are comprised of the following members:

1. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
2. The Principal/ Director of the College.
3. Head of the Department of the concerned subject in the College.
4. Two nominees of the Vice-Chancellor or Acting Vice Chancellor of the affiliating university of whom one should be a subject-expert. In case of colleges notified / declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel five names, preferably from the minority communities, recommended by the Vice-Chancellor or Acting Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.
5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the College out of a panel of five names recommended by the Vice

Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned.

6. An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the above members of the selection committee does not belong to that category.

To constitute the quorum for the meeting, five of which at least two must be from out of the three subject experts shall be present.

For all levels of teaching positions for Government / Government Aided Colleges / Government Autonomous Colleges, the State Public Services Commission / Teacher Recruitment Boards wherever applicable must invite three subject experts, for which the concerned University be involved in the selection process, by respective appointing authority. The states, where selection in autonomous institutes have been authorized to respective Board of Governors, shall continue but constitution of committee shall be same as directed by AICTE.

All the members of the selection committee submit the interview evaluation sheet (**copy attached as Annexure -4**). The final selection is based on the average marks and consensus of achieved by the panel. Members of panel can also join through video conferencing.

- c) **Negotiation and Decision on Joining Terms (3rd Round):** The recommendations of the selection committee are placed before BOG / Chairman of BOG for approval. On approval, offer letters are issued to selected candidates in order of merit. After that, the terms and conditions of service are discussed. The pay offered is as per the norms/current scales of business schools. The best suited candidates are then made an offer for the position by the Director of the Institute.

Selection procedure for Senior Professor:

Assessment of Faculty Requirement: Every year, before the end of the academic year, the HR section along with Dean Academics assesses the course-wise requirements of faculty members and report the vacancies to be filled to the Director. The Director with the approval of the SBS Governing Board proceeds to fill the vacancies, if any

Inviting Applications / Resumes:

Recruitment may be made through:

- Any Opening for the Faculty – Advertising
- Other source – Consultancy, Reference, Database

Shortlisting of applications / Resumes: The response from all the above-mentioned sources is shortlisted on the basis of the minimum qualification and experience required for the faculty position as stipulated by AICTE.

- (a) The Selection Committee for the both Recruitment and Promotions for the post of Senior Professor shall consist of the following persons:

1. Director of the college who shall be the Chairperson of the Committee.
2. An academician not below the rank of Senior Professor/Professor with minimum ten years' experience.
3. Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Board of Governor.

4. Dean (not below the rank of Senior Professor/Professor with minimum ten years' experience) of the faculty, wherever applicable.
5. Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years' experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/Institute, in case Head/ Chairperson does not fulfil the above requirement, if any.
6. An academician (not below the rank of a Senior Professor/Professor with minimum ten years' experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories as the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

(b) Four members, including two outside subject experts, shall constitute the quorum

Selection process of the Leader:

Director of the Institute:

The Director is academic and administrative head of the Institute. The director is also the principal executive officer of the Institute and is responsible for the proper administration of the Institute and for imparting of Instruction and Maintenance of discipline therein.

Inviting Applications / Resumes:

Recruitment may be made through:

- Any Opening for the Faculty – Advertising
- Other source – Consultancy, Reference, Database

Shortlisting of applications / Resumes: The response from all the above-mentioned sources is shortlisted on the basis of the minimum qualification and experience required for the Director position as stipulated by AICTE.

- (a) The Selection Committee for the both Recruitment and Promotions for the post of College Director / Principal shall have the following composition:
 1. Chairperson of the Governing Body as Chairperson.
 2. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
 3. One nominee of the Vice-Chancellor who shall be an expert in Management of Higher Education.
 4. Three experts consisting of the Principal/ Director of a college, a professor and an accomplished educationist not below the rank of a professor (to be nominated by the Governing Body of the College) out of a panel of six experts approved by the relevant statutory body of the affiliating University concerned.
 5. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor of the affiliating University.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject experts shall be present

Selection process of the Non-teaching staff:

Human power Requisition Form (**Annexure-1**) shall be used for indenting the Man power providing all details and justification about the requirement. This will be forwarded to HR Department, which in turn will take the approval of management.

It is not essential that a replacement is needed whenever there is a separation. Each request for recruitment has to be justified by the Head of the Department.

Inviting Applications / Resumes: Recruitment may be made through:

- Opening less than five (5) in different area – Online source / Portal (Naukri.com etc) / References
- Opening more than five in different area – Advertising
- Other source – Consultancy / Database.

Telephonic Interview

- Telephonic Interview is designed to know the communicability, interest and seriousness for the job. It helps in inviting them for preliminary round if Interview.
- An email inviting them for an interview will go from HR department mentioning the date, time and venue of the Interview. If the interview is going to take long, then inform the candidate at this stage so that she/he can arrange their schedule accordingly.
- Ensure proper hospitality during the entire process. If the candidate is here during lunch hours offer her/him lunch from the organizations side. Water, tea and coffee should be asked during appropriate intervals

Preliminary Interview

- The preliminary round of interview will start after the candidate has filled in the Pre-Employment Form (**Annexure - 2**).
- Though the information asked in the form is similar to the information given in their resume, it is important for the candidate to fill it as it serves the dual purpose of providing preliminary information about the candidate and aids the interviewer by opening up areas of interest and discussion.
- Preliminary Interview also known as screening interview is used to weed out those candidates who do not meet the minimum criteria laid down. By preliminary interview only those candidates are selected who match the specification.

In- depth Interview for non-teaching staff:

- In-depth Interview with the Director/ HOD/ Registrar & Director (Admin) as the case may be, to understand the suitability of the candidate with the skills required for doing the job will be held after the candidates are shortlisted from the preliminary round of interview.

Reference Check for all Recruitment (Non-teaching, Faculty & the Leader):

Three references of the selected candidate have to be checked by the HR Department.

Issue of Offer Letter

When all the above-mentioned process is completed then HR will issue an offer letter with concerned authority's signature. The offer letter will mention that "It has the approval of competent authority".

Approved by the competent Authority.

Faculty Appointment & Promotion Policy	SBS/HR-POLICY/2019/003

Faculty Appointment & Promotions:

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows.

Minimum Qualifications norms for Direct Recruitment / Promotions Eligibility as per AICTE

1. Minimum Qualifications for direct recruitment as an Assistant Professor

Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C. A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.

2. Minimum Qualification Norms for Direct Recruitments / Promotions for senior scale Assistant Professor to Principal/Director

A. Qualification Norms for Assistant Professor (Senior Scale)

For Promotion and Incumbents

- a. Qualifications prescribed for the post of Assistant Professor
AND
- b. Should have completed minimum training requirements as per Annexure - III.
AND
- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Avg. 360 ⁰ feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	5 to < 8

B. Qualifications for Assistant Professor senior scale (Super senior scale)

For Promotion of Incumbents

- a. Qualifications as prescribed for the post of Assistant Professor (Senior Scale)
AND
- b. Should have completed minimum training requirements as per Annexure - III.
AND
- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Senior Scale)			
	Additional Qualification	Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360 ^o feedback score
1	-	4	1	8 to 10
2	-	4	2	5 to < 8

C. Qualifications for Associate Professor

For Direct Recruitment

- Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch
AND
- At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.
AND
- Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

For Promotion of Incumbents

- Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.
AND
- Should have completed minimum training requirements as per Annexure – III.
AND
- Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Selection Grade).		
	Experience (Years)	Research publications in SCI journals UGC AICTE approved list of journals	Avg. 360 ^o feedback score (out of 10)
1	3	2	5 to < 8
2	3	1	8 to 10

D. Qualifications for Professor

For Direct Recruitment

- Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.
AND
- Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
AND
- At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co- supervisor till the date of eligibility of promotion.
OR
At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotions.

For Promotion of the Incumbents

- a. Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
			Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

Note: 360° Feedback

1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.
2. In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the years.

E. Qualifications for Promotion to Senior Professor

- a. Ph. D. degree in the relevant field

AND

- b. Minimum ten years of experience in the cadre of Professor

AND

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph. D. guided as Supervisor / Co-Supervisor as a Professor.

OR

At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

OR

At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor

AND

At least one patent awarded

OR

Development of one MOOC course applicable at national platform

Notes:

1. The selection of Senior Professor shall also be based on academic achievements, favorable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.
2. The selection shall be based on ten best publications and award of Ph. D. degrees to at least two candidates under his / her supervision during the last 10 years and interaction with the Selection Committee constituted as per this regulation

F. Qualifications for Direct Recruitment of Principal / Director

- a. Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch
- b. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.
- c. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

Notes:

1. This position shall be of contractual in nature for 5 years and can be extended for one more term depending upon the performance
2. Performance assessment shall be carried out through a committee appointed by the affiliating university.
3. After completing the final term, the incumbent shall join back his / her parent organization in the previous designation from where he / she has proceeded with the designation as Professor / Senior Professor as the case may be.

Training Requirements for Promotions of Teachers from all the Disciplines**For Assistant Professor (Senior Scale): Completion of following training requirements at the level of Assistant Professor.**

Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training

For Assistant Professor (Selection Grade): Completion of following training requirements at the level of Assistant Professor (Senior Scale)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training

For Associate Professor: Completion of following training requirements at the level of Assistant Professor (Selection Grade)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

OR

Special Note: With the approval of the SBS Governing Board, the minimum requirements for research and training for certain recruitments and promotions may be relaxed.

Sr. No.	Designation	Qualification and Experience
1	Assistant Professor a or b	1 st class post – graduation in relevant subject plus at least 2 years of experience in teaching, research or industry. OR Fresh Ph.D. in relevant subject after 1 st class Post–graduation or subject relevant to management.
2	Associate Professor a + b + c	1 st class post – graduation in management in relevant subject PLUS Ph.D. in relevant subjects PLUS 5 years of experience in teaching / research / industry of which at least 2 years after Ph.D.
3	Professor a + b +(c or d)	1 st class Post–graduation in relevant subject PLUS Ph.D. in Management or relevant subject PLUS Minimum 10 years of experience in teaching / research / industry of which 5 years as Associate Professor. OR 13 years industrial experience at managerial level of which at least 5 years in senior management level. Post–doctoral publications and guiding of Ph.D. in desirable.

Induction and Orientation Policy	SBS/HR-POLICY/2018/004

Purpose

Induction is a systematic and formal procedure for assimilating a new employee in to the Organization. It aims at giving all the relevant information to the new employee and making her/him adjust comfortably in the environment of SBS. It is a structured orientation programme, which offers an excellent opportunity to new recruits to learn comprehensively about the institute.

- To get all staff members familiarized and inducted about SBS, its vision and mission, structure and functioning.
- To get all staff oriented about the management structure and administrative procedures.
- To build an identity and brand for the school.
- To furnish required information to staff for smooth functioning and efficiency.
- To build an open and transparent work culture.
- To know 'who is who' in the school by clarifying roles and responsibilities.

Policy

- Induction programme would be customized and would be conducted for all categories of staff at different levels.
 - 1) Faculty members
 - 2) Academic Administrations
 - 3) Marketing, placement and creative team
 - 4) HR, Admin, Library, Accounts, Students Services and Examinations and IT.
 - 5) Transport, Security, Support teams
- An appropriate induction Schedule shall be prepared by HR just after the selected employee confirms her/his date of joining.
- The prepared induction Schedule shall be sent to all concerned well in advance and a copy of it has to be given to the new employee on the day of his joining the organization along with the guidance as how to go about it.
- The Inductee shall undergo the induction in accordance with the Induction Schedule given to her/him.
- The Inductee is required to prepare a brief report on her/his Induction and submit it to the HR on completion of the induction process.
- The complete induction programme would be carried out through various mediums as and when new members join. There would be structured one-day programme with:
 - 1) Campus tour
 - 2) Brief introduction to all staff members with their roles and responsibilities
 - 3) Induction kit carrying brochure, reading material, etc.
 - 4) Presentation by seniors on vision and mission.
 - 5) Presentation on organization structure and various verticals.
 - 6) Presentation on Management and Administrative procedures (Faculty and HR manual).
 - 7) Solving queries of inductees.

8) Tree Plantation by new joined employee on the day of joining.

- During the entire process efforts have to be made by all concerned to integrate the induction process with the “Goals and Objectives “of SBS so as to make it result oriented and dynamic.

Approved by the competent Authority.

Probation and Confirmation	SBS/HR-POLICY/2016/005

There are four possible recommendations:

1. The employee will be on one year probation period.
2. After the probation is over, appointment may be confirmed as per the due date in accordance with the appointment letter.
3. The probation may be extended further for a specified number of months advising the employee to improve upon his shortcomings / weak areas.
4. In non-satisfactory performance even after the extended probation, the appointment should be terminated. This exercise has to be necessarily done before the expiry of the probation period.

The recommendations must be shown to, discussed with, and duly signed by the functional head/ immediate superior prior to being forwarded to HR for action.

Policy

Extension of Probation

1. The probation period may be extended in weak cases at the sole discretion of the management.
2. The probation period can be extended only at the original probation period.
3. Usually, only one extension can be recommended and this cannot exceed the duration of the original probationary period.

Termination of Employment

In reviewing such recommendations, the HR Department should help the concerned authority to determine:

1. Whether the employee was given all the resources to perform.
2. Whether the probationer had received adequate supervision and instruction to reach the expected standard of performance.

During this review the HR Department may consult with the department Head, the immediate Supervisor or any other person considered appropriate.

Confirmation

1. An employee will be confirmed only after the successful completion of the probation period.
 2. The HR Department will ask the HOD to complete the probation report well in time.
 3. Confirmation letter should reach the employee before the expiry of the last day of probation.
- The Probation Review Report (**Annexure-5**) shall be sent back to the HR Department at-least a week before the expiry of probation period.
 - Along with confirmation letter a copy of the new pay structure (in case there is a revision in the same) and other allowances will be sent to the employee.

Approved by the competent Authority.

Performance Appraisal Policy	SBS/HR-POLICY/2021/006

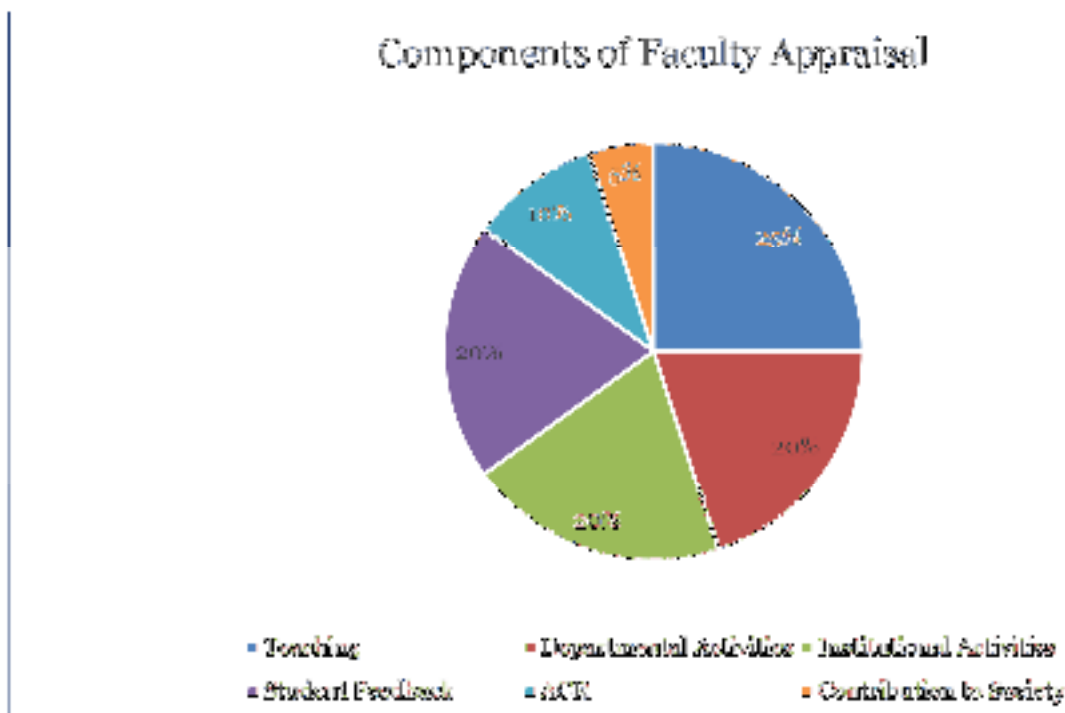
Purpose

Performance management is a way to give feedback to staff regarding their performance. The appraisal can be used to encourage good work as well as point out areas for improvement. It can also be used to set measurable targets and objectives to continually spur performance improvement.

- Increasing Role Clarity
- Training and Development
- Compensation and Reward
- Career Planning
- Enhance Institutional Values

Faculty Performance Appraisal

Faculty performance appraisal is an annual activity at SBS. There is a formal system in place for the performance review. The faculty review cycle is from July-June of every year. The faculty appraisal form is mailed to the faculty by the HR department. The appraiser should have had completed at least 6 months in the institute to be eligible for appraisal.



The faculty Appraisal Parameters are divided into following broad sections:

1. **Teaching (Maximum Points 25):** The calculation shall be presented in a table as presented in Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, Course code/ Name, No. of scheduled classes, actual held classes.

2. **Departmental Activities (maximum Points 10):** This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, timetable I/C, NBA-AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 10.
3. **Institutional Activities (Maximum Points 10):** This section summaries all the responsibilities assigned by Head of the Institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like head of Department, coordinator, Warden, Training and Placement Officer, Estate Officer etc. The faculty earn 5 points per semester for each activity up to a maximum of 10.
4. **Student Feedback (Maximum Points 25):** The faculty shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.
5. **Contribution to Society (Maximum Points 5):** The faculty involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order / official communication from head of Institute.
6. **Research (Maximum Points 15):** This section summaries all the research activities which includes research publications, books, chapters, MDP, FDP, Project Consultancy etc.
7. **Annual Confidential Report (ACR) (Maximum Points 10):** It will be maintained at Institute level. Not to be filled by the faculty.

Multi-rater feedback brings dimension and depth to the performance appraisal process and helps you eliminate personal biases in appraisal ratings. SBS, Ahmedabad monitors Appraisal by taking feedback as mentioned below:

Self-Appraisal System: In this Appraisal form Faculty itself gives self-rating to their own work

Student's Faculty Feedback: The Director along with Sr. Manager, Academic Services will seek the written Student's Faculty feedback once during each semester, The purpose of the feedback is to help a faculty member to improve the course and / or the pedagogy. The feedback is compiled and submitted to the Director and the Director discusses the feedback with the faculty members concerned.

Academic Dean Feedback: Here the actual contribution of employee in terms of productive work, teaching load, new course development etc. is judge by the Academic Dean.

Director's Feedback: Director will review all parameters as well as multi-rater feedback and according to the parameters and rating the Director will give their views.

1. **Exceeds expectations (10 Points)**– The performance demonstrated is beyond the standard expectation.
2. **Meets expectations (8 Points)**– The performance meets the standard expectation from the employee.
3. **Meets most expectations (6 Points)** – Average performance with some improvement required.
4. **Needs improvement (4 Points)**– Some responsibilities are effectively performed but serious improvement is required in certain areas.
5. **Unsatisfactory (0 Points)** – Performance below standard

Faculty performance is evaluated at the end of every academic year- 1st July to 30th June. Each faculty will fill up the Faculty Self-Performance Appraisal and submit it to the HR Department and HR department will send it to concern committee members for their review. (Annexure)

The details of faculty self-appraisal forms can be found as a **Annexure - 6**.

Non-Teaching Staff Performance Appraisal:

Policy

The process will be done once a year, it will be evaluated at the end of academic year. All employees will be assessed as follow: -

1. Irrespective of the date of Appraisal, the raise in salary will be effective from the 1st July. Those joining in the middle of the year, the increment/salary raise will be calculated on pro-rata basis.
2. The appraiser should have had completed at least 6 months in the institute to be eligible for appraisal
3. The performance indicator for the non-teaching is given below separately.

Sr. No	Parameter	Weight age (%age)
1.	Excellence in performance based on assigned task and special initiatives	40
2.	Special tasks and additional responsibilities, other than routine tasks expected	30
3.	Regularity, punctuality and commitment	15
4.	Positive Attitude	15

1. **Exceeds expectations** (5 Points)– The performance demonstrated is beyond the standard expectation.
2. **Meets expectations** (4 Points)– The performance meets the standard expectation from the employee.
3. **Meets most expectations** (3 Points) – Average performance with some improvement required.
4. **Needs improvement** (2 Points)– Some responsibilities are effectively performed but serious improvement is required in certain areas.
5. **Unsatisfactory (0 Points)** – Performance below standard

The details of non-teaching self-appraisal forms can be found as a **Annexure -7**

Approved by the competent Authority.

Attendance Policy	SBS/HR-POLICY/2022/007
Revised date	1 st January, 2023

Purpose

To prescribe the basic guidelines for adherence to office discipline

Policy

This policy is applicable to all team members of Shanti Business School.

Entry-Exit Process

- **Biometric Attendance:** We are following biometric attendance for payroll calculation to bring transparency and accountability. All employees are required to punch their finger on in the Biometric Sensor both during entry and exit. Anytime the employee leaves the campus during office hours for personal/ official work, punch / thump in the machine is essential.
- **Unable to Punch /Thump:** In case the employee has forgotten to punch in the Biometric Sensor, then they should do their entry in the 'Manual Attendance Register' kept with the HR department, is essential.
- **Came to Office but not punched/entered in the Register:** Full pay leave will be considered by the HR department if the employee has not punched nor entered in the register both during entry and exit. Half Pay leave will be considered if the aberration is only once during entry or exit.

Office Timings

- **General Office timings :**
 - At Campus: 9:00 am to 5:00 pm
 - 2nd and 4th Saturdays are holidays. (This is not applicable to essential services like Security, Office attended, Drivers, Plumber, Gardeners, H. K. staff etc.)
- **Lunch Timings :**
 - All employees are required to restrict the lunch timings to 30 minutes. The general lunch timings are between 1:00pm to 2:00pm.

Absence from Place of Work on Official/Personal Call

- **Full / Partial Day Absence:** Full day absence in the campus will be considered as Leave without Pay if information is not forwarded to the HR department, preferably in advance or immediately on return. Use of mail or sending SMS for informing the HR department as well as HOD is encouraged. All telephonic and SMS information should be followed up by a Mail.

The employees will apply a leave through ERP portal immediately after return to the institute.

If on duty, it has to be a prior approval from HOD. The HOD should inform the HR or forward her/his travel plan to HR. The team members are required to fill On Duty Register.

- **Partial Day Absence:** An employee moving out of the campus during office hours either on official or personal duty need to fill the details at the ERP portal and it should be endorsed by the immediate supervisor. It will be submitted to the HR department. Punching on biometric sensor is necessary during exit and re-entry.

Flexibility in Timings

- As Shanti Business School has decided total working hours per day is of 8 hrs.
- It has been decided by the management that if any employee come late till half an hour they can compensate their timings by going late.
- More than 30 minutes late coming will be treated as short leave or half day leave.
- The above facilities are to be availed only as exceptions / not regularly / routinely.
- Employee will be accountable for adhering to their workplace schedule. If employee is unable to meet this expectation, then it will affect their overall performance.
- Timely and regular attendance is an expectation of performance for all SBS employees.
- The employees are given a benefit of coming up to 2 hrs late or going up to 2 hrs early for any personal reasons once in a month with appropriate approvals. However, this will not be considered as an employment right. Late coming or early going within the policy but without approval will result in deduction of pay.
- Team members, who return after official tour of more than two days and have had extended working hours as confirmed by the HOD are permitted to come late (up to 4 hrs) on the next day only if the next day is a working day.

Deduction from Pay

- Any flexibility in timings beyond above maximum permitted limits will be deducted from the leave.
- Late coming / early going with permission is not compensated if a staff member has availed maximum benefit as per above permissible limits even if she/he has taken approval.
- Any other case of late coming /early going for academic work is permissible only with the approval of Director.

Approved by the competent Authority.

Probation Leave Policy	SBS/HR-POLICY/2016/008

Purpose

Probation is a period for job adjustment and an opportunity for both the new staff member and the supervisor to determine whether to continue the employment relationship.

The organization recognizes and respects employees' needs for leave time away from work and strives to create and maintain a balanced work schedule for its employees and promotes quality of life through its varying leave programs.

Policy

- Leave is a privilege, not a right and generally will be granted only when it is assured that the leave will not have adverse effects on Organization.
- Grant of leave shall depend on the exigencies of the establishment and shall be at the discretion of the Management.
- Holidays declared by Management and weekly holidays will be allowed to all probationers.
- For the first three months of the probation period no leave is applicable to probationary employees.
- Leave entitlements for probationers:
 - After completion of every three months of probation; probationary employees can avail 4.5 days of paid leave for the next three months.
 - 4.5 days of paid leave will be credited to the leave account after completion of every three months of probation.
- A compensatory off by the specific group of employees, with the approval of competent authority can be availed of in lieu of work done on a declared holiday.

The compensatory off has to be claimed within three months of having worked on a Holiday. If not claimed within three months, then it will lapse.

Approved by the competent Authority.

Leave Policy	SBS/HR-POLICY/2022/009

Purpose

The organization recognizes and respects employees' needs for leave time away from work and strives to create and maintain a balanced work schedule for its employees and promotes quality of life through its varying leave programs.

Leave is not a matter of right and generally is granted at the discretion of the Management if the leave does not have adverse effects on normal function of the Organization.

Holidays declared by Management and weekly holidays can either be prefixed or suffixed (prefixing & suffixing both is not permitted).

Earned Leave

This has been designed to give employees vacation periods for rest and relaxation and to provide time off for personal needs.

All employees, excluding consultants, shall be eligible for Earned leave. Employees are entitled **18** days of Earned leave for a year. Earned leave entitlements are calculated from date of confirmation and will be approved only after sanctioned by the competent authority.

Earned leave has to be earned as follows

- 1st January to 30th June : 9 Days
- 1st July to 31st December : 9 Days

Applications for Earned leave should be lodged well in advance. Leave application forms should be filled out and forwarded to Salary Department.

While applying for and granting Earned leave, weekends and Institute declared public holidays falling within the leave period, are to be counted as leave.

Earned leave can be accumulated and carried forward to the next calendar year. No encashment of Earned leave is allowed. Earned leave can be accumulated up to 90 only. So, after 90 the Earned leave will automatically lapse.

- For the first three months of the probation period no leave is applicable to probationary employees.
- Leave entitlements for probationers:
 - After completion of every three months of probation; probationary employees can avail 4.5 days of paid leave for the next three months.
 - 4.5 days of paid leave will be credited to the leave account after completion of every three months of probation.

Those employees who complete minimum two years in Shanti Business School & having 20 or more Earned leave:

- **Non-teaching staff:** They may take minimum 12 Earned leave between April and June.
- **Teaching Staff:** They may avail minimum one week along with the academic break.
- **Marketing Staff:** They may take minimum 12 Earned leave between August and October.

All leaves must be planned at least one month in advance and avail the same with the approval of Head(s) of department so that the important work is not affected.

Casual Leave

Casual leave is to attend to personal exigencies arising out of unforeseen circumstances.

All employees are allowed **eight** casual leaves in a calendar year. Casual leave cannot be accumulated or carry forward to next calendar year. Casual leave shall be prorated in the first and last year of service.

Casual leave can be combined with Sick leave.

Casual leave is non-cumulative and also non-encashable. Un-availed casual leave, if any shall automatically lapse at the end of every calendar year.

Sick Leave

Employees are eligible for **eight** days Sick leave in a calendar year. Sick leave shall be prorated in the first and last year of service.

Sick leave can be combined with Casual leave.

Holidays and weekly off days occurring during the period of sick leave shall be counted as part of the leave. Sick leave is non-cumulative and also non-encashable. Un-availed sick leave, if any, shall automatically lapse at the end of every calendar year.

Maternity Leave

Female employees of Shanti Business School with at least 12 months of continuous service are entitled to maternity leave of 12 weeks

Female employees up to two children may be granted Maternity leave for period of **12 weeks**.

Applications for maternity leave should include a medical certificate detailing the expected date of confinement.

Paternity Leave

Employees of Shanti Business School with at least 12 months of continuous services are entitled to paternity leave.

Male employees may be granted **15** days Paternity Leave during the confinement of his wife - before or up to 1 months from the date of delivery of the child.

It can be availed up to two children only.

National Holiday

SBS will observe **10 + 2** National holidays in a calendar year as described in the annual list of holidays. HR department will communicate the approved list of National holidays to employees by 31 December of the previous calendar year.

Holidays declared by Management and weekly holidays will be allowed to all probationers.

- Ensure that the National Holidays have to be compulsorily included.
- A fair amount of consideration has to be given to major festivals of all sections of the society. However, the number of National holidays will have to remain 10 +2 only.
- Two days from among the Restricted Holidays (RH) can be taken by the employees, based on their spiritual devotion.

- No employees will be asked to work on a National holiday unless otherwise required and approved by the Management.

Diwali Vacation

During Diwali a vacation of up to 8 working days will be announced by the management. Keeping in view the nature of the festival if a day extra is required then it can be adjusted against any other holiday.

Compensatory Off (for non-teaching staff only)

Employees below the level of Managerial cadre are eligible to avail Compensatory off with approval of competent authority in lieu of work done on a declared holiday.

The compensatory off cannot be claimed as a matter of right as per the convenience of the employee. It has to be sanctioned by the HOD as per her/his discretion keeping into consideration the work requirements.

Calculation of Compensatory leave

- Worked for 2 to 4 hours on a holiday, employees are entitled for half day compensatory leave and for more than 4 hours employees are entitled for full day compensatory leave.
- Those who are not entitled for compensatory off can claim their travel cost and can get free meal.

The compensatory off has to be claimed within three months of having worked on a Holiday. If not claimed within three months, then it will lapse automatically. **(Annexure – 8)**

The compensatory off can be prefixed or suffixed with Casual Leave only and not with sick leave or Earned leave.

HR Department has to be informed by the concerned authority about such compensatory leave.

The compensatory off rule is also applied to the probationers.

The HOD will sanction for this with full justification of work required.

Academic Break (for teaching staff only)

Teaching staff can avail two weeks of academic break with prior approval by Director.

A faculty joining in the middle of the academic year is eligible for a proportionate academic break for that academic year.

Academic break can be suffixed or prefixed with other leaves, but the duration of break and other leave combined should not exceed 21 days at a time.

Approved by the competent Authority.

Loan Policy	SBS/HR-POLICY/2022/010

Purpose

The Management of the SBS would extend salary / loan facility to the eligible employees for specific purposes with specific recovery guidelines.

Policy

The Employee has to be confirmed on the regular rolls of the Shanti Business School (SBS) However, the sanctioning of loan shall be at the discretion of the Management taking into consideration fund availability / financial status and employee performance etc.

Department Head's recommendation is essential for sanctioning the loan by the SBS Authority.

To avail this facility the employee should have completed at least two years with the Organization and will have to agree to repay the loan through automatic payroll deduction.

Two times of the monthly salary can be sanctioned as loan.

The sanctioned loan will be recovered in maximum 12 equal monthly installments. Interest will be calculated at a subsidized rate of 6 % per annum.

In case of employee leaving the Organization the remaining amount of loan will be adjusted against the final settlement.

A gap of 24 months has to be maintained from the last installment deducted till the fresh application for second salary loan.

Loan form can be found as a **Annexure - 9**

Salary Advance

In case of unforeseen /urgent domestic expenses, a salary advance up to 50% of the take home salary can be granted and the advance amount shall be recovered from the same month's salary. This provision is applicable only in exceptional cases.

Such advance shall be given between 15th and 20th of the month with prior approval of the SBS Authority

Note:

This policy is applicable to all the teaching & non-teaching staff of Shanti Business School. Management may review this policy and make require amendments as and when necessary.

Approved by the competent Authority.

Staff Welfare Policy	SBS/HR-POLICY/2018/011

Purpose

It is SBS's aim that each employee is satisfied and feel appreciated in his or her job, as staff welfare and good results are closely connected.

- To ensure that each employee enjoy going to work and take joint responsibility for a good and healthy work environment.
- To serve as a framework for maintaining a high degree of staff welfare in SBS by making it transparent and a healthy work environment;

Members of the SBS Management team have an obligation to ensure staff welfare and are responsible for:

- Putting staff welfare on the agenda for group and department meetings.
- Listening to their employees' needs and providing unequivocal feedback as to which needs can and which cannot be met.
- Keeping a close dialogue with other team members to ensure that everybody works according to the same priorities.

Policy

- The periodic collection of employee opinions through a pulse survey is an important management practice to view the current status of the view of employees, but also to monitor the trends in those opinions.
- It aids in decision making about a range of operational and people management issues, and gives good insight into management practice generally.

1. Marriage Gift

- The confirmed employee shall be gifted a sum of Rs. 1500/ on behalf of the Management on the occasion of her/his marriage and on the occasion of her/his daughter's/son's marriage.
- The Gift Cheque / Cash shall be handed over to the concerned employee by his Department Head / Immediate Superior wishing him on the occasion.

2. Birthday Celebration

- To provide a personal touch to the employee in the work place HR Department will send an E-Greeting Card to all the employees on the occasion of her/his birthday for general information of colleagues.
- The employee may enjoy half day paid leave on their birthday. (w.e.f 1st January 2017)

Approved by the competent Authority.

Resignation and Termination Policy	SBS/HR-POLICY/2022/012

Purpose

- To outline the provisions relating to a staff member's voluntary termination of services other than by retirement or abandonment of employment.
- To outline the provisions relating to a staff member's involuntary termination of services.
- To outline the provisions this will be implemented as a result of a staff member's abandonment of employment.

Resignation Policy

- An employee wishing to resign should forward a notice of resignation in writing through their HOD to the HR Department.
- The institute will try to find out the reason for resignation and explore the possibility of retaining the employee.
- The Institute is not obliged to accept the resignation from the date proposed by the employee.
- Failure to give the required period of notice may render the employee liable to forfeit the pay equivalent to the period of notice, as mentioned in the appointment letter or in exit policy whichever revised last.
- The HR Department will consider the proposed cessation date and formally accept the date proposed or advise the employee of other action.

Termination Policy

- The services of an employee may be terminated for any reason where issue of compliance is concerned, and mutuality of interest has ceased to exist.
- Any issues / actions/ relating to and of the employee, indicative of loss of confidence, misrepresentation of facts, false claims, wrong information, gross insubordination, moral turpitude, severe misconduct, financial irregularity, severe performance issue, criminal offence against him will attract Termination from the Services forthwith.
- The services of any employee may be terminated as per the exit policy.
- All the decisions of termination will be communicated to the employee concerned in writing.
- In case of termination, the employee may be given the option to resign at his own request.
- There has to be sufficient documentary proof relating to aforesaid reasons on the basis of which Termination Letter will be issued by the HR.

Abandonment of employment policy

- Where employee has been absent from duty without permission for a Period of eight consecutive days or more, he will be deemed to have abandoned employment, and will cease to be an employee at that time.
- The respective HOD must notify HR Department as soon as possible after becoming aware of an employee being absent from work without informing the immediate superior.
- HR will endeavor to locate the employee in order to provide an opportunity to show cause why employment should not be terminated.

- If contact cannot be made within a period of three working days, or if the employee does not respond within three working days of a written or telephone request, HR Department will terminate individual's employment.
- Any appeal against an order of abandonment of employment will be heard and disposed of by the Director.

Approved by the competent Authority.

Exit Policy	SBS/HR-POLICY/2022/013

Procedure:

This procedure applies to all employees leaving the Institute on permanent basis apart from those who have been dismissed after disciplinary action.

An employee resigning from the employment must give resignation letter to her/his HOD / the Director. HOD must forward a copy of the letter of resignation to the Director / HR Department after taking a decision.

• Notice Period

Teaching Staff:

- In case of teaching staff leaving the services, she / he will have to serve two-month notice period or complete the semester whichever is more.
- Teaching staff cannot be permitted to leave in the middle of the semester / term.
- The Management can terminate her/his services by giving one month notice. The Notice period can be extended or shortened by the management from case to case basis.
- During the notice period employees are expected to be sincere and disciplined and during notice period if employee applies a leave, then notice period will be extended accordingly.
- They are expected to co-operate with the proper planning of work handover.
- The Director/HOD will go through knowledge capture checklist with the employee and if they approve then only his / her Full & final Settlement will be processed. This is intended to support the handover and knowledge transfer process.

Non-Teaching Staff:

- In case of non-teaching staff leaving the services, she / he will have to serve the two month notice period. The Management may also terminate her/his services by giving one month notice. The Notice period can be extended or shortened by the management from case-to-case basis.
- Institute can relieve the employee anytime during the probation period without a notice.
- During the notice period employees are expected to be sincere and disciplined and during notice period if employee applies a leave, then notice period will be extended accordingly.
- They are expected to co-operate with the proper planning of work handover.
- The Director/HOD will go through knowledge capture checklist with the employee and if they approve then only his / her Full & final Settlement will be processed. This is intended to support the handover and knowledge transfer process.

If the Director agrees for short notice period, then it should be informed to HR Department clarify whether notice period amount to be recovered or waived off.

Knowledge Transfer / Handover:

The Director/HOD will go through knowledge capture checklist with the employee and if they approve then only his / her Full & final Settlement will be processed. This is intended to support the handover and knowledge transfer process.

Condition during the notice period:

After the employee has submitted the resignation or shown intention to leave the institution you are expected to co-operate with the sensible planning of handover or work and planning of work schedules within the department.

No Due Clearance Certificate (Annexure-10)

Employee will get No Due Certificate form from HR Department. Employee must approve this form by all concern departments.

Exit Interview:

An exit interview is a powerful tool that allows to institute to gain an understanding as to why people leave – what they liked and what they did not like about their employment with the institute. Having an effective exit interview process will enable institute to learn from past experience of leaving employees and gain an opportunity to improve management or employment practices accordingly. It is a positive sign that the institute is big enough to expose itself to criticism in order to promote constant improvement.

HR Department will mail to employee an exit interview form **(Annexure-11)**. Exit interview is conducted by HR Department and it is also arranged with the HOD and HR Manager.

Exit interview is processed and notes/minutes are written by HR Manager within one week after interview is completed and received exit interview form.

- Disposition of Exit Interview Form:

Exit interview data will be summarized twice in a year and a report prepared for review by the SBS Director and Director (Admin).

- Confidential:

It should be made clear to the leaving employee that the information provided through the exit interview will be confidential. Such information will be used in summary format and shared with supervisor.

Full & Final Settlement (Annexure-12):

- The Full & Final settlement of an employee will be made only after recovering the Institute's property and dues.
- In case there is neither dues nor any recovery of Institute's property, final settlement will be done within 20 days from the date of relieving.
- The HR Department will prepare the Full and Final settlement in duplicate. One copy will be given to the resigned employee and the other copy will go to his personal file.
- Payment will be made only by A/C Payee Cheque and not by cash.
- In case, the employee is not available to collect his Full & Final settlement, the cheque may be sent to his permanent address by courier /registered A/D with a copy in the records or handed over to the person authorized by him to collect on his behalf, in writing.
- Any payments to the leaving employee will be stopped once he submits the resignations. Her/his all payments will be settled along with the full and final settlement.

Approved by the competent Authority.

Retirement Policy	SBS/HR-POLICY/2016/014

Purpose

To enable employee to plan his resources before the retirement date

Policy

- The age of retirement in the Institute will be 65 years for teaching staff and 60 years for non-teaching staff.
- The age of employee would be considered the same as evidenced by the relevant document produced at the time of joining.
- A faculty can be retained up to the age of 70 years.
- A non-teaching staff can be retained even after 60 years of age, depending upon the need of the Institute.

Approved by the competent Authority.

Discipline and Disciplinary Actions	SBS/HR-POLICY/2016/015

Purpose

- To establish the procedure that SBS will follow in the case that employee discipline is necessary.
- To outline the steps and notification procedures that SBS will take, up to and including firing an employee.

Policy

- It is the responsibility of each Programme Director/HOD / to maintain highest standard of working discipline in the workplace.
- Matters of discipline, integrity, neglect of duty, insubordination, working in a manner detrimental to the business interest of the Institute, absenteeism etc. shall be treated as major misconduct.
- Depending on the gravity and nature of misconduct, the following procedure will be adopted by the HR Department in ascending order.

Verbal Warning /Counseling

Course Director/ HOD / HR is to narrate the drawback/mistake /lapse/weakness very clearly to the employee; giving him a time period to improve and provide feedback to the employee on completion of period.

Warning Letter

If the employee does not improve after verbal warning /caution, a mild warning letter should be issued to her/him referring to the counseling session.

Show Cause Notice/Explanation call

Depending on the nature and gravity of the misconduct, a show cause notice may be issued by HR in consultation with HOD giving 48 hours to respond in writing.

Termination

A gross misconduct may need the employee to be away from the work immediately. The management may set up an enquiry committee to suggest the action to be taken, including termination.

Approved by the competent Authority.

Anti-Discriminatory policy	SBS/HR-POLICY/2016/016

Purpose

- To avoid and prevent the presence in any of the Institute's activities programmes and decisions in any form of discrimination or inequity between individuals based on gender, age, race, ethnicity or religious affiliation.
- To promote the equal participation of women and men in all the activities of the Institute as decision makers in shaping the sustainable development of Shanti Business School.

Policy

- There will be absolutely no discrimination between employees based on gender, caste, creed, religion or race, employment, promotions, transfers or other increments or growth of the employees will be solely based on individual abilities and capabilities.
- Any employee who has faced or has apprehensions that she/he will be exposed to such discrimination in the organization may immediately report it to the Executive Registrar.

Approved by the competent Authority.

Grievance Redressal policy	SBS/HR-POLICY/2021/017

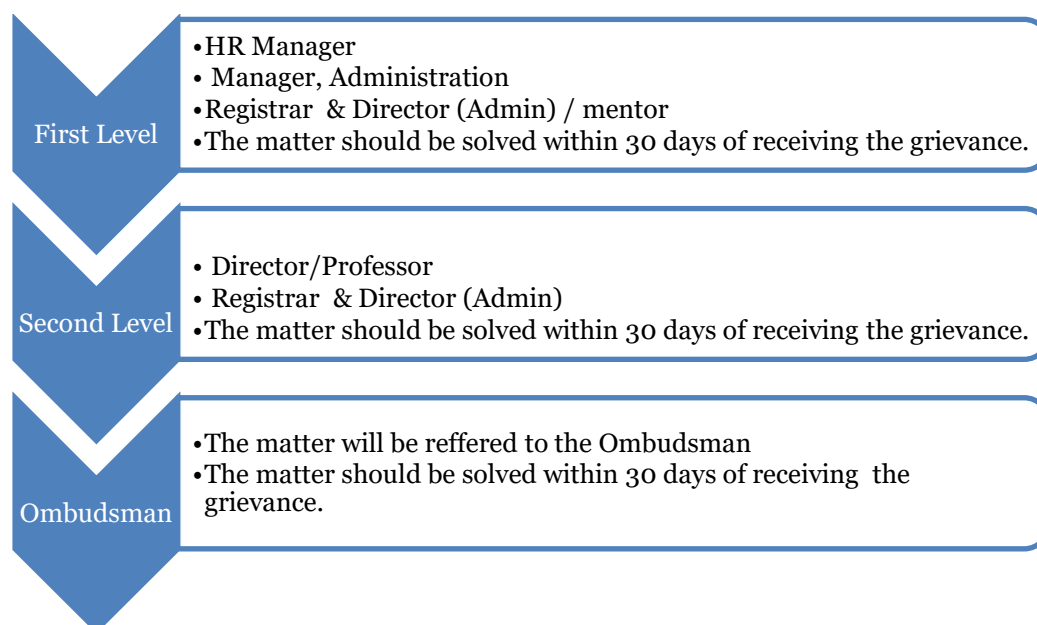
Purpose

The objectives of this procedure are to settle complaints in shortest possible time and provide satisfaction to aggrieved employee seeking redressal.

Policy

All persons associated with the procedures should maintain confidentiality and only discuss the complaints with those who have responsibility for dealing with it.

In order to redress individual as well as collective grievances of the employee of SBS, a three-tier grievance redressal mechanism has been devised as follows



1. First Level Grievance Redressal

The Executive Registrar will act as the Chairperson of first Level of SBS Grievance Redressal Committee.

The Committee on receipt of a written representation if considers necessary, may invite, at its discretion the aggrieved staff for an oral submission. The Committee will be authorized to summon the relevant papers form the concerned officers of SBS to facilitate redressal of the grievances referred to it and shall submit its recommendations to second level within four weeks of receipt of such representation.

The Committee may meet as frequently as may be necessary.

The recommendations will be communicated to the aggrieved employee after approval of the Director.

2. Second Level Redressal Committee:

On a written request, the Second Level Committee may, at its discretion, invite the aggrieved person for a personal hearing.

All the representations received by the end of previous month shall be deliberated upon in its meeting, chaired by the Director. The Committee shall give its recommendations in the grievances referred to it within one month's time.

3. Grievance Redressal at the Ombudsman

In case there is no response within the stipulated period or if the employee is not satisfied with the recommendations of the Second level Grievance Redressal Committee, she/he may prefer an appeal to the Ombudsman within a 30 days' time. Keeping in view her/his engagements may dispose of the appeal within 4 weeks time. The decision of the Ombudsman, in such matters shall be final and there shall be no further appeal in the matter.

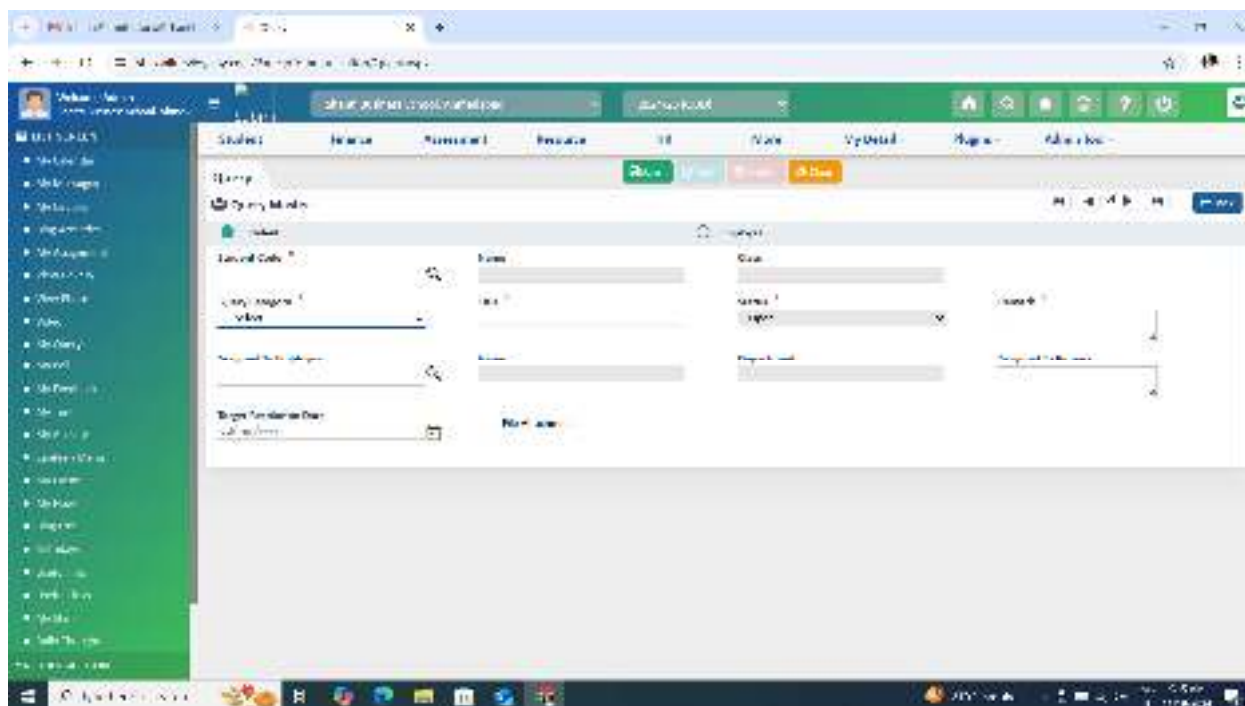
Note

If any interpretation of rules is involved, the Ombudsman shall be the competent authority and his decision will be final and binding upon the parties.

Grievance Redressal mechanism:

In order to ensure transparency in institutions imparting technical education, with the supreme objective of preventing unfair practices and to provide a mechanism to students, parents, teachers and other non-teaching staff for the redressal of their complaints, online grievance redressal mechanism is established.

Provision has been made available in the Institute ERP Portal, for registering the grievance through online Grievance Redressal mechanism. The students and their parents may henceforth approach the Grievance Redressal Committee and submit / register any grievance online, which will be accessed by the GRC or Academic Dean and appropriate action taken and the decision of the GRC and Academic Dean will be intimated to the complainant.



Guidelines

- Do not ignore a formal complaint registered because failure could lead to employee dissatisfaction
- Follow the timeframe and in case of delay give specific reasons for the delay.
- During the meeting listen carefully, ask questions wherever necessary. Do not portray a negative attitude towards the meeting.
- Focus on solving the problem rather than trying to understand more on whose mistake it was or whom to blame for the situation.
- Do not hesitate to go back to the employee and ask for clarifications. This will give a signal to the employee that the complaint is being taken care of and worked upon.
- Communicate decisions effectively and with explanations.
- In the entire process maintain high level of confidentiality and data protection.
- Written records are necessary for the process.

Approved by the competent Authority.

Transport policy	SBS/HR-POLICY/2021/018

Policy

- Transport will be managed by Administration of SBS. There would be a designated Transport Manager for coordination of transport and vehicles.
- To avail facility, all members need to request Administration in the prescribed format **(Annexure-14)**. Please ensure that the mail includes all the details in the attached Vehicle Requisition Form. Management will make the services available based on written requests only.
- In case of requirement of vehicles for the Directors and Senior Officials, their office should send a mail or requisition form in advance. The transport will be provided on availability of the vehicle and the same will be decided by the Transport In-charge on priority basis.

Approved by the competent Authority.

Transport Reimbursement policy (Travel Policy)	SBS/HR-POLICY/2021/019
Revised date	1 st January, 2023

Travel Guidelines

Employees of Shanti \Business School (SBS) traveling on outstation duty will be paid Travel Allowance/Daily Allowance (TA/DA) on actual expenditure. However, the approval of the Director for incurring the expenditure must be obtained on recommendation from the relevant Programme Directors (Professors)/Executive Registrar or the Heads of departments.

1. Grade of Officials for Travel

- E-1** – Director(s)
- E-2** – Professor, Registrar, Associate Professor (super scale), Head
- E-3** – Associate Prof., Assistant Prof., Sr. Manager, Manager, Sr. Executive
- E-4** – Executive & Others

2. Grade of Cities for Travel

- Metro - :** Delhi, Bangalore, Chennai, Hyderabad, Kolkata, Mumbai, Pune
- Class – A:** All State capitals and tourist destinations of India
- Class – B:** All District headquarters
- Class – C:** All other places

2.1 The journey will be undertaken by shortest possible route and by cheaper available mode of transport.

2.2 The following procedure is to be followed for undertaking tour and payment of TA claims.

- a. On returning from tour, the bills in prescribed form should be sent to the Accounts Manager through their reporting officer.
- b. The signing authority will satisfy about mileage allowance and actual expenses claimed in the bill.

3. Domestic Travel Entitlements (Including all taxes)

Grade	Designation	Mode of Travel		Local Travel at Destination
		Rail	Air	Mode
E-1	Director (s)	I AC	Economy	Taxi / Cab
E-2	Professor / Registrar/ Associate Prof. (super scale), Head	II AC	Economy	Taxi / Cab
E-3	Associate Professor / Asst. Professor / Sr. Manager/Manager/Sr. Executive	II AC	-	Taxi / Cab
E-4	Executive and others	III AC	-	Auto / Bus

3.1 Under special circumstances, an employee may be permitted by the Director to travel in a class above the permitted class / mode of travel.

- 3.2 For outstation tours, 80% of the cost of travel may be sanctioned as advance to cover return air or rail fare, accommodation, etc. The advance will be adjusted against the travel allowance claim on return to Head Quarters.
- 3.3 The employees should not get the tickets booked unless the travel dates are confirmed. Any cost for Change or Cancellation or 'NO SHOW', due to personal reasons will have to borne by the employee. Any valid official reason, including medical emergency must be immediately informed to the travel desk and the reporting officer as soon as it is known.
- 3.4 A **taxi bill** costing more than INR 350/- will be difficult to reimburse without a proper receipt. Pl. obtains receipts as far as possible.
- If a private car or taxi is used between routes readily accessible by rail or air, the travelling allowance paid will be subject to the maximum admissible if the journey was performed by the authorized mode of travel.
 - The Institute car may be provided to senior officials of Grade E-1, E2 and E-3, subject to availability, for all official travel.
 - For journeys on official duty performed by private hired taxi or auto-rickshaw or bus, as per the entitlement, actual expenses will be reimbursed.
 - If the local travel is performed by personal car/two-wheeler with prior permission, mileage allowance at the rate of Rs. 8.5/- for grade E-1, E2 and E-3 for using car and Rs. 5/- for grade E4 for using two wheelers are admissible.
- 3.5 When more than one employee is travelling together, as a norm the most senior employee should pay for and report the expenditure as a business expense. Names of all attendees must be furnished along with the claim.
- 3.6 **Personal travel** made as an extension to an official trip can be approved by the Director, SBS, only if no additional expenses are incurred.

4. Reimbursement of Hotel Expense – Ceiling (Rs.) (Including all taxes)

Grade	Designation	Lodging / Per day (Single Room)			
		Metros	Class-A	Class-B	Class-C
E-1	Director (s)	6000	5000	4000	3500
E-2	Professor / Registrar/ Associate Prof. (super scale), Head	5000	4000	3500	3000
E-3	Associate Professor / Asst. Professor / Sr. Manager/Manager/Sr. Executive	4000	3500	3000	2500
E-4	Executive and others	3500	3000	2500	2000

- 4.1 If two employees are **travelling together** and intend to stay in the same room, they will not be allowed to club their Room limits for the purpose of staying in higher tariff rooms but they can be allowed to avail the sharing room tariff with 25 % increased amount than the eligible amount.
- 4.2 On making **own arrangement for stay**, the officials will get 25% of the eligible hotel expense in respective class of city.

- 4.3 On special circumstances an employee may be allowed to stay in an accommodation of **higher tariff** than what is admissible. Special permission will be required by the Director.
- 4.1 Reimbursement will be made on produce of **proper and genuine bills/receipts** for hotel/guest house accommodation.

5. Daily Allowance Entitlements (Rs.) (Including all taxes)

Grade	Designation	Daily Allowance			
		Metro	Class-A	Class-B	Class-C
E-1	Director (s)	1600	1500	1400	1300
E-2	Professor / Registrar/ Associate Prof. (super scale), Head	1300	1200	1150	1100
E-3	Associate Prof./Asst. Prof. / Sr. Manager/Manager/Sr. Executive	1100	1050	1000	950
E-4	Executive and others	1050	950	900	850

Note 1: Above Daily Allowance includes laundry and other misc. expenses (tip & Porter).

Submission of bill/ receipts is mandatory for daily allowance.

- Journey more than 12 hours - Full Daily allowance is applicable.
- Journey between 6 to 12 hours – 50 % of daily Allowance is applicable.
- Journey up to 6 hours – 30 % of daily Allowance is applicable.

Note 2: When a Marketing Personnel or other office staff travels for an official tour using an office vehicle, the Driver accompanying them will be entitled for the following reimbursements:

Stay Allowance: ₹1,200 per day (for accommodation expenses)

Daily Allowance (DA): ₹500 per day (for meals and incidental expenses)

Travel Allowance: ₹500 per day

Note: This policy applies only when the driver is required to accompany marketing or other office staff on official tours outside the city.

(Annexure – 14)

Approved by the competent Authority.

Personal Conduct Policy	SBS/HR-POLICY/2016/020

Purpose

To give a guideline on work and personal conduct so that the quality of work and the atmosphere in which it is done be consistent with the reputation of Shanti Business School. An employee's conduct when working for or representing the Institute, or when on Institute premises, should meet acceptable standards of the community and show respect for others.

If an employee engages in behavior that discredits the Institute or shows a serious lack of dependability or good judgment, a review of her/his conduct will be by a team constituted by the Management.

Attendance and Punctuality

Attendance and punctuality are expected of all employees. If problems arise relating to an employee's attendance or punctuality, the HOD should not delay in taking corrective action.

Use of Alcohol / Drug (and other substance abuse)

No alcoholic beverages will be served or consumed in institute campus at any time. It is against the law of the land. Violation of this policy may be a ground for serious disciplinary action, up to and including discharge and reporting to local police.

Smoking

Smoking is generally prohibited in all spaces of all Shanti Business School buildings and premises. This policy is intended to be self-enforcing, and the cooperation of all members of the SBS community is expected. Violators of this policy may be subject to serious sanctions.

Gambling

Conducting lotteries, playing cards for money, booking bets, or any other form of gambling by employees or outsiders on Institute time or premises is not permitted. Serious offenses or repetitions of offenses are grounds for serious disciplinary action, up to and including expulsion.

Safeguarding Cash and Personal Property

The Institute is an open community and most buildings are accessible to the public. All employees should take steps to safeguard their cash and property.

HOD should make sure that Institute funds are kept in a secure place on the premises.

Workplace Violence

Threats, threatening behavior, acts of violence against students, employees, visitors, guests, or other individuals or willful damage to property within the SBS community will not be tolerated. Violations of this policy may lead to disciplinary action up to and including suspension, dismissal, arrest, and prosecution.

Dress Code

We all should be conscious about the attire we wear. It will have an impact on the image of Shanti Business School. Employees should appear neat and professional at all times. Employees are expected to be in suitable attire and well groomed, and ensure that their clothing is clean, ironed and professionally appropriate.

It may please be noted that the institute follows a formal dress code from Monday to Friday.

- For Female: Smart Western formals or Indian formals.

- For male: Formal Shirt and Trouser with polished shoes.

Appropriate casual may be worn on Saturday (or on the last working day of week)

Shanti Business School may if necessary request a staff member to dress to an appropriate standard as a condition of employment.

Personal Communications

It is acknowledged that personal communication is inevitable and sometimes necessary. It is expected this will be kept to appropriate or reasonable levels only.

Each employee is given official email ID with a common Signature approved by SBS. All employees must follow the signature irrespective of the level of employees (No qualification to be given in the signature)

Example:

Mili Kalaria
Sr. Manager (HR & Academic Services) | +91 9099079821
(SBS – Logo)
www.shantibschool.edu.in

"Save Tree. Think Before You Print!!!"

No Gossiping

In the workplace, gossip is an activity that can drain, distract and down shift employee job satisfaction. Shanti Business School believes in creating a more professional workplace wherein all employees are committed to create a gossip free organization. Any member of SBS who is proven to participate in or instigate gossip about a member of SBS will receive disciplinary action. Please do not indulge in grapevine gossip.

Approved by the competent Authority.

Internal Complaint Committee (ICC)	SBS/HR-POLICY/2016/021

Internal Complaint Committee (ICC)

Incidents of sexual harassment violate fundamental rights of gender equality and right to life and liberty.

Shanti Business School (SBS) is committed to providing a place of work and study, free of sexual harassment, intimidation or exploitation. It is expected that all students, faculty, staff, and officials will treat one another and visitors to SBS with respect. Anyone violating this policy is subject to disciplinary action.

The institute is dedicated to fostering a culture of dignity, equality and mutual respect. As part of this commitment, the institute regularly organizes workshops, seminars, and interactive sessions for IC members, faculty, staff, and students. These programmes are designed to sensitize stakeholders and ensure that everyone is well-informed about the rights, responsibilities, entitlements, and legal provisions under the POSH Act, 2013 and its associated regulations.

These initiatives are not only preventive in nature but also aim to empower individuals to speak up and seek redressal in a timely and respectful manner. Training sessions often include case studies, role-playing, expert talks, and open-house Q&A segments to encourage participation and foster better understanding of workplace ethics and gender sensitivity.

Workshops are periodically conducted in collaboration with external experts, legal advisors, and NGOs working in the field of women's rights and workplace safety. These programmes help build institutional capacity and ensure the IC and other functionaries are well-equipped to address concerns with fairness, confidentiality, and effectiveness.

Reports of sexual harassment are taken seriously and will be dealt with promptly. The specific action taken in any particular case depends upon the nature and gravity of the conduct reported and investigated. SBS recognizes that confidentiality is important and will respect the confidentiality and privacy of individuals reporting or accused of sexual harassment to the extent reasonably possible. Reprisals against an individual who in good faith reports, or provides information in an investigation, about behavior that may violate this policy, are against the law of the land as well as the guidelines of this policy. However, disciplinary action may be taken against those that intentionally provide false information.

What is Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and other visual verbal or physical conduct of a sexual nature constitute sexual harassment when:

It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations, or permission to participate in a Institute activity, or when the conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating or hostile academic work or living environment.

Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take in many forms -subtle and indirect, or blatant and overt. For example:

- It may be an objectionable conduct towards an individual of the opposite gender or the same gender.
- It may be an objectionable conduct between peers or between individuals in a hierarchical relationship
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship which may have the effect of causing an individual to change behavior or work performance.
- It may consist of repeated actions or may even arise from a single incident.

What to do if you feel you are being sexually harassed?

Know your rights - Sexual harassment is illegal, both the law of the land and SBS prohibit sexual harassment.

Speak up - If you can, tell the person to stop. State clearly and firmly that you want a particular behavior to cease.

Get information and support - Bring it to the notice of the Committee on Sexual Harassment at Workplace (IC COMMITTEE) for pursuing the case.

What not to do?

- Do not blame yourself. Sexual harassment is not something one brings on oneself. It is not a consequence of certain ways of dressing or acting. It is a violation of an individual's right to work study and live with dignity.
- Do not ignore it. Ignoring sexual harassment does not make it go away. The harasser may misinterpret a lack of response as approval of the behavior.
- Do not delay. Delay in action increases the probability that the unwanted behavior will continue or escalate.
- Do not hesitate to ask for help. Speaking up may be beneficial for others as it may prevent others from being harmed by the same person(s) as well.

Rules and Procedures of the Committee on Sexual Harassment at Workplace (IC COMMITTEE)

BACKGROUND OF THE COMMITTEE

The Committee on Sexual Harassment at Workplace (IC COMMITTEE) is a body constituted by SBS, under the guidelines of AICTE. This body shall implement the SBS policy against Sexual Harassment and also the guidelines of the Hon'ble Supreme Court of India, in its ruling on the Vishaka vs. State of Rajasthan on 13 August 1997, on the prevention and deterrence of sexual harassment include the students' legal reference

Incidents of sexual harassment violate fundamental rights to gender equality and right to life and liberty.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment in this context, (as is described in the Supreme Court Judgment, and the SBS Policy), includes any unwelcome sexually loaded (behavior, whether directly or by implication, and includes physical contact and advances, a demand or a request for sexual favors, sexually colored remarks, showing pornography, and other unwelcome physical, verbal or non-verbal conduct of a sexual nature. It shall include, but will not be confined to, the following:

1. When unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature, explicitly or implicitly, are made a term of condition of instruction, employment, participation, or evaluation of a person's engagement in any academic or campus activity.
2. When unwelcome sexual advances and verbal, non-verbal, or physical conduct such as loaded comments, slander, remarks or jokes, letters, phone calls or e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking (may want to explain this ...persisting with any of the above), sounds or display of a derogatory nature have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive campus environment.

OTHER DEFINITIONS

1. **"Academic staff"** includes any employee of SBS who is appointed to a teaching and/or research post, whether full-time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation, and shall include employees employed on a casual or project basis.
2. **"Appeals Committee"** as defined later in the policy.
3. **"Counselor"** includes anyone, empanelled by IC COMMITTEE and/or appointed by SBS authorities, who have proven expertise in social and personal counseling on matters arising out of incidents of sexual harassment.
4. **"Enquiry Committee"** as defined in this document
5. **IC COMMITTEE** shall refer to the Committee on Anti Sexual Harassment Committee.
6. **"NGO"** includes any Non-Governmental Organization registered under the Societies' Registration Act or as a public charitable trust recognized under law.
7. **"Non-teaching staff"** includes any employee of SBS who is not appointed to a teaching and/or research post, whether full-time, temporary, ad-hoc, part-time, daily wage, honorary or on special duty or deputation, and shall include employees employed on a casual or project basis, as also persons employed through a contractor.
8. **"Service provider"** includes any person who runs or manages commercial enterprises, or provides services, on the campus.
9. **"Student"** includes any person who is enrolled for any course, with SBS. It also includes exchange students during their stay term at SBS.
10. **"Third party"** shall include the NGO representative or the eminent woman academic serving on, or empanelled by IC COMMITTEE.

SCOPE OF WORK AND FUNCTIONING OF IC COMMITTEE

Applicability:

These rules and procedures of the IC COMMITTEE shall be applicable to all complaints of sexual harassment made:

- By a student against a member of the academic or non-teaching staff or a co-student; or by a member of the academic or non-teaching staff against a student or another member of the academic or non-teaching staff; in either case, irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.
- By a service provider or an outsider against a student or a member of the academic or non-teaching staff or made by a student or a member of the academic or non-teaching staff against an outsider or a service provider, if the sexual harassment is alleged to have taken place within the campus.

Gender Sensitization and Orientation:

- IC COMMITTEE will ensure the prominent publicity of the Policy
- IC COMMITTEE will organize programme for the gender sensitization of the SBS community through workshops, seminars, posters, film shows, debates, skits, etc. It may enlist the help of specialized NGOs and any campus body to carry out these programmes.

Meetings of IC COMMITTEE:

- IC COMMITTEE shall meet on receipt of any complaint or at periodic intervals or at such intervals as may be necessary provided that the interval between two successive meetings shall not exceed 60 days.
- Members shall be intimated of meetings in writing or by electronic communication.
- Minutes of all meetings shall be recorded.
- Any member of IC COMMITTEE may request the Chairperson to call an Emergency Meeting. At least twelve hours notice shall be required for such a meeting to be called.
- Motions of the meeting shall be carried by a simple majority of those present and voting.

PROCESS OF FILING A COMPLAINT AND FURTHER ACTIONS

Complaints Filing Process:

- Any student, member of the academic or non-teaching staff, service provider, outsider, may lodge a complaint of sexual harassment against a student, service provider, outsider, or a member of the academic or non-teaching staff. The IC COMMITTEE shall take due notice of grave violations of the basic principles of gender sensitivity and justice on this campus.
- Complaints can be lodged directly with any member of IC COMMITTEE. The person to whom the complaint is made should bring it to the notice of IC COMMITTEE within two working days of its receipt by her/him.
- Upon receipt of the complaint, the IC COMMITTEE member to whom the complaint is made shall forward the same to the Complaints Screening Committee.
- The complaint should be made in writing.

Further actions-

- The IC COMMITTEE shall receive and record complaints of sexual harassment on the Form I prescribed for the purpose. It shall carefully study the complaint and may hear the complainant and the defendant as well as other involved parties to determine whether an enquiry by IC COMMITTEE is to be instituted.
- At no time in the complaints receiving and recording procedure shall the defendant(s) and the complainant be placed face to face, or put in a situation where they may be face to face (e.g. they shall not be called at the same time and be made to wait in the same place), keeping strictly in view the need to protect the complainant from facing any

serious health and/or safety problems, in accordance with the guidelines in the Supreme Court Judgment.

- The IC COMMITTEE shall be responsible for making counseling services available to a person requesting or needing it.

With drawing a complaint-

The complainant may withdraw his/her complaint in writing at any time with valid justification, acceptable to the committee, during the complaints receiving and/or enquiry procedure. The enquiry procedure shall, on such withdrawal, be terminated.

Restraint Order-

A restraint order in terms of IC COMMITTEE Rules shall provide a summary of the complaint, the date(s), time(s), and location(s), of the alleged incident(s). It shall warn the defendant(s) that any attempt on her /his part or by person(s) acting on his /her behalf, to contact, or influence, or intimidate, or exert pressure on the complainant or any person in the complainant's confidence may prove prejudicial to her/his case. The IC COMMITTEE shall consider all violations of the restraint order when determining the nature of offence of a defendant found guilty of sexual harassment.

Formal Enquiry

Once the IC COMMITTEE has decided that the complaint merits further investigation, it shall conduct formal enquiry and provide its resources to ensure the complainant's safety on the campus. For this purpose, the Coordinator of IC COMMITTEE shall convene an Emergency meeting to constitute the Enquiry Committee. IC COMMITTEE shall designate from within the members of such committee the Chief Enquiry Officer who shall be a woman.

Enquiry Committee:

Composition- The composition of the Enquiry Committee shall conform to the following guidelines:

- The Enquiry Committee shall consist of not less than three persons and not more than five persons.
- It shall have at least 50% women.
- It shall include at least one third-party, i.e., the NGO representative or an eminent academician.
- In cases involving students/academic staff/non-teaching staff, it shall include a representative of the constituency of the complainant and the defendant (i.e., if the complaint is filed by a student against an academic staff member, then the Enquiry Committee shall include one student from SBS Students Committee (SBSSC) and one academic staff member).
- No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of a IC COMMITTEE Enquiry.
- The membership of an Enquiry Committee shall not be changed or in any other way modified during its proceedings. (Except under exceptional circumstances).

Functions:

- The Enquiry Committee shall enquire into the complaint of sexual harassment using procedures in conformity with the principles of natural justice and gender sensitivity.
- The Enquiry Committee shall act on any violation of the order of restraint issued to the defendant in accordance with the procedure outlined in Section VI.3 (C).

- The Enquiry Committee shall submit a detailed report to IC COMMITTEE in which it shall communicate its findings based on its investigations and its recommendations regarding the nature of disciplinary action, if any.

Procedure to be followed by the Enquiry Committee

1. The Enquiry Committee shall not, at any time in the enquiry proceedings, cause the defendant and the complainant and/or their witnesses to be placed face to face, or put in a situation where they may be face to face (e.g. they shall not be called at the same time and be made to wait in the same place), keeping strictly in view the need to protect the complainant from facing any serious health and/or safety problems, in accordance with the guidelines in the Supreme Court Judgment.
2. The Enquiry Committee shall strive to complete the enquiry in the shortest possible time, not exceeding two months from the date that a complaint is referred to it, except for reasons that the Enquiry Committee shall provide in writing to IC COMMITTEE.
3. The Enquiry Committee shall provide reasonable opportunity to the complainant and the defendant for presenting and defending her/his case.
4. The Enquiry Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.
5. The Enquiry Committee shall have the power to summon any official papers or documents pertaining to the complainant as well as the defendant.
6. The Enquiry Committee shall have the right to terminate the enquiry proceedings and to give an ex parte and recommendation on the complaint, should the defendant fail, without valid ground, to present herself /himself for three consecutive hearings convened by the Coordinator of the enquiry committee.
7. The Chief Enquiry Officer shall be responsible for making the defendant and the complainant aware that counseling services can be made available if so desired.
8. Within not more than two working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit to the Chief Enquiry Officer in writing, a list of witnesses, together with their contact details, that she/he desires the Enquiry Committee to examine.
9. The Chief Enquiry Officer shall convene the first hearing of the enquiry. The defendant, the complainant, and witnesses shall be intimated at least twenty four hours in advance in writing of the date, time and venue of the enquiry proceedings.
10. If the complainant, defendant, or witness desire to appear before the Enquiry Committee accompanied by one companion of their choice, they shall communicate to the Chief Enquiry Officer the name of that person. Such a person shall have only observer status and her/his presence during the proceedings shall be restricted to the testimony of the individual she/he is accompanying.
11. The complainant and the defendant shall have the right of cross-examination of all witnesses. Such cross-examination shall be conducted in the form of written questions and responses via the Enquiry Committee.
12. The defendant/complainant shall submit to the Chief Enquiry Officer, a written list of questions that she/he desires to pose to the witness. The Enquiry Committee shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, or gender-insensitive. Any behavior, verbal or otherwise, on the part of the defendant or her/his nominee, that is designed to intimidate or subject the complainant to mental and physical trauma, shall be construed as a violation of the order of restraint issued by IC COMMITTEE.
13. All proceedings of the Enquiry Committee shall be recorded in writing and the same together with the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof

14. All persons heard by the Enquiry Committee, as well as observers /nominees, shall take and observe an oath of secrecy about the proceedings.
15. After concluding its investigation, the Enquiry Committee shall submit a details reasoned report of its findings to the Coordinator, IC COMMITTEE. In the event that it finds the defendant guilty of sexual harassment, it shall also recommend the nature of disciplinary action to be taken on the complaint. It shall also recommend whether IC COMMITTEE and the SBS authorities should, after disciplinary action has been taken, publicize the identity of the offender, the act and the disciplinary action taken. If the Enquiry Committee finds no merit in the complaint, it shall write to the Coordinator of IC COMMITTEE, giving reasons for its conclusions.

COMMUNICATION OF FINDINGS

Within three working days of the receipt of the report and recommendations of the Enquiry Committee, the Coordinator of IC COMMITTEE shall convene meeting.

Each member of IC COMMITTEE shall have the right to access the entire enquiry proceedings, or any part thereof, and to participate in IC COMMITTEE deliberations on the complaint.

Within two working days of the adoption of the report of the Enquiry Committee, the Coordinator of IC COMMITTEE shall forward the report of the Enquiry Committee, together with a summary of the opinions of the members of IC COMMITTEE (including dissenting opinions) to the Executive Registrar /Director for consideration.

OBLIGATIONS OF SBS AUTHORITIES AND FUNCTIONARIES

- The SBS authorities shall, through a notification each academic year, notify the names and contact details of the members of IC COMMITTEE, and the fact that IC COMMITTEE is the SBS body responsible for gender sensitization and enquiries into complaints of sexual harassment.
- The SBS authorities will ensure that the IC COMMITTEE policy is included in the Admission Brochure and circulated at the time of registration. The SBS authorities will ensure that recruitment announcements to all academic and non-teaching positions include the following statement, as notification of the Policy: SBS has a Policy against sexual harassment and is committed to providing an environment free from gender discrimination and harassment.
- The SBS authorities and functionaries shall provide legal, medical and counseling assistance to those complainants who have to take recourse to the law. *
- The SBS authorities and functionaries shall forward all complaints of sexual harassment to IC COMMITTEE, save in cases in which the complainant has expressly prohibited such forwarding.
- The SBS authorities shall maintain confidentiality with respect to matters pertaining to IC COMMITTEE enquiries into complaints of sexual harassment. The SBS authorities shall extend all necessary assistance for ensuring due diligence and effective and speedy implementation of these Rules and Procedures of IC COMMITTEE.
- As is required by the Supreme Court Judgment, the SBS authorities and functionaries shall strive to create a workplace in which the functioning of IC COMMITTEE and/or the interests of justice are not subjected to undue "pressure from senior levels".

PENALTIES

Any student, service provider, resident, outsider, or a member of the academic or non-teaching staff found guilty of sexual harassment shall be liable for disciplinary action. The penalties listed below are indicative, and shall not constrain the SBS authorities from considering others, in accordance with the rules governing the conduct of employees and students in practice at the time.

Penalties in Case of Academic Staff and Non - Teaching staff-

1. Warning, reprimand, or censure.
2. Withholding of one or more increments for a period not exceeding one year.
3. Removal from the administrative position at the Institute, SBS levels.
4. Disbarment from holding an administrative position at the Institute.
5. Suspension from service for a limited period.
6. Compulsory retirement.
7. Dismissal from service.

Further, the penalty awarded shall be recorded in his/her Confidential Record.

Penalties in Case of SBS Students –

1. Dismissal, warning or reprimand.
2. Transfer to another hostel.
3. Withdrawal of the right to an official character certificate from SBS.
4. Rustication from the SBS for a period up to two terms.
5. Expulsion from the SBS.
6. Withholding of a degree awarded by SBS.

Further, the penalty awarded shall be recorded in his/her Personal File.

Penalties in Case of Outsiders –

1. Warning, reprimand, or censure.
2. A letter communicating her/his misconduct to her/his place of education, employment or residence.
3. Declaration of the campus as out of bounds for her/him.
4. Any other action as may be necessary.

Penalties in Case of Service Providers –

1. Warning, reprimand, or censure.
2. A letter communicating her/his misconduct to her/his place of employment.
3. Declaration of the campus as out of bounds for her/him.
4. Withdrawal of the right to run/manage/work in any commercial enterprise, or to provide services, on the campus.
5. Any other action as may be necessary.

In addition to the penalties specified under (1), (5) above, the person may be advised to undergo counseling and gender sensitization, and to give a written and/or public apology to the complainant.

Penalty in Case of a Second Offence-

A second or repeated offence, may, on the recommendation of IC COMMITTEE, attract a major penalty.

OTHER FUNCTIONS OF THE COMMITTEE

Protection against Victimization-

- If the complainant is a student and the defendant(s) is a teacher, during the investigation and enquiry, and even after such an enquiry if the teacher is found guilty, the defendant(s) shall not supervise any academic activity of the student, including but not limited to, evaluation and examination, re-examination, and supervision of research.
- If a witness named by the complainant is a student and the defendant(s) is a teacher, during the duration of the investigation and enquiry, and even after such an enquiry if the teacher is found guilty, the defendant shall not supervise any academic activity of the student, including but not limited to, evaluation and examination, re-examination, and supervision of research.
- If both the complainant and the defendant(s) are members of the academic and/or non-teaching staff of the SBS, during the duration of the investigation and enquiry, and even after such an enquiry if the defendant is found guilty, the defendant shall not write the Confidential Appraisal Reports of the complainant, if she/he is otherwise so authorized.
- If the defendant(s) is an outsider, during the duration of the investigation and enquiry, and even after such an enquiry if the defendant is found guilty, the defendant shall not be allowed to enter the campus, except for the purpose of attending the present enquiry.

Provisions for Appeal

- In the event of the IC COMMITTEE not taking action on a complaint, she/he shall have the right to appeal to the Director, SBS.
- If the complainant or defendant is dissatisfied with the disciplinary action taken by the SBS authorities, he /she will have the right to appeal to the IC COMMITTEE. In such case IC COMMITTEE can take the matter directly with the Director.
- In cases where there is a complaint against SBS authorities, the issue will be brought to the notice of the Director directly.

Miscellaneous

- The provisions of these Rules and Procedures of IC COMMITTEE shall be duly incorporated within any other Statute, Circular or Ordinance of the SBS as may be relevant, in keeping with the Supreme Court Judgment.
- The provisions of these Rules and Procedures of IC COMMITTEE shall not restrict the powers of the SBS or the complainant to proceed against the defendant for any other misconduct, or pursue criminal or civil remedies, whether or not connected with the misconduct within the purview of these rules.

IC COMMITTEE Committee

- | | |
|-------------------------------|----------------------|
| 1. Dr. Neha Verma | - Coordinator |
| 2. Dr. Sandeep Makwana | - Member |
| 3. Dr. Shreya Biswas | - Member |
| 4. Ms. Mili Kalaria | - Member |
| 5. Mr. Gaurang Bhatt | - Member |

Approved by the competent Authority.

Duty Leave Policy	SBS/HR-POLICY/2017/022
Revised Date	1 st January, 2023

Duty leave may be granted for:

- Attending conference, seminars, to present the research paper, workshop, FDP program etc.
- Delivering lectures in institute and universities at the invitation of such institute or universities and should be accepted and approved by Director and or Director (Administration).
- *Any course work related to Ph.D.
- Participating as a delegation, resource person or working on committee appointed by the government of India, State Government, UGC or any other academic body.
- The duration of leave should be such as may be considered necessary by the sanctioning authorities on each occasion.
- The duty leave may be granted on full pay.

Need to submit:

- Team members should submit the supporting document to avail the duty leave.
- Duty leave should be approved by the Director or Director (Administration).
- Duty leave may be combined with earned leave in special circumstances.
- Duty leave is restricted to 15 days per academic year in total. Any exception will require special approval.

Note: * - Shanti Business School, Ahmedabad facilitates its employee members pursuing Ph.D by granting duty leave up to 15 days per academic year to complete the doctoral program. If employee availing this facility and they leave the institute before one year of completion of Ph.D then the availed duty leave will be compensated by adjusting equal amount from the salary of the particular faculty.

Approved by the competent Authority.

Higher Education Policy for SBS employees	SBS/HR-POLICY/2019/023

Facilitate higher education of SBS employees, spouses and their direct dependence (wife, husband and children)

Purpose:

To encourage the employees of SBS and their immediate family members (self, spouse or children) complete higher education in management, SBS will permit suitable candidates in the PGDM/PGDM (M) programs. These candidates have to fulfill the minimum criteria specified by AICTE. The approved candidates should enroll themselves at the beginning of the academic year.

They will be required attend minimum number of classes and undergo the Institute's continuous evaluation and other assessment process and projects. Such enrolled students will be given concession in the fee to the extent of 25% to 50% as may be recommended by the management and approved by the Governing Board.

Approved by the competent Authority

Uniform / Safety shoes Policy	SBS/HR-POLICY/2019/024

Entitlement of Uniform:

- All employees who join Shanti Business School as a Driver, Security Guard, Peon, Gardener and H.K. staff will be given Uniforms in two pair.
- Executive staff members who represent the SBS will be given SBS Uniform in two pair.
- Employees will be eligible for Uniform only after successful completion of three months in the Institute.
- Employee may purchase additional uniform at their own cost in case of lose / theft / damaged.
- If employee leave the Institute before completion of 6 month full amount of its cost will be deducted from their F & F & if employee leave the Institute after six month or before one year than half amount of its cost will be deducted from the F & F.
- If confirmed employee leave the Institute, uniforms are to be returned laundered in full to the reporting authority / HR.
- Uniforms, which are purchased by employees are the property of the employee and are not required to be returned. However, they should not be worn once the employee ceases employment.
- Before issue of uniform the employee will have to sign an undertaking that they will return the uniform when they leave SBS. This undertaking has to be submitted to HR.
- Any employee not coming in full uniform or no appropriate explanation may be asked by the reporting authority.
- In the case of maternity, the employee is not required to wear the uniform.
- Uniform is to be used for a minimum of one year and beyond that the exchange will be done by the administration authority.
- Only Drivers, Security Guards, Peons, Electrician will be given safety shoes.

Responsibility of Employee:

- Treat the uniform with care.
- Always wear the uniform during work hours.
- Ensure that the uniform is always kept clean and presentable.

Responsibility of reporting officer:

To ensure that all eligible employees under their control are issued with and wear the uniform provided in accordance with this policy.

Approved by the competent Authority.

Free Food Policy	SBS/HR-POLICY/2019/025

- All employees who join Shanti Business School as a Driver, Security Guards, Peons, Gardener and H.K. staff will be given one-time free meal during working hours.
- Hostel Warden of SBS will be given two-time free meal per day.
- Food must be consumed in the canteen area in the given specified time slot as instructed by the canteen in-charge.
- To avoid the waste of food, employee should keep informed to the canteen in-charge in advance if they are going for holidays.

Approved by the competent Authority.

Shanti Educational Initiative

Man Power Requisition Form

Requirements	Details
Job Title	
Department	
Job Profile (in brief) - JD	
Salary range	
Qualification Requirement (QR)	
Experience Requirements	
Location	
New Position / Replacement	
Reporting to	
Candidate required by	
Gender preference, if any	
Any other remarks on skills, previous experience, etc.	

Requested by

Recommended By

Approved by

Submitted on date: _____

Received by HR on: _____

PRE-EMPLOYMENT FORM

Post Application For _____

Subject/ Department _____

Welcome to Shanti Business School

Read carefully the following before filling up this application form:

1. All entries to be made in your handwriting.
2. All details are mandatory to be filled.
3. If space against any query is not adequate, a separate sheet may be used.
4. You will render yourself liable to immediate dismissal if it is found that any information given by you is incorrect or any critical information has been concealed.

1. Personal Data

Name _____
Surname First Middle

Gender _____ DOB _____ Nationality _____

Email ID _____

Tel No _____ Mobile _____ Alternate Number _____

2. Marital Status Single ☐ Married ☐ Widowed ☐ Divorced ☐

3. Family Details

a. Spouse

Name _____ DOB _____ Phone No _____

Employed _____ Name of the Company _____

b. Children

Child (i) Name _____ DOB _____ School Name _____ Std _____

Child (ii) Name _____ DOB _____ School Name _____ Std _____

c. Parents

Father's Name _____ DOB _____ Phone No _____

Employed (Name of the Company) _____

Mother's Name _____ DOB _____ Phone No _____

Employed (Name of the Company) _____

4. Present Address

Permanent Address

5. Educational Details

Degree	University / College / School	Medium of Instruction	Year of Passing	Main Subjects	Marks% / Grades

6. Languages Known

Language	Speak	Read	Write
English			
Hindi			
Gujarati			
Others			

7. Total years of experience: _____ **Years** _____ **Months****8. Your Current Job Profile:** _____

Describe the scope of your responsibilities under your current employer. Also draw the organization chart of your current organization mentioning where you are.

(Use additional sheet if required)

9. Details of employment? (Include breaks if any)

	COMPANY NAME & PHONE NUMBER	DESIGNATION	EMPLOYED FROM - TO	COMPENSATION (CTC) ALSO MENTION PF AMOUNT		REASON(S) FOR LEAVING
				Joining	Current	
PRESENT						
PREVIOUS				Joined	Left	
PREVIOUS						
PREVIOUS						

10. List out your strengths suitable for the job applied?

11. Notice Period required to join us _____

12. Current Salary (CTC) _____

13. Expected Salary (CTC) : _____

13. Details of past interview for a job in Chiripal Group _____

Post: _____ Interviewed by: _____ Date: _____

14. Any major illness _____

15. Have you ever been presecuted by any Court of Law at any time? Yes / No

if Yes please give details _____

REFERENCES

16. References

NAME	ADDRESS	OCCUPATION	CONTACT NO.

Declaration

I confirm that I have furnished correct and complete information / details.

I confirm that I have not concealed any information/detail that is very important from legal, social and professional perspective.

I understand that any false information / or any critical information concealed would lead to immediate expulsion without any notice or compensation.

Date: _____

Signature of Candidate _____

Views on the Candidate

Assessment - I

Parameters

Confidence _____

Language/Communication Skill _____

Overall Impression _____

Any Other Remarks _____

Name _____

Designation _____

Sign _____

Assessment - II

Parameters

Confidence _____

Language/Communication Skill _____

Overall Impression _____

Any Other Remarks _____

Name _____

Designation _____

Sign _____

TO BE FILLED BY HR DEPARTMENT

1. To be Hired / Wait Listed / Regret

2. Recommended For Designation: _____

3. Department / Subject / Class: _____

4. Salary CTC: _____

5. Perks: _____

Name and Signature of HR Executive _____

FACULTY EVALUATION SHEET

Name of the Candidate:

Area:

Date:

Sr. No.	Criteria	Assessment
1	Domain Knowledge	
2	Handling Queries	
3	Positive Attitude	
4	Etiquette and Grooming	
5	Communication Skills	
6	Comprehension, Analytical & Mental Ability	
7	Teaching Ability	
8	Research Ability	
9	Overall Assessment (Critical Factor For Further Processing)	
	Recommended	Yes / No

Observations / Comments:

Assessment Details:

Rating Scale-1 → 5: (Poor-1, Average-2, Good-3, Excellent-4, Outstanding-5)

Name of Evaluator:

Signature:

Interview Assessment Sheet for Faculty Recruitment

Name of the Candidate:

Programme:

Post Applied:

Area:

Date:

Sr. No.	Criteria	Maximum Score	Score
1	Domain Knowledge	20	
2	Teaching Ability	20	
3	Research Ability	20	
4	Positive Attitude & Handling Queries	20	
5	Comprehension & Communication Skills	20	
Total Score		100	

Observations / Comments:

Name of Evaluator: _____

Signature: _____

Date: _____

PROBATIONARY PROGRESS REVIEW

Employee Name: Mr. Mitesh Jadav		Date of joining: 1 st February, 2024			
Reporting To: Dean & Director		Current Job Title: Assistant Professor			
Sr. No	Description	More than satisfactory	Satisfactory	Development Required	Unsatisfactory
1	Job Knowledge (Understanding of duties and task)				
2	Quality of work (Accuracy acceptability of work)				
3	Attitude towards work				
4	Quantity (Output at satisfactory level)				
5	Punctuality & attendance				
6	Planning and Organizing (Performance of duties; efficiency and time management)				
7	Management of subordinates a) Management of the work of others b) Motivation; team-building c) Development of subordinates				
8	Work relationships (Team work and interpersonal communication skills)				
9	Relation with supervisor (Employee's response to supervisory directions)				
10	Capacity to develop (Employee willingness to accept new/more complex duties /responsibilities)				

Overall Results of Review

<p>Overall assessment of employee's performance:</p> <ul style="list-style-type: none"> • More than satisfactory • Satisfactory • Improvement/Development Required • Unsatisfactory 	<p>Is the probation period to be extended?</p> <p>Yes No</p> <p>Extended up to _____</p> <hr/> <p>Are you recommending the employee remain in your service?</p> <p>Yes No</p>
<p>Describe the development plan for the employee indicating skills to be improved, strengths to be enhanced, etc., if necessary:</p> 	

HOD's Signature

Date

Head, HR & Acad. Serv.

Director (Admin) & Registrar

Director

Employee's Signature

Date

FACULTY SELF-APPRAISAL REPORT

Faculty shall submit the below mentioned self-Appraisal Report, appraisal will be determined on the following parameters.

Name	
Designation	
Date of Appointment	
Qualifications	
Total Experience	Industry:
	Academic:
Appraisal Period	2023-24

A. Teaching Process (Maximum 25 Points):

Sr. No.	Semester	Course Code / name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure
		Total				

Innovative Practices in development of Teaching material / Course outlines / Delivery technologies / Evaluation Methods:

B. Departmental Activities (Maximum Point 10): This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, timetable I/C, NBA-AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 10.

Sr. No.	Semester	Activity	Credit Point	Enclosure
		Total		

C. Institutional Activities (max Credit point 10): This section summaries all the responsibilities assigned by Head of the Institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like head of Department, coordinator, Warden, Training and Placement Officer, Estate Officer etc. The faculty earn 5 points per semester for each activity up to a maximum of 10.

Sr. No.	Semester	Activity	Credit Points	Enclosure
		Total		

D. Student's Feedback (Maximum Points 25): The faculty shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

Sr. No.	Semester	Course Code / Name	Average Student feedback	Enclosure
		Total		

-

E. Contribution to Society (maximum points 5): The faculty involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity.

The claim should be supported by an office order / official communication from head of Institute.

Sr. No.	Semester	Activity	Credit Point	Enclosure
		Total		

F. Research (Maximum Point 15):

Sr. No.	Semester	Activity	Credit Point	Enclosure

As an Area Chair, what contributions or accomplishments did you achieve in the previous appraisal year?

- Curriculum Development & New course Development:

- Remedial Activities for weak Students:

- Organized Guest Speakers, Workshops and Certification Programs (Min-2), Industrial Visit:

- Grievance Redressal of students:

- Training for Placements and SIP, responsibility of 100 % Placement of your domain:

Date:

.....
Signature of Member of Faculty

G. Assessment by Dean-Academics

The Dean must brief the faculty on their assessed weaknesses and deficiencies, highlight their satisfactory performance areas, and suggest areas that need to be strengthened.

1. Weakness & deficiencies

2. Highlight faculty satisfactory performance areas

3. Areas that need to be strengthened-

Signature of Dean-Academic: _____

H. ACR maintained at Institute level (Maximum points 10) To be filled by the Director

Exceeds expectations	Meets expectations	Meets most expectations	Needs improvement	Unsatisfactory
10	8	6	4	0

Sr. No.	Activity	Credit Point	Enclosure
A	Teaching Process		
B	Departmental Activities		
C	Institutional Activities		
D	Student's Feedback		
E	Contribution to Society		
F	Research outcomes		
	Total		

If any specific remarks:

Signature of Director: _____

FACULTY SELF-APPRAISAL REPORT

Faculty shall submit the below mentioned self-Appraisal Report, appraisal will be determined on the following parameters.

Name	
Designation	
Date of Appointment	
Qualifications	
Total Experience	Industry:
	Academic:
Appraisal Period	2023-24

A. Teaching Process (Maximum 25 Points):

Sr. No.	Semester	Course Code / name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure
		Total				

Innovative Practices in development of Teaching material / Course outlines / Delivery technologies / Evaluation Methods:

Sr. No.	Semester	Activity	Credit Point	Enclosure
		Total		

C. Institutional Activities (max Credit point 10): This section summaries all the responsibilities assigned by Head of the Institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like head of

Department, coordinator, Warden, Training and Placement Officer, Estate Officer etc. The faculty earn 5 points per semester for each activity up to a maximum of 10.

Sr. No.	Semester	Activity	Credit Points	Enclosure
		Total		

D. Student's Feedback (Maximum Points 25): The faculty shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

Sr. No.	Semester	Course Code / Name	Average Student feedback	Enclosure
		Total		

-

E. Contribution to Society (maximum points 5): The faculty involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order / official communication from head of Institute.

Sr. No.	Semester	Activity	Credit Point	Enclosure
---------	----------	----------	--------------	-----------

		Total		

F. Research (Maximum Point 15):

Sr. No.	Semester	Activity	Credit Point	Enclosure

G. Kindly mention the details of your contribution in the following areas:**Academic Administration**

) Managing Program Office

) Finalizing Academic Calendar

) Monitoring CE and TE processes

) Monitoring student attendance and discipline

Faculty Administration

) Facilitate and support the processes of Boards of Studies.

) Overseeing the Academic functioning of the Faculty, mentoring and supporting the faculty members.

) Coordination and facilitation of faculty engagements.

) Coordination in improving the teaching and research activities.

) Any other responsibility assigned

Date:

.....
Signature of Member of Faculty

H. ACR maintained at Institute level (Maximum points 10) To be filled by the Director

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

Sr. NO.	Activity	Credit Points	Enclosure if any
1	Leadership & Vision		
	<input type="checkbox"/> Strategic Planning		
	<input type="checkbox"/> Decision Making		
2	Academic & Research Excellence		
	<input type="checkbox"/> Curriculum Development		
	<input type="checkbox"/> Research Promotions		
3	Management & Development		
	<input type="checkbox"/> Crisis Management		
	<input type="checkbox"/> Diversity, Equity and Inclusion		
4	Communication & Collaboration		
	<input type="checkbox"/> Internal Collaboration		
	<input type="checkbox"/> External Collaboration		
5	Compliance and Governance		
	<input type="checkbox"/> Accreditation and Standards		
	<input type="checkbox"/> Adherence to policies		

If any specific remarks:

Signature of Director: _____

FACULTY SELF-APPRAISAL REPORT

Faculty shall submit the below mentioned self-Appraisal Report, appraisal will be determined on the following parameters.

Name	
Designation	
Date of Appointment	
Qualifications	
Total Experience	Industry:
	Academic:
Appraisal Period	2023-24

A. Teaching Process (Maximum 25 Points):

Sr. No.	Semester	Course Code / name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure
		Total				

Innovative Practices in development of Teaching material / Course outlines / Delivery technologies / Evaluation Methods:

B. Departmental Activities (Maximum Point 10): This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, timetable I/C, NBA-AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 10.

Sr. No.	Semester	Activity	Credit Point	Enclosure
		Total		

C. Institutional Activities (max Credit point 10): This section summaries all the responsibilities assigned by Head of the Institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like head of Department, coordinator, Warden, Training and Placement Officer, Estate Officer etc. The faculty earn 5 points per semester for each activity up to a maximum of 10.

Sr. No.	Semester	Activity	Credit Points	Enclosure
		Total		

D. Student's Feedback (Maximum Points 25): The faculty shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

Sr. No.	Semester	Course Code / Name	Average Student feedback	Enclosure
		Total		

-

E. Contribution to Society (maximum points 5): The faculty involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity.

The claim should be supported by an office order / official communication from head of Institute.

Sr. No.	Semester	Activity	Credit Point	Enclosure
		Total		

F. Research (Maximum Point 15):

Sr. No.	Semester	Activity	Credit Point	Enclosure

Date:

.....
Signature of Member of Faculty

G. Assessment by Dean-Academics

The Dean must brief the faculty on their assessed weaknesses and deficiencies, highlight their satisfactory performance areas, and suggest areas that need to be strengthened.

1. Weakness & deficiencies

2. Highlight faculty satisfactory performance areas

3. Areas that need to be strengthened-

Signature of Dean-Academic: _____

H. ACR maintained at Institute level (Maximum points 10) To be filled by the Director

Exceeds expectations	Meets expectations	Meets most expectations	Needs improvement	Unsatisfactory
10	8	6	4	0

Sr. No.	Activity	Credit Point	Enclosure
A	Teaching Process		
B	Departmental Activities		
C	Institutional Activities		
D	Student's Feedback		
E	Contribution to Society		
F	Research outcomes		
	Total		

If any specific remarks:

Signature of Director: _____

Non-Teaching Staff

Name: _____

Reporting To: _____

Appraisal Form Report – Shanti Business School

Sr. No.	From	To	Date	Remark
1	HR	Employee		
2	Employee	Supervisor / HOD / HR		
3	Supervisor / HOD	HR		
4	HR	Director and Executive Registrar		
5	Director and Executive Registrar	HR		

Employee Name		Department	
Date of Joining SBS		Designation	
Period of Review	2023-2024	Experience in SBS	

Focus on the overall role during the period. Identify the areas where you have exceeded or fulfilled the requirements and also your shortfalls in the requirements.

[illegible]

PERFORMANCE ENHANCEMENT REQUIREMENTS FOR NEXT APPRAISAL PERIOD
(to be filled by employee)

1. List the areas of your performance which you feel are in need of development? (Training needs)

2. List the steps you intend to take to enhance and improve your performance?

3. Mention the resources and support required from the organization to help enhance your performance.

4. What support can the supervisor provide to help enhance and improve your performance?

5. Mention your career plans/preferences for the next coming years with the action plan.

6. Any additional information that you would like to bring to the notice of Appraiser:

Appraisal Form – Shanti Business School**Supervisor's Remarks:****Reporting Supervisor' / HOD Name: -** _____

PERFORMANCE FACTOR RATINGS: Using the following definitions, give a score that most closely describes the employee's performance for each of the required performance factors.

EXCEPTIONAL (5): Contributions and excellent work are widely recognized. Performance consistently exceeds all defined expectations, producing important and impactful results, through superior planning, executing and creativity.

EXCEEDS EXPECTATIONS (4): Consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong subject knowledge & interpersonal skills or has achieved significant improvement in these areas.

MEETS EXPECTATIONS (3): Meets all relevant performance standards. Seldom exceeds or falls short of desired results or objectives. Lacks appropriate level of skills or is inexperienced/still learning the scope of the job.

BELOW EXPECTATIONS (2): Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly, or employee has not sustained adequate improvement, as required since the last performance review or performance improvement plan.

NEEDS IMPROVEMENT (1): Consistently falls short of performance standards.

Performance factors			Score
Job Competency	a	Possesses knowledge	/5
	b	Possesses skills	/5
	c	Planning and Organizing skills	/5
Proficiency	a	Adaptable, Constantly upgrading skills	/5
	b	IT skills	/5
Dependability	a	Works efficiently without supervision	/5
	b	Can work in unforeseen and crisis situations	/5
	c	Fulfills commitment on time, every time	/5
Interpersonal Relations	a	Cooperative, considerate and tactful in dealing with supervisors, subordinates, peers and clients/students	/5
	b	Effective team player and commits teamwork	/5
	c	Demonstrates leadership qualities	/5
	d	Promotes friendly and cohesive work environment	/5
Communication	a	Verbal	/5
	b	Written	/5
	c	Effective Communication with clients/students	/5
Ethics and Integrity	a	Professional Etiquettes and moral character	/5
	b	Integrity towards the organization	/5
Initiative	a	Strives to learn and improve through constructive feedback	/5
	b	Takes on additional responsibility willingly	/5

	c	Extra mile ran beyond the call of duty.	/5
Total			/100

RECOMMENDATION BY SUPERVISOR / HOD

Salary with Percentage	(%)	Designation	
------------------------	---------	-------------	--

Reporting Supervisor' / HOD's Signature: - _____ Date _____

Appraisal Form – Shanti Business School

EMPLOYEE'S PERFORMANCE ASSESSMENT BY SUPERVISOR / HOD

--

RECOMMENDATION BY HR DEPARTMENT

Total Score	Performance Incentive (a)	Salary Realization and correction (b)	Total Increment (a + b)	Performance reward amount	Date Increment Due

Designation Recommended _____

Signature of HR Representative _____

EMPLOYEE'S PERFORMANCE ASSESMENT BY EXECUTIVE REGISTRAR

--

Signature of Executive Registrar _____

EMPLOYEE'S PERFORMANCE ASSESSMENT BY DIRECTOR

--

RECOMMENDATION BY DIRECTOR

Salary with Percentage	(%)	Designation	
------------------------	---------	-------------	--

Signature of Director _____

Worked of Sundays / Holiday

- 1 All Departmental Heads are hence requested to take note that if your team member is working on a Sunday or annouced holiday then intimation to HR has to be sent in the following format only.
- 2 No team member will work on a holiday or announced holiday without prior approval from Depatment head.
- 3 Direct leave applications in this regard will not be entertained by HR - w.e.f. 1st Jan 2013

Month: _____

Department Name: _____

HOD Name: _____

Sr. No.	Name	Designation	Date	Reason for coming on holidays

Signatue of Head of the Department: _____

Any Remarks to HR department:

Loan Application Form

The employee has to be confirmed on the regular rolls of the company. However, the sanctioning of loan shall be at the discretion of the Management taking into consideration fund availability / financial status, employee performance etc. Department Head recommendation is essential for sanctioning the loan by the Director. To avail this facility the employee should have completed the probation period and will have to agree to repay the loan through automatic payroll deduction. Two times of the monthly CTC salary can be sanctioned as loan. The sanctioned loan will be recovered in maximum 12 equal monthly installments. Interest will be calculated at a subsidized 6 % per annum. In case of employee leaving the Organization the remaining amount of loan will be adjusted against the final settlement.

Applicant Section (To be filled by the employee)		
Requested loan Amount:	Employee ID:	
Name:	Department:	CTC
Home Address :		
Email address (Personal):	Home phone:	
Purpose :		
Do you have any other loan from any financial institute Yes / NO	Type of Loan: _____	
Amount outstanding: _____	EMI Amount: _____	
For the purpose of obtaining the herein requested credit from Shanti Business School, I, the undersigned, warrant the truth and correctness of the foregoing information. I understand that regularly scheduled payments are required, and in the event of my employment being discontinued before the complete repayment of this loan, I commit to paying the remaining amount in full on the last day of my employment.		
Signature of Applicant		Date

Department Head's Certification	
The applicant is presently employed and has successfully completed the relevant probationary period. She/he has proven to be an exemplary employee. To the best of my knowledge, there are no current intentions to terminate her / his employment in the coming year.	
Recommended / Not Recommended	Amount: _____
_____	_____
Department Head's Name & Title	Signature of Department Head Date

Human Resource Certification

Length of Service _____ Loan limit _____ recommended / Not Recommended

Name and Title of HR Personnel_____
Signature of Human Resource Personnel, date**Guarantor – 1**I _____ agree to pay Shanti Business School the money owed by the primary obligor Mr / Ms.
_____ if the primary obligor defaults on the loan._____
Name of Guarantor_____
Signature**Guarantor – 2**I _____ agree to pay Shanti Business School the money owed by the primary obligor Mr / Ms.
_____ if the primary obligor defaults on the loan._____
Name of Guarantor_____
Signature**Approval certification**

Approved / Not Approved: _____

Amount: _____

Date: _____

Director (Administration)

Director

To be filled by Accounts Department

Approval received on:

Amount:

First Installment due on:

Total number of installments for pay off:

Payment Mode: Cash/Cheque

Number:

Dated:

Bank Name:

Name and Title of Accounts Personnel_____
Signature of Accounts Personnel, Date

Clearance / No Dues Certificate

Name of Employee: _____

Designation: _____

Department: _____

Date of Joining: _____

Date of Resignation:- _____

Last Working Day: - _____

The above mentioned staff member is under clearance on resignation. Kindly check below mentioned details:

Department	Any dues / Other Remarks	Sign
Admin Department		
- Stationery, Keys		
- Any other		
Accounts Department		
- Pending Payment		
Store Department		
- Purchase Bill payment		
- Any other		
Department Head(reporting officer), Examination dept & the replaced person		
- Documents handed over (Physical files / Computer folders and data)		
- Handing over of charge / duties / Keys		
- Notice Period waived / to be recovered		
- Any Other		
HR Department		
- Notice Period recovery		
- Mobile with charger		
- Simcard		
- Uniform		
- Swipe Card / Identity Card		
- Visiting Card		
- Exit Interview		
- Any other		
IT Department		
- Computer & Pen Drive		
- IT Matter Data and Password		
- Email ID to be closed/directed to any other employee		
Library		
- All Books returned		
- Pending, if any		

The above details have been checked and certified. The employee can be relieved from his / her duties w.e.f. _____

Director (Admin) & Executive Registrar

Director

EXIT INTERVIEW

The information shall be treated as confidential. Please give your free and frank opinion.

Employee Name:	Current Designation:
Date of Joining:	Total No of years at SBS:
Designation while joining:	Salary while joining:
Current Salary:	Reporting to:
Date of leaving:	Department:

- Primary reason for leaving / trigger for your decision

(Tick the appropriate option and elaborate on it in the space provided.)

1. Problem with supervisors/Peers/Subordinates
2. Problem related to work culture
3. Location / Posting of job
4. No satisfactory utilization of abilities
5. Dissatisfaction with job content/expectations:
6. Better prospects
7. Higher salary
8. Job security
9. Higher position/authority
10. Going nearer to hometown
11. Family problems
12. Lack of Career Growth
13. Others (*e.g. reaching a plateau, a feeling of intellectual stagnation, ideological differences with organizational philosophy, health, etc*)

Elaborate your reason

- Most satisfying part of your job

- Least satisfying part of your job

- Did you receive adequate support to do your job?

- Did you receive sufficient feedback about your performance?

- Would you consider working again for this company in the future? (If yes or no give reasons)

- What does your new company offer that this company doesn't? (If applicable)

- Did anyone in this company discriminate against you, harass you or cause hostile working conditions?

- Any other comments?

Please rate the following working conditions in your job.

	Fully Agree	Agree	Disagree Strongly	Disagree
My skills were used effectively.				
At time of hire my educational background was sufficient.				
At time of hire my knowledge of the job was sufficient.				
My orientation to the job was effective.				
My job training was adequate.				
My equipment, supplies, and other resources were adequate..				
My work accomplishments were acknowledged.				
My request(s) for additional job training/professional development was met.				
My relationship with co-worker(s) was satisfactory				
My workload was reasonable.				

Please describe your perception of your supervisor.

	Fully Agree	Agree	Disagree Strongly	Disagree

Provided effective supervision.				
Clearly defined work standards and expectations.				
Gave fair and equal treatment.				
Was available to discuss job-related information.				
Provided useful work related information.				
Provided periodic performance feedback.				
Maintained consistent policies and practices.				
Provided recognition for good work.				
Encouraged cooperation among staff.				
Maintained a positive working environment.				

How did you feel about your pay and benefits provided?

	Excellent	Good	Satisfactory	Poor
Performance Appraisal Program				
Job Classification				
Annual Salary Increases				
Sick Leave				
Holidays				
Promotional Process/Advancement				
Other - Specify:				

Any specific remarks / appreciation you would like to put for the organization and for any colleagues

[illegible]

Observations by HR

Name of HR Person _____

Date_____

Sign_____

Full & Final Settlement statement

Name:

Date:

Designation:

Details of Employee	
Employee Code	
Location	
Date of Joining	
Date of Resignation	
Last Working day	
Reason for leaving	

Full & Final settlement details	
Payable (A)	
Pending Salary	
Bonus	
Others	
Total	
Deduction if any (B)	
Notice Period Shortfall	-
TDS	-
Prof. Tax	
Loan if any	-
Vodafone excess bill	
Total	
Total amount to be payable (A-B)	

Head - HR & Acad.Ser_____
Account Dept_____
Director (Admin)_____
Director

I hereby declare that I have accepted my full & final settlement. No other payments are due to me from the company other than those stated above.

Company can clear all my payments when due through cheque / cash. I will not claim for any other type of payment after signing this F& F form.

Name & Signature of Employee: Name _____.

Signature _____.



Vehicle Requisition Form

ADMN – 01

Date: _____

Name of the person for whom vehicle is required: _____

Type of vehicle: _____ Date: _____ Place: From: _____ To: _____

Time: From _____ To _____ Local () / Outstation () Purpose of the trip (Official/Personal): _____

Place of Pick Up: _____ Place of Reliving of Vehicle: _____

Requested by: _____ Signature: _____ Instructions to driver: _____

Sanctioning Authority: _____



Vehicle Requisition Form

ADMN – 01

Date: _____

Name of the person for whom vehicle is required: _____

Type of vehicle: _____ Date: _____ Place: From: _____ To: _____

Time: From _____ To _____ Local () / Outstation () Purpose of the trip (Official/Personal): _____

Place of Pick Up: _____ Place of Reliving of Vehicle: _____

Requested by: _____ Signature: _____ Instructions to driver: _____

Sanctioning Authority: _____

TRAVELLING EXPENSE FORM											
Purpose of Journey :											
Name:			Grade			Tour Date (From To)					
A) AIR/RAIL/BUS FARE											
Departure			Arrival			Travel Mode	Amount	Remarks			
Date	Time	From	Date	Time	To						
						Total (A):	0				
B) CONVEYANCE CHARGES											
Date		From	To	Particulars (Mode)			Amount	Remarks			
				Total (B):							
C) ACCOMODATION CHARGES											
Date		No. of Days		Hotel Accommodation Expense	Remarks						
From	To		Place/ Journey								
			Total (C)								
D) MEALS - D/A ETC.					E) MISCELLANEOUS EXPENSES						
Date		Details / Remarks		Amount		Date		Amount		Remarks	
		Total (D)				Total (E)		0			
CLAIM SUMMARY											
To be filled in by Individuals											
	PARTICULARS			Amount Entitled	Amount Claimed	For HR Department			For Accounts Department		
A	Journey Fare										
B	Conveyance Charges										
C	Accommodation Charges										
D	Daily Allowance										
E	Miscellaneous Expenses										
	Total Expenses				0						
	Less Advance										
	Net Claim				0						