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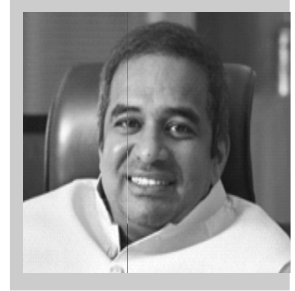
EMPLOYEE HANDBOOK JAN 2019



Acharya Bangalore B-School

CONTENTS

Sl.No.	Particulars	Page No.
1.	About the Institution	4
2.	Recruitment, Selection & Induction	5
3.	Job Responsibilities	5
4.	Staff Development	7
5.	Promotion	7
6.	Performance Appraisal	8
7.	Leave & OD	8
8.	Payment of Salary & Statutory Deduction	13
9.	Working Hours / Attendance recording system / Campus Attire	13
10.	Employee Benefits	14
11.	Awards & Recognition	15
12.	Separation	16
13.	TCS iON	17
14.	Employee Grievance	18
15.	General Code of Conduct for Employees	18



Greetings !

Welcome to the family of ABBS !

ABBS is one of the premium Business School founded by eminent educationists with a vision to impart quality and contemporary education to make students industry ready.

ABBS has embarked on the journey of providing quality education aided by the state of the art infrastructure ably assisted by qualified and experienced faculty and staff.

ABBS provides professional ambience for the growth of faculty and staff. Opportunity is available to exhibit talents and to play active role in the growth of the department. Regular faculty development and staff development programs are organized which will facilitate in enhancing your competencies continuously.

Several innovative incentive schemes are introduced in ABBS to appreciate the efforts of faculty in the area of academics, research, consultancy and administration.

We expect that you will utilize the opportunities available in ABBS and focus on your career growth.

Wish you long term mutually beneficial association!

Dr. Vijayapal Reddy, MBBS, MD, DCH
Chairman

Vision

To provide relevant education, consistent with the changing world, by integrating the best faculties and infrastructure to enable students to stand the test of time and be of utmost benefit to society.

Mission

- To create an interface with industry and academia.
- To offer value-added training programs in addition to the prescribed syllabus.
- To encourage knowledge synthesis through active faculty-student interaction.
- To enhance faculty knowledge base through regular training and seminar participation.
- To provide extensive experiential learning sessions enabling students to compete on a global level.
- To impart professional ethics and social responsibilities.

Quality Policy

To create an ambience which inspires professional learning and provide excellent infrastructure and faculty with both academic and industrial experience.

ABOUT THE INSTITUTION

Established in the year 2008, Acharya's Bangalore B-School has emerged as the paragon among the leading educational institutions in India. The Institution is the fruit of the great vision and effort by our Trust Members who are eminent educationists, who dreamt of providing quality education to students from all society.

The Institution offers various under-graduate and post graduate degree programs under the purview of Bangalore University.

The combination of most sophisticated infrastructure and highly qualified and experienced faculty in the college has created successful careers for the diverse group of students.

Over the time "ABBS" has become synonymous for imparting professional, experiential and contemporary education which has attracted students from various regions of India and Abroad.

The institution has introduced various initiatives for holistic development of faculty and staff.

The institution has been re-accredited by NAAC with "A" grade (CGPA of 3.23) for 5 years in the year 2017.

International Assembly for Collegiate Business Education (USA) has accredited business programs of the institution for 7 years in the year 2015.

The institution is recognised by University Grants Commission (UGC) under Section 2(f) and under Section 12 (B) of UGC Act, 1956 for availing financial assistance for undertaking funded projects by faculty.

RECRUITMENT, SELECTION & INDUCTION

Faculty requirements are assessed by department on yearly basis and given to HR department. HR department will analyse the requirements with reference to HR budget of the department and initiate measures to source suitable CVs. The shortlisted candidates are called for selection process which consists of classroom demo evaluated by demo panel followed by personal interview with selection committee, Candidates who are selected in the process are issued with offer letter.

Staff are issued appointment letter after joining and after completion of joining process by HR department.

HR department plan and organize induction training programme for all newly recruited staff. The induction training will familiarize the new employee about the institution, courses conducted, HR systems, TCS iON software, rules and regulations applicable to all staff.

JOB RESPONSIBILITIES

The institution follows TRAC (Teaching, Research, Administration and Consultancy) as the basic structure for assigning Job responsibilities.

JOB RESPONSIBILITIES OF FACULTY

TEACHING

- Class Room Instruction
- Laboratory Instructions
- Curriculum Development and introduction of best practices
- Developing Learning Resource material
- Students Assessment & Evaluation
- Students Guidance & Counseling, helping their personal, ethical, moral, and overall character Development.
- Continuing Educational Activities
- Self-development through upgrading qualification, experience & professional activities.

RESEARCH AND CONSULTANCY

- Research & Development activities & Research guidance
- Industry Sponsored Projects
- Providing Consultancy to industry
- Promotion of Industry Institution Interaction
- Preparation and submission of proposals for funded projects

ADMINISTRATION

- Follow system and maintain data as-per the requirement of various accreditations.
- Involvement in internal examination and evaluation
- Examination result analysis
- Planning, Monitoring & Evaluation of Promotional activities
- Design and development of new programs.
- Plan and implement faculty development activities.
- Development, Modernization, expansion etc.,
- Administration at Departmental through TCS iON Levels.
- Develop, update and maintain MIS

CO-CURRICULAR

- Extension services
- Interaction with Industry and Society
- Participation in Community services, Co-curricular activities
- Providing non-formal modes of education for the benefit of the community
- Promotion of entrepreneurship and job creation.
- Providing technical support in areas of social relevance.

Any other relevant work assigned by Principal / Director.

NON-TEACHING staff may be issued with Job Descriptions defining the roles and responsibilities.

STAFF DEVELOPMENT

HR department will organize regular staff development programme based on the requirement of the staff and the department.

Faculty Development Program

The Professional Development Program is aimed to the development of outstanding teachers - ethically responsible, competent professionals committed to preparing and grooming students and youth to live as respected, informed, knowledgeable citizens in a society.

All the FDP's are aimed at Continuous Self Development for the faculty members.

1 National Conference / seminar / International conference per semester

Registration amount, travelling expenses and OD facility are extended to all faculty.

Upgrading Qualification

The institution has laid down a deputation policy to encourage faculty members in acquiring higher qualifications from recognized institutions in India.

PROMOTION

Promotion

All promotions will be linked to the vacancies in the next higher grade/scale and the competency of the prospective candidate. Management reserves the right to promote an employee whenever a suitable post/ vacancy arises and it also reserves the right to recruit people externally to fill up promotional vacancies.

Promotion will depend upon the following factors for ascertaining suitability of employees for promotion to the next higher grade/ scale.

- a) Performance in the existing grade.

- b) Educational and professional qualifications.
- c) Potential as identified through performance/records/interview.
- d) Recommendations of the head of the institution.
- e) Seniority in the grade/scale.
- f) Experience in the institution

PERFORMANCE APPRAISAL

Performance is reviewed on yearly basis. Performance is self evaluated by faculty and reviewed by Academic Head through a structured performance appraisal form. For teaching staff, the performance is evaluated based on their contribution to Teaching, Research, Administration and Consultancy (TRAC). Contribution of the faculty in community development as well as institution building activities is also considered. Increments are given annually but not automatic. It is purely based on the performance evaluation by the Principal/Director.

LEAVE & OD

Leave Eligibility

All employees are eligible for Casual Leave, Sick Leave, Vacation Leave, Maternity Leave and Marriage Leave.

Procedure for Availing Leave

All leave request are to be submitted to reporting head through iON software for approval.

Casual Leave:

- All employees are eligible for 12 days of CL in an academic year (July-June)
- An employee can avail maximum two days of CL in a month.

Vacation Leave

Faculty members are eligible for 12 days of vacation leave per semester. The leave will be credited at the beginning of the

semester. Faculty can avail the vacation leave after completion of the core academic activities of the semester as well as considering examination and other related assignments.

Unavailed vacation leave will lapse at the end of the semester. Vacation Leave for NTS will be 12 days per of Academic year i.e., July - June.

Restricted Holiday-

The Institution also has made provision of One RH per Calendar year, as per the prescribed list from the University. Employees can avail RH related to their faith by applying in advance in iON.

Special Leave - Marriage, Maternity and Compensatory Off

An employee who has completed One year of Service is eligible for 7 days of Marriage Leave. For Employee's availing Special Leave of Marriage are allowed to club the Vacation Leave at credit. However the total no of days should not exceed 15days at a stretch.

Women employees are eligible for Maternity leave.

Under the Special Leave category, Employee's who work on General Holiday, Weekly Holiday i.e. Sunday & Third Saturday for Inspection, Admissions, Conferences, and Examination Duty are eligible for Compensatory off.

Sick Leave:

All employees are eligible for 2 days of SL in a semester (4 days in an academic year (July-June).

Unavailed CL, SL will lapse on 30th June.

Official Permission / OD Facility

Paper Valuation: Faculties who are deputed for paper valuation can avail 12 OD's for Theory as well as Practical's per semester. If Valuation work gets extended, the Faculties can complete their assigned work schedule at the college and then continue for their valuation work. The Faculties are required to produce their

attendance certificate to The HR Dept, which is Mandatory. Application has to be submitted through ION.

Examination Duty: Faculty members who visit other colleges as "External Examiners" for purposes of - Practical Exams, to conduct Viva - Voce on Projects, etc are given OD. The concerned Heads are required to forward the list of faculties who have been assigned for such duties, attendance will be marked in the register. This information will be filled in the Employee File. Application has to be submitted through ION.

Ph.D Enrollment: Faculties who have enrolled for Ph.D Programs should furnish details of their Registration, Guide and the Institution/University to their respective Heads and seek approval for the same. Faculties who have been approved to continue their Ph.D program will be provided with OD facility.

OD facility for Ph.D enrolled candidates shall be two days per semester and One Day per semester for M.Phil registered candidates.

Local, National and International Conference: OD facility is extended for faculties who attend conferences and seminars, to present papers or to participate. OD shall be granted on the day of the Event i.e., On the day of paper presentation. Outstation facilities will be extended as per the distance of travel. Conference Sponsorship Fee and other expenses are paid from the allotted budget.

A Faculty can attend 2 Seminar/Conferences in a year - International or National Seminar / Conferences

Sabbatical Leave

The Sabbatical Leave is a special facility to the academic staff members in order to enable them to update their knowledge and experience so that they will be of greater use to the Institute on their rejoining.

1. Sabbatical Leave shall be admissible to a permanent member of the academic staff, after the completion of 5 years of continuous service, or more in the Institute. It should be applied 4 months in advance through proper channel.
2. Sabbatical leave taken before the completion of 5 years of service is sanctioned only on exceptional circumstances by the Competent Authority next above the Leave sanctioning Authority.
3. Sabbatical Leave may be granted to conduct research or advanced studies in India/abroad, any other purposes for the academic development of the faculty.
4. The Grant of Sabbatical Leave shall be subject to the following conditions, namely:-
 - Sabbatical Leave of up to one year shall be admissible during entire career.
 - The Leave can be taken for a period of 3 months, and is approved once in two years only.
 - Academic staff shall, during the period of Sabbatical Leave, be paid as admissible under the normal rules but he/she shall not be entitled to any traveling allowance or any extra allowance in India or Abroad.
 - No substitute shall be appointed in the vacancy and his/her work shall be shared by the other members of the faculty.
 - Academic staff shall not undertake during the period of Sabbatical Leave, any regular appointment under any other organization in India or abroad. His/her shall, however, be free to receive a scholarship or fellowship or bursary or any other adhoc honorarium other than regular employment.
 - Academic staff availing himself /herself of sabbatical leave shall furnish a bond in the prescribed form to serve the Institute for a minimum period of 3 years on return to duty.

5. Faculty members on Sabbatical leave shall not be eligible to participate in any promotional exercise during such period if otherwise eligible.
6. No Increments will be earned during the Sabbatical Leave and the Faculty member will rejoin at the same pay scale as existing at the time He/Her availed the Sabbatical Leave.
7. On Completion of the Sabbatical Leave the Faculty member will submit a detailed report on the work done and objectives accomplished.
8. For all purposes the period of the Sabbatical Leave will be treated as a period spent on duty without entitlement to TA & DA.
9. The Faculty member will give an undertaking before proceeding on the Sabbatical leave that He/Her will be utilized it for the Bonafide purpose for which it is sanctioned and will not accept any commercial appointments during the period of Sabbatical Leave. After the rejoining the duty the Faculty member should serve complete 3years of service, if He/Her resigns within 3years, He/her should refund the salary to He/Her paid during the Sabbatical Leave period
10. While recommending the leave, the Head of the Department/ Centre has to certify that alternative arrangements have been made for sharing of the academic, research and project activities and other departmental duties and commitments of the staff member concerned during his absence.
11. Sabbatical Leave cannot be clubbed with any type of leave.

PAYMENT OF SALARY AND STATUTORY DEDUCTION

Payment of Salary

The advice for salary credit will be given the bank by 10th of every month.

Salary details are confidential information. Employees are not allowed to discuss this with colleagues which is against the Institutional policy.

Statutory Deductions

Statutory deductions such as PF , ESI, Professional Tax and Income Tax are done as per the rules and regulation of the Governments. Details of savings are to be uploaded in iON which will compute the taxable income and will deduct TDS from salary accordingly.

Tax Deducted at Source (TDS)

Tax will be deducted at source from salary as per income tax laws prevailing from time to time. All the employees need to furnish information regarding their investment / savings for the purpose of tax computations. At the time of employee is required to produce details of previous employment earnings and tax deducted at source.

WORKING HOURS /ATTENDANCE RECORDING SYSTEM /

CAMPUS ATTIRE

Working Hours

Normal working hours for Teaching Staff will commence at 9 am and ends at 4.30 pm. For non-teaching Staff, timings are from 9 am to 5 pm. As an Institution we regard discipline and punctuality.

We work 6 Days in a week from Monday to Saturday. Third Saturday is declared as Holiday for the teaching staff. Non-teaching Staff will be working half day on Third Saturday. However, in case of requirement like inspections, examinations etc., Third Saturday will be a normal working day. Staff will be intimated accordingly.

Attendance Recording System

Recording of attendance shall be compulsory every time an employee enters or leaves the institution's premises. With a view to suffice with this requirement, Biometric Attendance Recording System has been introduced along with the attendance register. A separate system has been implemented to address habitual late comings.

All employees will be issued a Permanent Identity Card, which they have to carry during working hours. In case an employee goes on official or personal work, he must take an "Out Pass" duly signed by his HOD.

Lunch Break - 45 mins.

CAMPUS ATTIRE

Faculties

Week days - Formals with ties and shoes for male faculties. Sarees or Salwars for female faculties.

Saturday - Decent casuals for both male and female faculties. Shoes/Sneakers for male faculties.

Other Staff

Appropriate formals, during week days. Decent casuals, on Saturdays.

EMPLOYEE BENEFITS

Health Centre

A dedicated health centre with a doctor and a qualified Para-medical staff is available in the campus to take care of medical emergencies of staff and students.

Canteen

Full-fledged canteen which serves food items and beverages to staff and students during the institution working hours.

Transport

Faculties and staff are provided transportation from their place of living to institution daily at subsidized transportation charges

Accommodation

Bachelor accommodation with food provided to selected faculties and staff in the hostel at a subsidized rates in select cases

Personal Accident Insurance Policy

Faculties and staff who are not covered under Employee State Insurance Corporation are covered under Personal Accident Insurance policy after completion of 1 year service.

Staff Loan

Financial support to take care of urgent family needs like education, medical treatment etc., provided in the form of staff loan repayable in instalments through salary subject to terms and conditions.

Bank Loans

Priority in processing loan applications enable faculties and staff avail hassle free bank loans for upgrading qualification, purchase of vehicles and Home Loans.

Meal Card

Staff are given the choice of opting for Ticket restaurant Meal card, for convenient shopping of food items with income tax exemption.

Gym & Sports Facilities

Faculties and Staff are allowed to use in-house gym after office hours to maintain their good health. Many indoor and outdoor facilities like badminton, carom, chess, table tennis are available in the campus.

Outbound Trips

Regular outbound trips to resorts/entertainment locations as a measure of motivation and bonding.

AWARDS & RECOGNITION

Incentives

Incentives are given to faculties and support staff for the following :

- Academic performance -100% results in a subject - each semester

- Publishing Books
- Publishing of research papers in Journals - National & International
- Paper presentation
- Innovative ideas from Teaching staff /support staff
- Obtaining Ph.D. within 4 years (part-time)
- Obtaining projects from AICTE/DRDO/DST/ISRO etc.,
- Extra ordinary contribution to the institution
- Remuneration for examination invigilation duties
- Attendance incentive for support staff - 100% attendance on all working days

Recognition

Outstanding faculties are recognized during Teacher's day every year

SEPARATION

SUPERANNUATION

As per the notification of University Grants Commission, the age for superannuation of teaching staff is fixed at 65 years. Accordingly, teaching staff who completes 65 years will be superannuated from the services of the institution. This will also be applicable to teaching staff holding administrative positions in institutions.

The superannuation age applicable to Librarians/Physical Education Director is 62 years of age as per the UGC notification.

For non-teaching staff, the superannuation age will be 62 years.

RE-EMPLOYMENT AFTER SUPERANNUATION :

Subject to the availability of vacancy and fitness, teaching faculties shall be re-employed on contract basis beyond the age of 65 years upto the age of 70 years, on yearly basis, purely on merit, fitness, experience and area of specialization and only against available vacant positions without affecting selection or promotion aspects of eligible teachers.

Similarly, Librarians, Physical Education Director, non-teaching staff shall be re-employed on contract basis beyond the age of 62 years upto the age of 70 years, on yearly basis, subject to availability of vacancy and fitness.

Resignation & Notice Period

An employee, who opts to resign from the services of the Institution, will be required to give an advance notice of resignation to his immediate superior, to whom he or she is reporting to, in writing. They will have to serve the notice period of three months or as per terms of his or her appointment letter or subsequent amendments thereof. The Management reserves its right to relieve the employee before completion of the notice period.

When resignation has been tendered by the employee, before accepting the same, the Academic/Department Head should have a discussions with the Resigned Employee and make efforts for retention before forwarding it to HR Dept. HR will have a final discussion with the resigned employee and inform the employee about the relieving formalities.

Relieving Formalities and Exit

A week before the relieving day, the employee will have to complete handing over of responsibilities, obtaining clearance for concerned departments, obtaining no dues certificate from Bank and submit all documents to HR.

Termination :

The services of any employee shall be terminated on the grounds of indiscipline, or repeated neglect of rules and regulations or willful insubordination.

TCS iON

The institution has implemented ERP package iON developed by TCS. All employees are required to utilize ION in their respective areas.

EMPLOYEE GRIEVANCE

Any grievance related to an employee's work or to the working conditions are addressed through grievance redressal process. The Employees can get in touch with the HR Dept for support and guidance.

Open Door Policy

The Institution as a policy encourages professional way of working. The employees are encourage to take new initiatives, suggest improvements in the process of working and given adequate freedom to carry out their responsibilities effectively. Team work, mutual respect and co-operation are the core beliefs which leads to high employee satisfaction. The work culture is characterized by open and informal dialogue between employees and management.

GENERAL CODE OF CONDUCT FOR EMPLOYEES

- Every Employee shall at all time maintain absolute integrity, devotion to work, adhere to Mission, Vision and Quality policy of the institution in letter and spirit.
- Every employee should utilize the resources like IT infrastructure, institution vehicles, stationary etc., only for official purpose.
- All employees should use their official email id for all communication. Files are to be stored in designated file server. Access to websites/mails/wifi is as per IT policy.
- Employee should use his/her personal mobile phones only in case of emergency.
- Every employee shall be punctual in attendance in respect of his work and any other work connected with the responsibilities assigned by the HOD/Principal/Director.

- Every employee shall abide by the rules and regulations of the institution and show due respect and follow instructions from the HOD/Principal/Director.
- Every employee will ensure implementation of systems, procedures and guidelines as communicated from time to time by HR/HOD/Principal/Director.
- No employee shall :
 - a) knowingly or wilfully neglect his duties/working hours or other responsibilities,
 - b) remain absent from the institution without leave or without prior permission
 - c) indulge in or encourage any form of malpractice/unethical activities.

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Acharya Bangalore B-School

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