



ASIAN BUSINESS SCHOOL

HUMAN RESOURCE MANUAL

2024-25

Year of Inception – 2012

Reviewed Annually

(Last Reviewed on 28th Dec 2023)



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ASIAN BUSINESS SCHOOL, NOIDA

HUMAN RESOURCE POLICY

2nd November 2012

Updated on: 15th Dec 2023

1. Purpose

The purpose of this policy is to implement procedural transparency with all the staff members associated with Asian Business School.

2. Scope:

This policy is applicable on all the staff members (teaching/ non-teaching, w.e.f. 2nd November 2012.

3. Core Principles

- a. **Leadership:** The Institute's leadership at all sites and in all capacities, communicates the institute's goals and values; facilitates teamwork, collaboration, and partnership; rewards achievement of desired outcomes; supports continuous learning and improvement; and encourages innovation and the capacity to respond to change. In doing so, the Institute's leadership encourages each employee to take active responsibility for the mission and vision of the Institute and foster the development and use of each employee's capability.
- b. **Quality of Employment:** The Institute is committed to create a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work for all and one that encourages balancing work and personal commitments.
- c. **Equal Employment Opportunity:** ABS firmly believes in non-discrimination against any employee on the ground of religion/caste/sex/place of birth, etc. The institute is committed to the ongoing growth and development of an inclusive and



positive environment for all staff and students which promotes and values equity and diversity.

- d. **Compensation, Reward and Recognition:** The Institute's compensation program is administered fairly and equitably strengthening the tie between pay, performance and organizational success.
- e. **Continuous Learning and Development:** The Institute values and supports continuous learning, while understanding that continual learning is a core responsibility of each employee. To that end, it will provide structured development that integrates institutional mission, organizational and individual needs, and performance expectations.
- f. **Response to Change:** The Institute is constantly preparing itself for the challenges of the future. In doing so, during periods of changing needs, the Institute creates opportunities for employees to acquire the needed skills to continue to advance the mission of the Institute. In support of these principles, the Institute commits adequate resources for equitable support of employee development, compensation, reward and recognition across all units and among all employee classifications.
- g. **Grievance Redressal:** A structured grievance redressal system is in place for all the employees and there is an open door policy whereby the employees can raise their issues or grievance if any to the reporting authority/ HR/ Director and all grievances are settled through an unbiased and fair procedure.
- h. **ICC:** In case of any dissatisfaction with any individual/system/organization, the concerned employee has to bring the matter immediately to the notice of the Reporting/Higher Authority/ Internal Complaint Cell for its solution/settlement. However, in no case, the employees are allowed to gossip/ discuss/ spread in any manner/level/social media, etc. The same will amount to defamation to the person concerned/organization and it will attract disciplinary action.

4. Duties and Responsibilities

Each and every employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him with the full of his ability,



A. Director:

1. As the figure head of the institute, Director should have the vision and leadership ability to keep a college developing.
2. To monitor and conduct academic activities of the institute under the guidance of the management and assistance of the Deans and Head of Departments.
3. To ensure and deliver Quality of Education.
4. To take institute and faculty feedback and accordingly take the remedial actions.
5. To plan and take the necessary actions for improvement of college results and academics.
6. To promote industry institution interaction and research & development activity.
7. To conduct the periodical meetings of the faculties for effective administration of the college.
8. To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
9. To monitor and update the institute website with complete information about the institute.
10. To recommend allocation of budget for the departments as requested by the Head of Departments to Governing body.

B. Dean:

1. To monitor and conduct academic activities of the department under the guidance of the Director
2. To take department and faculty feedback and accordingly take the remedial actions.
3. To plan and take the necessary actions for improvement of department results and academic performance.
4. To coordinate term work assessment and conduction of examinations as per the examination norms.
5. To maintain discipline and enforce rules as laid down by the institute, in the department.
6. To monitor the day to day activities of the department.
7. To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.
8. To conduct regular meetings with teaching and non-teaching staff as well as the Class Representatives to sort out any issue and queries related to academics.



9. To prepare the department requirements and budget needed.

C. Faculty Members:

Faculty Members include all cadre categories as Professor, Associate Professor & Assistant Professor. The Duties and responsibilities are as follow:

1. To understand and contribute towards attainment of institutes vision and mission.
2. To follow all rules and regulations as laid down by the institute which include working time in the institute.
3. To work sincerely to execute all duties towards academics which include planning and conduct of lectures, preparation for the course assigned, conduct of internal exams and to maintain the Course file and personal file in appropriate format.
4. To use innovative teaching aids and adopt innovative teaching-learning methodologies.
5. To counsel students and conduct remedial sessions for students requiring help.
6. To organize/ coordinate/ attend various seminars/ workshops/training programs.
7. To participate proactively in any research and development activities conducted in the department.
8. To perform other academic/ administrative duties assigned by Head of the Department.
9. Operational Duties:
 10. To obtain a copy of syllabus for the assigned course(s) from HOD/HOS
 11. To announce in class, syllabus and text/reference books to be followed in the course.
 12. To announce the scheme of evaluation to the students as per academic guidelines.
 13. Preparation of lesson and session plan keeping in mind CO's and PO's and outcome.
 14. Delivery of content in accordance to developed course file.
 15. Embark time to remove difficulties of students outside the classroom.
 16. To carry out the continuous internal assessment of students
 17. To prepare question papers in reference to examination policy
 18. Extend best possible support for the invigilation's duties.
 19. To evaluate all answer books by stipulated time.
 20. To maintain a record of student's performance & attendance for a period of one year.
 21. To inform the Dean/HOD about suggestions, if any, regarding the course content, new books to be procured, requirement of hardware/software tools.
 22. To submit soft binder of course file to the department along with Hard copy.



D. Non-teaching technical staff:

1. System and Technical Support:

- a. To update and maintain institute website with institute data.
- b. To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
- c. To initiate purchasing of equipment's.
- d. To provide support for various software servers.
- e. To ensure continuous internet during assigned hours.
- f. To give support to On-line exam, Seminar, Workshop, technical training program.

2. Laboratory/ Technical Assistant:

- a. To prepare the laboratories for smooth conduction of laboratory session.
- b. To assist faculty and students during laboratory sessions.
- c. To maintain Dead stock register, Instrument Issue register and maintenance register
- d. To conduct installation of new equipment and maintenance of existing equipment.
- e. To maintain and update the approved supplier list for equipment.

3. In charge-Library / Librarian:

- a. To implement all library rules as defined by the management.
- b. Responsible for overall functioning of the library.
- c. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines.
- d. To display all articles, literature and new arrivals.
- e. To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
- f. To execute any other work given by management.

4. Training and Placement Officer:

- a. To maintain complete information regarding student appearing for placement activities.
- b. To conduct placement activities smoothly
- c. To decide and arrange for personal development programs for student.
- d. To update and maintain the contact details of companies interested in recruitment activities.



- e. To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
- f. To take feedback from industry about the students recruited.

5. Terms of Employment

- a. Employees will be hired in accordance to Recruitment and Selection Policy of the institute and as per the guidelines of AICTE/UGC and State Government.
- b. The timing of employment will be from 9:00 am to 5:30 pm for academic staff and 9:30 am to 6:00 pm for marketing and CRC department staff members. There will be two Saturdays off in a month for academic and CRC department staff members.
- c. Institute hereby promises to practice principle of Equal opportunity.
- d. Employee will be entitled to receive Salary, DA, HRA and other allowances as per the appointment letter.
- e. Employees hired for full time are not allowed to undertake any other assignment with any other educational or other kinds of organization either on honorary basis or otherwise without the written consent of the management of institute.
- f. The services will be on probation period of one year from the date of joining and can be terminated by either side by giving one months' notice or payment of an equal amount to one-month salary in lieu of notice. However, one cannot leave the institute during the semester time and will report to the director of the institute.
- g. Employees are required to abide by all rules and regulations of institute as may be enforced from time to time and will report to the director of the institute.
- h. Employees are required to maintain confidentiality of the information/affairs of the institute. To ensure the same it is mandatory for them to sign and agree upon terms and conditions laid down in Non-disclosure Agreement signed by the employee at the time of his/her joining.
- i. It is mandate for the employees to sign and agree to the terms and conditions laid down in an Employee Agreement signed by each of the employee in his individual capacity at the time of joining the institution. The Employee Agreement is an all-inclusive record on paper that discourses all clauses that govern the employment, as well as the rights, obligation, and responsibilities of the parties involved, concerning one other.
- j. Separation (Resignation/Termination) as per the Exit Policy : (A) In the event of the termination of your services due to poor performance or any act of indiscipline or willful breach or negligence or dereliction of duty or disobedience of lawful and reasonable orders or conduct on or off duty which is prejudicial to the interest, good name or reputation of the organization, management reserves the right of payment/denial of the salary partially or fully. (B) If you wish to resign from the services during your probation period or otherwise, one month notice or salary thereof will be required to be served/paid to the organization. In the event of termination with any substantial reason, no notice will be tenable



from the side of the organization and you will not be entitled to any compensation thereof. (C) In the event of notice by the organization without any substantial reason, the concerned employee will be relieved from the services, payment for 15 days salary will be made subject to smooth separation and exit interview.

- k. The Exit Policy will be guiding the procedure for the separation and full and final settlement.



Dr. Lalitya Vlr Srivastava

Director

Reviewed on: 15th Dec 2023





ASIAN BUSINESS SCHOOL

FACULTY RECRUITMENT AND SELECTION POLICY



Recruitment & Selection Policy of Asian Business School

2nd November 2012

Reviewed On: 15th Dec 2023

Staying intact with our core values, Asian Business School aims at propagating transparent and fair recruitment and selection policy. As stated in ABS vision statement we believe in “Growth with Education” for this one of the core requisites is to have strong intellectual capital and also nonacademic staff.

This policy will help you understanding the process and ways out to acquire best possible academic and non-academic staff to deliver quality of education.

1. Purpose

- The Institution recognizes that its staff is fundamental to its success. The institution therefore needs to be able to attract and retain staff of the highest caliber and a strategic, professional approach to recruitment is essential to do this.
- The purpose of this policy is to provide a sound framework for the recruitment and selection of staff based upon the principles outlined below, which also meet the requirements laid down by AICTE in reference to eligibility of academic staff.

2. Scope

This policy and procedure cover all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment except casual staff. In order for the policy and procedure to be effective it is essential that any employee who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and follows it. Ultimately it is the responsibility of the senior management in the University, including Heads of Departments, in conjunction with top management to ensure that this is the case.

3. Core Principles

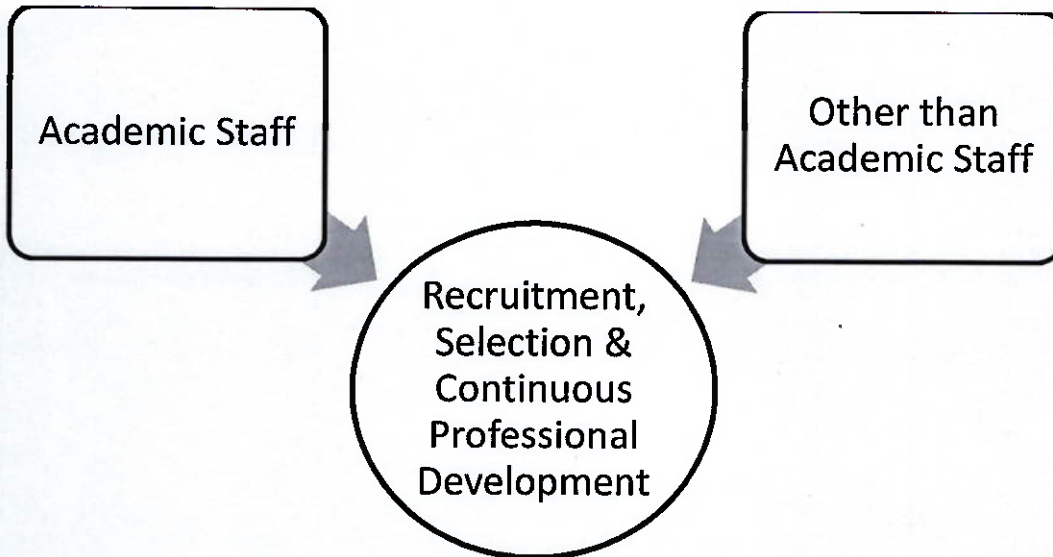
- ABS has a principle of open competition in its approach to recruitment.
- The institution will seek to recruit the best candidate for the job based on educational credential, professional approach and experience. The recruitment and selection process should ensure the identification of the person best suited to the job and the institute.
- Asian Business School also wishes to encourage the recruitment of differently abled staff with reasonable adjustments to all stages of the recruitment process and as required in order for a successful candidate with his/her differently abled to undertake the post.
- The institute will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with the current employment legislation.



- ABS will provide appropriate training, development and support to those involved in recruitment and selection activities in order to meet this core principle. Any member involved in the selection of staff should satisfy him or herself that he/she is appropriately trained and can comply with the recruitment process of this policy.
- Recruitment and selection is a key public relations exercise and should enhance the reputation of the institute. The institute will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- The institute will promote best practices in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated strictly on merit basis.
- The institute will ensure that its recruitment and selection process is cost effective.
- If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individual's application and avoid his/her involvement in the recruitment and selection decision-making process.

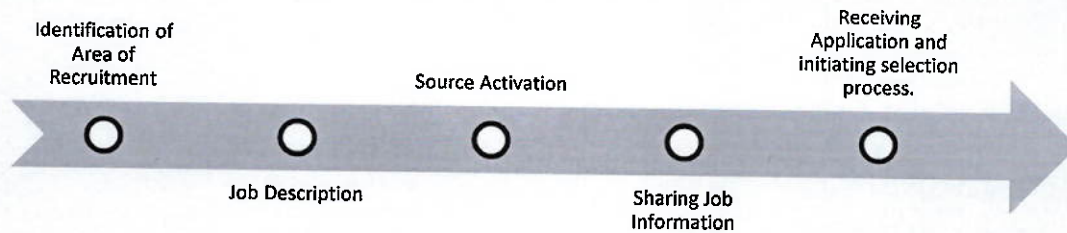
4. Recruitment & Selection Procedure

There are a number of key stages in recruiting and selecting for a post. This procedure outlines the key stages. The Recruitment and Selection Procedure at Asian Business School is step wise design to ensure efficiency and transparency based on fair equitable policy.



5. Recruitment Process at ABS step wise detail

i. Recruitment Process for Academic Staff :

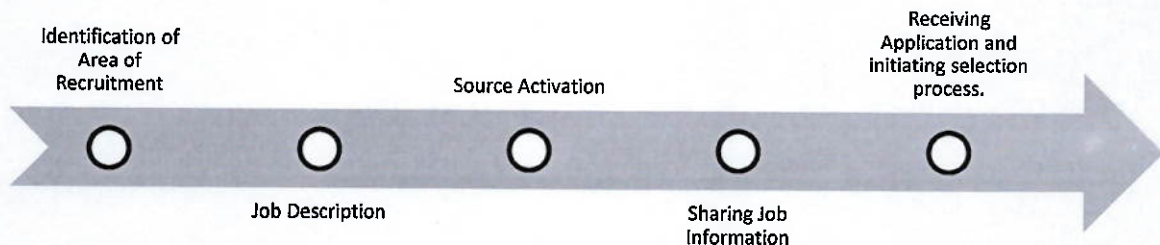


We at ABS strategically design our recruitment process. Our focus is to determine the merit and suitability of the candidates and not just increasing the headcount. The recruitment starts with analyzing the position to be filled, area/discipline /specialization/subject for which we require faculty, followed by preparing of the job description to make the new aspirants and recruitment team aware about the role and responsibilities attached to the position.

The Sources for generating best possible pool of Application are:

- Advertisement in leading newspaper,
- Tie up with professional consultant,
- Direct Walk-in
- Referral
- Professional Networking-Linked Inn

ii. Recruitment Process for other than Academic Staff



1. General Rules for Recruitment

a) Recruitment of Director

1. Publishing of Advertisement in major newspapers regarding vacancy for Director, ABS, Noida.
2. Constitution of Selection Committee by the Chairman: BOG, ABS, Noida as per AICTE norms.



3. Shortlisting the candidates to be called for interaction by the Chairman: BOG.
4. Sending mails to the shortlisted candidates for interaction with the Selection Committee.
5. Interaction with shortlisted candidates with the Selection Committee.
6. Selection Committee recommendation for the post of Director in order of merit to the Chairman: BOG, ABS, Noida.
7. Chairman: BOG interacts with the recommended candidates on another date & time and finalize candidature for the post of Director, Noida.

b) Recruitment of Faculty Members

1. The requirements of the faculty with special reference to specific teaching requirement, research, industry experience, academics, etc. are analyzed at the area level i.e. Finance & Accounting, Marketing, Human Resource Management, Operations & Supply Chain Management & General Management.
2. These requirements are discussed with the Director taking into consideration the AICTE norms and procedures regarding qualifications, experience, etc. The selection of the faculty will be in accordance with the norms of AICTE.
3. Once the number of posts has been determined in specific areas, these are advertised and also posted on website and notice board of the Institute.
4. Where the number of applications received in response to an advertisement is large and it is not feasible or possible to interview all the candidates, the institution at its discretion, may restrict the number of candidates to a reasonable limit on the basis of higher qualifications /experience. The institution, however, encourages candidate possessing higher qualifications and experience to apply for the variable positions.
5. In case of recruitment to other than -teaching positions, the college may conduct examination/seminar/presentation/written test/ computer test as a method for further short listing of candidates as may be decided by the competent authority.
6. The Institution reserves the right to:
 - i. Offer a post at a level lower than that applied for, depending upon the qualifications, experience and performance of the candidate.
 - ii. Draw up reserve panel / waiting list(s), which will be valid for one year from the date of approval of the competent authority and may be used for appointments on consequential / new vacancies.
 - iii. Consider applications received after last date or incomplete (in any respect) or acceptance of any enclosure document after the closing date.
 - iv. Consider "in absentia" the candidature of those who might not have applied and are not able to appear for the interview.
 - v. Reduce or increase the number of posts.
 - vi. Decide criteria / procedure for short listing of the candidates
 - vii. Consider the appointment on direct recruitment / on deputation / contract basis.
 - viii. Relax minimum requirements of qualification and/or experience on the recommendation of the Screening/Selection Committee.



7. No TA / DA shall be paid to the candidates for attending the interview.
8. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with signature.
9. The institution shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents / background and has suppressed any information, his/her services will be liable to be terminated.
10. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the institution reserves the right to modify / withdraw / cancel any communication made to the candidates.
11. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the institution shall be final
12. Candidates should send self-attested copies of certificates and mark-sheets from X std. onwards in support of their qualifications. Originals should not be sent along with the application, but these must be produced at the time of interview.
13. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
14. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.

How to apply

1. To apply in Asian Business School the candidate shall go through all the necessary information available on the website, advertisement or job description available with consultant.
2. Interested candidates are required to send copy of their CV (updated) along with cover letter mentioning post applied for on career @abs.edu.in or can drop their application via post addressed to The Director, Asian Business School, Marwah Studio Complex -2, Sector 125, Noida-201303.

Selection Procedure


1. As stated, the selection process may change from time to time depending upon the vacancy and necessity thereupon. The standard process is as followed:
2. Call for Interview – Filling up Employment Form--Panel Interview (inclusive of external panelist) —Demo Lecture — Personal Interview with Dean (Academics)—Personal Interview with Director Asian Business School— Personal Interview with Members of Board of Governors — followed by offer Letter and subsequent acceptance.
3. The offer letter needs to be submitted back with acceptance.
4. The candidate must adhere to follow set job responsibilities discussed at the time of the appointment.



5. No delays will be accepted in joining date, unless approved by the Director Asian Business School
6. The candidate will be on probation period for the tenure of 1 year and will only be able to avail casual leave.
7. We do believe in transparency but to maintain the confidentiality of selection process, management may decide not to disclose the feedback in case of rejection.
8. In case of Selection of other than Academic Staff

Call for Interview—Personal Interview by Head of the Department—Personal Interview by Director—followed by appointment letter and joining formalities.

Asian Business School believes in nurturing intellectual capital with continuous learning opportunities and exposure toward Research based learning.



Dr. Lalitya Vir Srivastava

Director

Date: 2nd November 2012

Reviewed on: 15th Dec 2023





ASIAN BUSINESS SCHOOL

RETENTION POLICY



RETENTION POLICY AT ASIAN BUSINESS SCHOOL

2nd November 2012

Reviewed on: 16th Dec 2023

Asian Business School believes in nurturing intellectual capital with continuous learning opportunities and exposure toward Research based learning. Thus, we ensure continuous learning and growth oriented working culture to sustain and retain our staff members while providing them opportunities for continuous professional development.

We at Asian Business School

- a. Systematically monitor hiring and promotion decisions to eliminate unintentional bias and create opportunities for all faculty member.
- b. Include salary and workload equity in your thinking about such decisions.
- c. Encourage transparency in operations, sharing information equitably with all faculty.
- d. Include faculty development opportunities in annual review conversations.
- e. Provide feedback on the faculty member's personal assessment of the year, as well as on his or her plans for the upcoming year.
- f. Gather ideas from the faculty member to improve his/her experience and the department and discuss any events over the course of the past year that might necessitate a tenure clock extension.
- g. Encourage mid-career professional development to support faculty as they work toward promotion to full professorship.
- h. Address career development early and often, so that it is not perceived as a punitive discussion when it occurs.
- i. Encourage creativity in new directions and provide mentoring or networking resources.
- j. Develop and maintain objective criteria for granting tenure and promotions and inform faculty of these expectations.
- k. While it is impossible to guarantee any element of the faculty reward system, the process is openly communicated to prevent unnecessary anxiety.
- l. Although there may be no single scale against which all cases are measured, it is still useful to share as much detail as possible.



- m. Foster a supportive environment by engaging senior faculty in discussions about their role as mentors, encouraging peer mentoring networks and engaging all faculty in discussions about governance and decision-making in the department.
- n. Recognize important faculty contributions in all areas including teaching, research, service, and creative activities.
- o. Use a variety of resources (salary adjustments, chaired professorships, reduced loads, leaves, bridge money, research support, mentors, etc.) to recruit and retain faculty. Resources decisions should be made on a case-by-case basis.
- p. Offer opportunities for faculty professional development, collaboration and networking within and across ranks.
- q. Advocate flexible and accommodating policies and practices that can improve the experience of faculty and help with retention.
- r. Provide new faculty with training in time management, effective communication, teaching and grant-writing.
- s. Actively work to help new faculty make scholarly connections within and outside the department.
- t. Conducting team-building sessions for employees to foster stronger connections with the organization and provide them with a break from their daily routines.
- u. Induction plans are developed for new employees, ensuring comprehensive familiarization with each organizational department. This approach aims to cultivate a sense of connection with the company and facilitate a smooth integration into the operational systems.
- v. Staff members are assigned diverse roles across various departments, fostering the development of multitasking abilities and enabling them to gain a broader perspective on their career paths.

Dr. Lalitya Vir Srivastava

Director

Reviewed on: 16th Dec 2023





ASIAN BUSINESS SCHOOL

Sexual Harassment Policy of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013



ASIAN BUSINESS SCHOOL, NOIDA

**Policy of the Institution under the Sexual Harassment of Women at Workplace
(Prevention, Prohibition and Redressal) Act, 2013**

09th December 2013

Reviewed on: 16th Dec 2023

Purpose of the Policy

Asian Business School is committed to providing a work environment free from harassment of any kind and in particular, a work environment that does not tolerate sexual harassment. We respect dignity of everyone involved in our work place, whether they are employees or students. We require all employees to make sure that they maintain mutual respect and positive regard towards one another.

Policy is Applicable on

This Policy is applicable on all the employees and students, w.e.f. 9th December 2013.

Definition of Sexual Harassment

- a) Sexual harassment is unwanted conduct of a sexual nature. The unwanted nature of sexual harassment distinguishes it from behaviour that is welcome and mutual. Physical conduct of a sexual nature includes all unwanted physical contact.
- b) Verbal forms of sexual harassment include unwelcome innuendoes, suggestions and hints, sexual advances, comments with sexual overtones, objectionable sex-related jokes or insults or unwelcome graphic comments about a person's body made in their presence or directed toward them.
- c) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature or inappropriate inquiries, and unwelcome whistling directed at a person or group of persons.
- d) Non-verbal forms of sexual harassment include unwelcome gestures, indecent exposure, and the unwelcome display of sexually explicit pictures and objects in any media.
- e) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment, as defined in (a) above, may amount to sexual harassment:—
 - (i) Implied or explicit promise of preferential treatment at work; or
 - (ii) Implied or explicit threat of detrimental treatment at work; or
 - (iii) Implied or explicit threat about present or future employment status; or



(iv) Interference with work or creation of an intimidating or offensive work environment;
or

(v) Humiliating treatment likely to affect health, safety or self-esteem.

Policy Statement

- a) All employees will maintain high standards of dignity, respect and positive regard for one another in all their dealings.
- b) All employees will understand and appreciate the rights of the individual to be treated with dignity.
- c) All the employees are required to maintain a work environment, which is free from any kind of harassment.
- d) All the employees will refrain from committing any acts of sexual harassment at work place.
- e) Allegations of sexual harassment will be dealt seriously, expeditiously, sensitively and with confidentiality.
- f) The employees will be protected against victimization, retaliation for filing or reporting a complaint on sexual harassment and will also be protected from false accusations.

Procedure for Dealing with Complaints of Sexual Harassment

- a) If the person believes that she has been subjected to sexual harassment, then the complaint/ grievance should be promptly reported to the Internal Complaints Committee (ICC) through the respective Department Head/ Institution Head/ HR Department or ICC members (details of the member are time again updated on institution's official website).
- b) Ideally, the complaint should be lodged immediately or within a reasonable period 3 months from the date of incident/last incident.
- c) All complaints / grievances of sexual harassment will be taken seriously, will be held in strict confidence and will be investigated promptly in an impartial manner. There may be a need to nominate a senior person to head the investigation.
- d) An "Internal Complaint Committee" will be set up to deal with the complaint. A female employee will head the committee and not less than half of its members will be women.
- e) The complaint committee will thoroughly investigate the complaint / grievance and will take the necessary appropriate course of action.
- f) Any victimization of, or retaliation against, the complainant or any, employee who gives evidence regarding sexual harassment or bullying will be subject to disciplinary action up to and including termination of employment.



g) In case, the complaint lodged is found to be false, malicious or forged and misleading documents have been produced, the ICC post investigations may recommend disciplinary action against the complainant.

Disciplinary Action

In case any such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the institute shall initiate appropriate action in accordance with the law by lodging a complaint with the appropriate authority. If the outcome of an investigation by the Internal Complaints Committee shows that harassing behaviour has taken place, the harasser will be subject to disciplinary action up to and including termination of employment.

Internal Complaint Committee (ICC)

The committee will be chaired by a senior female employee. In addition, the members would include two senior faculty members, two female students (in case complainant is student) to investigate and understand the case.

The Internal Complaint Committee will be formed, on the basis of complaint received to avoid any biasness. The members of the committee will be rotated as and when required. The ICC would examine each case and take a decision from time to time, for conducting the enquiry proceedings.

Confidentiality

The contents of the complaint, the identity and addresses of the aggrieved staff member/student, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee and the action taken by institute shall not be published, communicated or made known to the public, press and media in any manner.

All complaints / grievances of sexual harassment will be taken seriously, will be held in strict confidence and will be investigated promptly in an impartial manner. For the purpose of completing the investigation, key witnesses or other stakeholders may be required to be taken into confidence at the strict discretion of the Internal Committee.


Dr. Lalitya Vir Srivastava

Director

Date: 9th December 2013

Reviewed on: 16th Dec 2023





ASIAN BUSINESS SCHOOL

EMPLOYEE POLICY FOR AVAILING LEAVES



ASIAN BUSINESS SCHOOL, NOIDA
EMPLOYEE POLICY FOR AVAILING LEAVE

31st December 2017

Reviewed on: 16th Dec 2023

1. Purpose of Policy

Employee Policy for availing leaves; provide staff with clear and consistent information on the various types of leave they may be entitled to, within and outside the normal annual leave provision. This policy regulates and administers employee's absence from duty within the framework and measures, as set out in this policy. The basic objective behind formulating leave policy is to ensure a fair approach to employees in balancing their domestic and work responsibilities.

This Policy has been redefined and is applicable on all the employees' w.e.f 1st January, 2018.

2. Leave Rules

- a) Leave cannot be claimed as a matter of right. The leave sanctioning authority may refuse or revoke leave of any kind depending upon the exigency of work.
- b) Employees on probation will be eligible only for casual leave and compensatory leave (subject to approval by concerned authority) till the completion of their probation period.
- c) Employee may avail leave subject to leave balance available to their credit with the prior approval of the authority authorized and empowered by the Management to act on their behalf.
- d) Application for any kind of leave shall be in the prescribed format.
- e) On approval of leave applied the application shall be submitted to the Program Office (ABS)
- f) All leave application / records of employees shall be maintained in the Program Office (ABS)
- g) The employee in his interest may also verify correctness.

3. Classification of Leaves

3.1 Casual Leave

- 3.1.1 Casual Leave is intended to meet special circumstances that cannot be foreseen.
- 3.1.2 An employee on Casual Leave is not treated as absent from duty and pay is not forfeited.
- 3.1.3 Casual Leave would accrue from the date of joining on Pro-rata basis.
- 3.1.4 Casual leave is calculated for a period of one year (January to December)
- 3.1.5 Casual leave can be granted subject to a maximum of 12 Days in a year.
- 3.1.6 An employee is allowed not more than 2 days Casual leave at any one time and the total absence including holiday's prefixes and suffixes does not exceed 3 days at a time.



- 3.1.7 If CL extends beyond 2 days, then the excess days taken will be treated under LOP or Earned Leave.
- 3.1.8 It is up to the Management's discretion to sanction more than 2 days of CL at a stretch.
- 3.1.9 Intervening national / festival / declared holidays /weekly off between CL will be treated as sandwich (part of casual leave).
- 3.1.10 Casual day leave may be split in two half day as and when required, with prior approval from management/authority.
- 3.1.11 Casual leave cannot be combined with any other kind of leave.
- 3.1.12 The unavailed casual leave shall lapse at the end of the calendar year (31st December) and it cannot be encashed.

3.2 Medical / Sick Leave

- 3.2.1 An employee is entitled to avail medical/sick leaves in case he is not feeling well and willing to apply for the medical leaves.
- 3.2.2 Medical Leaves is admissible to employees who have completed their probation period.
- 3.2.3 An employee can avail maximum six days Medical leaves in a year.
- 3.2.4 Medical leaves once availed shall be in continuation of six days and it is mandatory for the employee to support the same with relevant medical document and fitness certificate, once rejoin after availing said leaves.
- 3.2.5 Intervening National / declared / festival / weekly off days will be counted as part of the leave.
- 3.2.6 Any absence of more than the number of medical leave/sick leave sanctioned will be treated as leave without pay.
- 3.2.7 An employee can not club medical leaves/sick leaves with any other leaves.
- 3.2.8 The unavailed medical leave shall lapse at the end of the respective year and it cannot be carried forward/accumulated to next year or nor can be encashed.

3.3 Earned Leave/Privilege Leave

- 3.3.1 An Employee who has successfully completed one year of service and further extending his/her service to the organization will be entitled to avail benefit of Earned Leave/Privilege Leave.
- 3.3.2 An employee completing one year of his tenure will be credited by 20 earn leaves per year (spread over 10 leaves for first six month and other 10 earn leave for subsequent six month)
- 3.3.3 Earn Leaves/Privilege Leaves will be credited in accordance to the date of appointment (completion of one year and subsequent years of service).
- 3.3.4 Earn Leave/Privilege Leave can be availed only on prior approval.
- 3.3.5 National / declared / festival / weekly off days can be prefixed and / or suffixed to Earn Leave/Privilege Leave.
- 3.3.6 Intervening National / declared / festival / weekly off days will be counted as part of the leave.



- 3.3.7 Minimum three days leaves in continuation will be considered as earn leave/privilege leave.
- 3.3.8 Balanced earn leave/privilege leave, remaining unutilized as on 31st December can be carried forward to next year.
- 3.3.9 Earn Leave/Privilege Leave can be accumulated for a maximum of 30 days.
- 3.3.10 At the end of every second year accumulated earn leave if not availed will lapse, and fresh 20 earn Leaves will be credited to employees account (spread over 10 leaves for first six month and other 10 earn leave for subsequent six month)
- 3.3.11 There is no provision for the encashment of balanced earn leave.
- 3.3.12 Any absence of more than the number of earn leave/privilege leave sanctioned will be treated as leave without pay, unless given valid reasons to the management.

3.4 Compensatory Leave

- 3.4.1 If an employee is required to work on any important assignment on a National / Festival / Declared / weekly off day, he is eligible for Compensatory off on any other working day.
- 3.4.2 Official approval is required from the department head / management to work on such National / Festival / Declared / weekly off days.
- 3.4.3 No compensatory offs will be entertained when worked on these days without proper approval.
- 3.4.4 The compensatory off has to be availed within a period of two months from the date worked.
- 3.4.5 National / declared / festival / weekly off days/casual leaves can be prefixed and / or suffixed to Compensatory off.
- 3.4.6 Compensatory off when not availed within the stipulated time period will lapse.

3.5 Maternity Leave

- 3.5.1 A female employee should have minimum 80 working days to her credit in last 12 months, counting from start of maternity leave to be eligible for availing maternity leave.
- 3.5.2 A female employee giving birth to child will be eligible to avail 12 weeks leave that may extend maximum upto 26 weeks, if required on specific request to the management/authority.
- 3.5.3 A female employee can adjust this leave before and after the delivery of child totaling it to 12 weeks and maximum upto 26 weeks (if required, subject to approval by management).
- 3.5.4 In order to avail Maternity Leave the concerned female employee should submit a medical certificate issued by a Certified Medical Practitioner stating the probable date of confinement, to the reporting head, at least 2 months before the date of probable confinement.
- 3.5.5 Intervening National / declared / festival / weekly off days will be counted as part of leave.



3.6 Duty Leave

- 3.6.1 Subject to prior approval, maximum 06 days of Duty Leaves can be availed for presenting papers in National/International Conference/Seminars in an academic year, bifurcated as 03 days in each semester.

3.7 Loss of Pay

- 3.7.1 As far as possible the employees should avoid Loss of pay.
- 3.7.2 In the case of unforeseen circumstances, if an employee avail leave in excess of the available balance, the leave granted shall be accounted as loss of pay (LOP).
- 3.7.3 When the reporting head had not sanctioned leave, for whatever reason, and an employee remains absent, then such absence will be treated as 'UNAUTHORISED ABSENCE'.
- 3.7.4 The employee will not be eligible to receive the salary for the day/s of unauthorized absence.
- 3.7.5 Unauthorized Absence shall make an employee liable to disciplinary action.
- 3.7.6 In case an employee remains absent or overstays sanctioned leave for a continuous period of 8 days without any information or further approval of extended leave he/she shall be deemed to have voluntarily abandoned his/her services and his/her name would be struck off the organization's rolls with no claims to re-instatement and / or any compensation.
- 3.7.7 Management reserves right to consider employees unexpected long leave as sabbatical leave, without pay, depending upon the requirement of the organization. In case of Sabbatical Leave, the re-joining depends upon the requirement and availability of the vacant position.
- 3.7.8 Any unauthorized leave/absenteeism may result into loss of pay as per rules mentioned and communicated in "Employee Policy for Tardiness and Unauthorized Absence".
- 3.7.9 Any absence without approved leaves (AWL), will be viewed seriously.
- 3.7.10 During probation period 03 days of AWL will lead to extension of probation period to another 06 month. However, after the confirmation, AWL for 03 days will attract explanation from the employee and adversely affect the increment, if no satisfactory explanation is provided.
- 3.7.11 A continuous AWL for a period of 05 days shall be sufficient presumption that the faculty/staff has withdrawn his/her services voluntarily.

4. Leave Settlement During Resignation / Retirement / Termination

- 4.1 If an employee to be relieved has availed a greater number of CL against the number of months he/she has worked, then the excess CL will be deducted during his/her final settlement.

5. Procedure for Applying Leave

- a) For any scheduled absence/planned leave (casual leave, Short leave, earn leave or compensatory leave) prior approval of minimum one day (24 hrs) is required along with substitution (as per the substitution policy).



- b) Every Planned leave/absence (casual leave, earned leave, short leave, duty leave or compensatory leave) will be approved by Director-ABS. Annexed is the Leave Format to be submitted to Manager-Program Office, after seeking approval from Director-ABS.
- c) Before the approval it is the duty of all the employees to discuss and seek approval of substitution arrangement planned from the concerned Head of the Department/ Dean.
- d) In case of any unauthorized absence/tardiness, employee is required to meet Director ABS within 24 hrs of resuming duties.

6. Cancellation of Leave

- a) The Management/Authority is authorized to cancel the once sanctioned leave on situational / need basis.
- b) If an employee proceeds to avail the cancelled leave then those days will be treated as absence from duty and the rules pertaining to absence from duty will be applied.

7. Extension of Leave

As it is necessary to get prior approval for leave so it is also for extension of leave. The employee has to apply to his/her department head for extension of leave well in advance and get it sanctioned to avail them. In case an employee overstays, the unsanctioned leave availed will be treated as absence from duty, if there is no/any information to management/authority.

Dr. Lalitya Vir Srivastava

Director

Date: 31st December 2017

Reviewed on: 16th Dec 2023



ASIAN BUSINESS SCHOOL, NOIDA

EMPLOYEE POLICY FOR TARDINESS & UNAUTHORIZED ABSENCE

31st December 2017

Reviewed on: 16th Dec 2023

Purpose of Policy

The purpose of this policy is to establish the requirements for reporting absences, to provide guidelines for the handling of tardiness, unauthorized absence, and to outline employees' need to adhere to established work schedules and punctuality to maintain efficient, effective operations.

Policy is Applicable on

This Policy is applicable on all the employees w.e.f. 1st of January 2018.

Definitions

Tardy – Failure to report on his/her scheduled time as prescribed in Letter of Appointment.

Unauthorized Absence – Failure to report to work on a scheduled workday without sharing any prior written or verbal information.

Scheduled Absence – Any absence from work that is scheduled/approved by the Director-ABS with a minimum of one day (24 hrs) advance notice.

Policy Statement

1. Any late reporting from 1 second to 10 minutes is considered to be tardy (late coming).
2. 3 occurrence of tardiness (late coming), in a month from 1 second to 10 minutes from your reporting/scheduled time (in accordance to offer/Appointment letter) is acceptable.
3. 4th occurrence of tardiness (late coming), in a month, will result into deduction of Half Day Salary.
4. Every occurrence i.e. from 4th (Fourth) or exceeding 4 (Four) in a month, will lead to deduction of half day salary for each occurrence along with written memo.
5. Even a single occurrence of reporting after 10 minutes of reporting/scheduled time would be considered as half day loss of pay.
6. Any occurrence of tardiness will not be adjusted with employee's available monthly casual leave or any other compensatory leave.
7. Repeated tardiness seeks written explanation and may lead to salary deduction, issuance of memo, negative performance appraisal, and termination on grounds of unprofessional approach.



8. Occurrence of any Unauthorized Absence up to 4 in a year can be considered by the management, that too with proper explanation/written mail once the employee resumes work.
9. If such unauthorized absence occurs twice or exceeds within 2 months of time frame, this may result into severe disciplinary action, leading to salary deduction, written memo, negative performance appraisal and termination on grounds of unprofessional approach.
10. For any scheduled absence/planned leave (casual leave, medical leave, earned leave or compensatory leave) prior approval of minimum one day (24 hrs) is required along with substitution (as per the substitution policy).
11. Every Planned leave/absence (casual leave, medical leave, earn leave or compensatory leave) will be approved by Dr. Lalitya Vir Srivastava (Director-ABS). Annexed is the Leave Format to be submitted to HR office after seeking approval from Director Sir.
12. Before the approval it is the duty of all the employees to discuss and seek approval of substitution arrangement planned from the concerned Head of the Department / Dean.
13. In case of any unplanned absence/tardiness, employee is required to meet Dr. Lalitya Vir Srivastava (Director ABS) within 24 hrs of resuming duties.
14. Occurrences will be tracked on monthly basis at the time of monthly salary calculation and further will be considered on a rolling twelve (12) month period to track individual performance considering punctuality as one of the parameters.

Dr. Lalitya Vir Srivastava

Date: 31st December 2017

Director

Reviewed on: 16th Dec 2023

Employee Acknowledgement

I hereby declare that I have read and understood the terms and conditions of above said policy referring Rules for Tardiness (Late coming) and unauthorized absenteeism and the same are acceptable to me. I have received the above policy. I understand that my scheduled start time is _____

Name

Signed

Date



ASIAN BUSINESS SCHOOL, NOIDA
Policy for Arrangement of Faculty Substitution in Case of Leave

31st Dec 2017

Reviewed on: 16th Dec 2023

Objective: In continuation to its policy towards achieving excellence through teamwork, ABS is introducing the policy of arrangement of faculty substitution when applying for leave. The objective of this policy is to facilitate the coordination for arrangement of classes in case some faculty members are on leave in such a manner as may be the most effective for utilization of available teaching hours. This policy thus aims at developing a support system for each other in maintaining proper functioning of the academic system along with flexibility of availing leave when required.

Guidelines:

1. Any faculty member applying for planned/ unplanned leave must make arrangement for substitution of his/her classes scheduled during the period of leave.
2. This substitution should be made from among the faculty members of the same specialization area so that the substitution classes can be utilized effectively for syllabus completion. The teacher taking the substitution lecture should go through the session plan and course file of the subject and teach the topic planned for the scheduled class. The faculty going on leave should provide the related inputs to the substituting faculty.
3. In cases where arrangement is not possible from the faculty of the same specialization due to single faculty or time table constraints, substitution should be from the same course and section as that of faculty going on leave so that class syllabus can be taken forward during the substitution lecture.
4. The faculty going on leave must ensure that he/she makes up for the missed classes by taking "reverse substitution classes" of the faculty who substituted for them during their period of leave.
5. A new format of leave application has been designed for implementing the above mentioned guidelines (Annexure1). Faculty members are requested to fill the form and attach it in the email when applying for planned leave. For unplanned leave in case of an exigency, the faculty members can arrange their classes by coordinating with their colleagues telephonically and submit the form through email.
6. In case of extreme emergency, faculty members may inform Academic Coordinator for making arrangements after permission from Dean / Director.
7. The individual faculty time table and class time tables will be provided to all the faculty members for facilitating the arrangement of substitution.

Dr. Lalitya Vir Srivastava
Director

Date: 31st December 2017
Reviewed on: 16th Dec 2023



ASIAN BUSINESS SCHOOL, NOIDA
POLICY - PROCEDURE FOR AVAILING LEAVE

Reviewed on: 16th Dec 2023

Purpose of Policy

The purpose of this policy is to lay down structural procedure to avail Planned Leaves.

Policy is Applicable on

This Policy is applicable on all the employees w.e.f 1st of August, 2019.

Definitions

Unplanned Absence – Failure to report to work on a scheduled workday without sharing any prior written or verbal information.

Scheduled Absence / Planned Leave – Any absence from work that is scheduled/approved by the Director-ABS with a minimum of one day (24 hrs) advance notice.

Policy Statement

1. This policy intends to amend changes in clause 10,11,12,13 (procedure for availing leave) mentioned in policy referring “Rules of Tardiness and Unauthorized Leave” dated 31st December 2017.
2. For any scheduled absence/planned leave (casual leave, short leave, earned leave or compensatory leave) prior approval of minimum one day (24 hrs) is required along with substitution (as per the substitution policy).
3. Every Planned leave/absence (casual leave, short leave, earn leave or compensatory leave) will be approved by Director-ABS only.
4. For any scheduled absence/planned leave (casual leave, short leave, earn leave, or compensatory leave), employees are required to fill the updated leave application format (Annexure 1) and get recommendation of leave from Dean Academics ABS and subsequently take approval from Director ABS. Scanned copy of the approved leave form must be emailed to Director-ABS on director@abs.edu.in marking cc to dean@abs.edu.in and coordinatorabs@abs.edu.in
5. The form for seeking approval of scheduled absence/planned leaves must mention details of substitution classes (for faculty members)/ details of delegated authority during leaves (for other duties assigned).



6. Reverse substitution is required to be taken within 10 days after resuming duties.
7. It is the duty of all the employees to discuss and seek approval of substitution arrangement planned from the concerned Dean/Head of the Department.
8. In case of any unplanned absence/tardiness, employee is required to meet Director ABS within 24 hrs of resuming duties.



Dr. Lalitya Vir Srivastava

Director

Date: 30th July 2019

Reviewed on: 16th Dec 2023



ANNEXURE 1



Leave Application & Substitution Arrangement

Name: Designation:

Date of Leave: Type of Leave (CL/SL/CO/EL):

Reason of Leave:

Class Substitution Arrangement Chart

Date of Leave	Class & Section	Class Timings	Name of Substituting Faculty	Signature of Substituting Faculty	Date of Reverse Substitution

Other Duties Substitution Arrangement Chart

Date of Leave	Assigned Duty	Timings / Deadlines	Name of Substituting Faculty	Tasks to be accomplished	Remarks related to tasks (If any)

Faculty Signature:

Recommendation by Dean / HOD:

Approved by Director ABS:

Submitted to Mr. Farman Ahmad / Head-HR (Signature).....





ASIAN BUSINESS SCHOOL

FACULTY PERFORMANCE APPRAISAL POLICY



ASIAN BUSINESS SCHOOL, NOIDA
Faculty Performance Appraisal Policy
2nd June 2018
Reviewed on: 18th Dec 2023

Asian Business School is committed to achieving excellence with a clear vision for quality education and research. The reputation of any academic institution is determined by the quality of its faculty, their research, and their academic achievements. At ABS, we provide faculty members with the freedom to pursue academic work of their choice within a structured framework.

To ensure alignment with the institution's mission and vision, we conduct ongoing and periodic reviews of faculty performance. These reviews help faculty members benchmark their efforts against the best practices in academia, fostering the achievement of academic goals and promoting self-development.

FACULTY APPRAISAL AND DEVELOPMENT SYSTEM

Faculty Appraisal and Development System (FADS) focuses on the delivery by quality faculty in different activities they undertake. Faculty are expected:

- a) To teach in the Academic Programmes including MDP / FDP / Training Programmes of similar type.
- b) To teach and guide Postgraduate students as per the guided CO's and PO's.
- c) To carry out research, publish papers in scholarly journals and to bring different research grants from national and international agencies.
- d) To organize national / international workshops / seminars / conferences / conventions / conclaves / summit.
- e) To undertake consultancy assignments.
- f) To undertake institution building activities. It is in relation to each of these activities that a faculty member's contribution is measured, and a suitable mechanism is evolved for the evaluation.

The Faculty Appraisal and Development System at Asian Business School focuses on assessing the contributions of faculty members across various activities to ensure the delivery of high-quality education. Faculty members are expected to:

- a) Teach and guide postgraduate students according to specified Course Outcomes (COs) and Program Outcomes (POs).
- b) Mentor students for Project Work.



- c) Conduct MDP's / FDP's and various training programs.
- d) Conduct research, publish papers in scholarly journals, and secure research grants from national and international agencies.
- e) Organize national and international workshops, seminars, conferences, conventions, conclaves, and summits.
- f) Undertake consultancy assignments.
- g) Engage in institution-building activities.

Faculty contributions are measured in relation to these activities, with a suitable evaluation mechanism developed to assess their performance.

FREQUENCY OF APPRAISAL

- Performance appraisals will be conducted annually in the month of August for the employees who have completed their Probation.
- Periodical reviews (Twice in a Semester – For Faculty Members) will be held to monitor progress and provide feedback.

APPRAISAL PROCESS

Self-Appraisal

- Employees will complete a self-appraisal form, reflecting on their performance, achievements, and areas for improvement.
- The self-appraisal will be submitted to the respective departmental heads.

Peer Review

- For faculty members, peer reviews are conducted to provide a comprehensive assessment.
- Peers evaluate the faculty member's contributions to the department and institution.

Assessment by Dean & Director

- Dean / Director will evaluate the performance of the employees based on predefined criteria's.

Review Meeting

- A formal review meeting will be held between the employee and the dean /director.
- During the meeting, the following will be discussed:
 - Self-appraisal and dean/ directors assessment
 - Strengths and achievements



- Areas for improvement and development
- Goals for the next appraisal period
- Training and development needs

PARAMETERS FOR FACULTY PERFORMANCE REVIEW

The overall assessment for reviewing the appraisal of the Faculty members is structured as follows:

- 70% weightage from Form A
- 30% weightage from Form B

Form A: This section holds the highest weightage, contributing 70% to the overall appraisal score. It assesses various competencies, academic qualifications, industry experience, and other key performance indicators.

- a. Competency: Academic Qualification & Academic/Industry Experience.
- b. Academic and Administrative load undertaken, involvement in placement and admission activities
- c. Placement, Project, Internship Process and Admission related task taken up.
- d. Activities and Initiatives taken with reference to the Event Planning and Execution, in addition to the personal attributes and academic process compliance.
- e. System Compliance (Negative Indicator for actual assessment)
- f. Individual Contribution in Institution Building & contribution towards crafting the prodigy program.

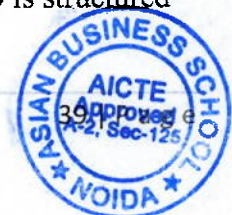
Form B: This section accounts for 30% of the appraisal score. It focuses on targets allocated during the previous performance appraisal to enhance academic quality. The target allocation is based on individual meetings with the Reporting Authority and the Director, and includes goals related to research paper publications, chapter publications, book authorship, conferences, seminars, FDPs (Faculty Development Programs), MDPs (Management Development Programs), and self-development courses.

Form C: This section involves peer reviews that provides a comprehensive evaluation of an individual's performance by incorporating feedback from colleagues who work closely with them. This complements the assessments from supervisors and offers a more rounded view of their capabilities and contributions.

PARAMETERS FOR DEAN & DIRECTOR PERFORMANCE REVIEW

The Dean and Director Appraisal System places significant emphasis on their key strategic roles. This system evaluates their abilities in planning, organizing, problem-solving, and innovation. It also assesses their leadership quality, integrity, ethics, and interpersonal relationship skills.

The overall assessment for reviewing the appraisal of the Director, Dean, or HOD is structured as follows:



- 30% weightage from Form A
- 30% weightage from Form B
- 40% weightage from Form C

Form A: This section holds the highest weightage, contributing 70% to the overall appraisal score. It assesses various competencies, academic qualifications, industry experience, and other key performance indicators.

- Competency Academic Qualification & Academic/Industry Experience.
- Academic and Administrative load undertaken, involvement in placement and admission activities
- Placement, Project and Admission related task taken up.
- Activities and Initiatives taken with reference to the Event Planning and Execution, in addition to the personal attributes and academic process compliance.
- System Compliance (Negative Indicator for actual assessment)
- Individual Contribution in Institution Building & contribution towards crafting the prodigy program.

Form B: This section accounts for 30% of the appraisal score. It focuses on targets allocated during the previous performance appraisal to enhance academic quality. The target allocation is based on individual meetings with the Reporting Authority and the Director, and includes goals related to research paper publications, chapter publications, book authorship, conferences, seminars, FDPs (Faculty Development Programs), MDPs (Management Development Programs), and self-development courses.

Form C: This section accounts for 40% of the weightage, reviewing the contribution of the Dean/Director in anticipating needs and designing the required course of action. It evaluates their ability to identify problems and implement effective solutions using innovative methodologies and leadership qualities. Additionally, it assesses their skills in team management, relationship building, and the demonstration of ethical practices as a core ideology.

Our transparent performance appraisal system is designed to ensure fairness, accountability, and comprehensive evaluation. By incorporating multiple sections and diverse feedback mechanisms, including peer reviews and leadership assessments, we aim to foster a culture of continuous improvement and excellence. This system not only highlights individual achievements but also identifies areas for development, supporting both personal and professional growth. Through this rigorous and transparent process, we are committed to maintaining high standards and promoting a collaborative and ethical work environment.

Dr. Lalitya Vir Srivastava

DIRECTOR

Reviewed On: 18th Dec 2023





ASIAN BUSINESS SCHOOL

RESEARCH PROMOTION POLICY



ASIAN BUSINESS SCHOOL, NOIDA

RESEARCH PROMOTION POLICY w.e.f. 2019-20

Updated on: 18th Dec 2023

I. OBJECTIVES

The objectives of policy are as follows:

- i) To promote research, innovation and intellectual capital,
- ii) To ensure integrity, quality and ethics in research,
- iii) To integrate teaching and research through translational and instructional research, and;
- iv) To encourage the generation of intellectual capital.

II. PROMOTION OF RESEARCH

Training for Research and Publications

The intentions of faculty to conduct research are many a time not converted into fruitful outcomes because of the lack of research skills and expertise to write a research proposal or research papers.

Due to insufficient knowledge about how to write a paper and under which format to submit it, sometimes the papers are not accepted. Therefore, ABS shall organize rigorous training programmes for researchers in the identified areas.

Facilitation for attending Conferences, FDPs, MDPs, etc.

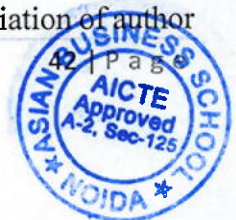
i) Faculty can avail maximum of 6 days On Duty (OD) leave in an academic year for presenting papers in International Conferences, Seminars, etc. For paper presentation in national conferences, seminars, etc. maximum of 3 days OD leave can be availed in a semester not amounting to more than 6 OD leave in a year for this purpose in case of both international and national paper presentations taken together. Approval of leave from Director ABS is mandatory.

ii) The expenses towards paper presentation in Conferences, FDPs, etc. would be reimbursed upto a maximum of **Rs. 10,000/- for national conference paper presentation and Rs.25,000/- for international conference paper presentation outside India** in an academic year. Reimbursement will be given for paper presentations at International Conferences outside India or Conferences at IIMs, IITs and other institutes of repute in India as approved by Research Committee at ABS. Reimbursement for FDPs will be approved by Director ABS on the basis of relevance and outcome in terms of effective professional development of faculty after undergoing the FDP and enhanced contribution of the faculty to ABS as a result of the development.

Targets for Research and Publications

ABS would like to encourage quality research in different thrust areas. Following annual research targets are being aimed at through Research & Development Initiatives at ABS for each academic year (July to June):

i) Every faculty must publish at least two papers per year in reputed journals. One paper per semester must be submitted for publication and proof of acceptance indicating affiliation of author



with Asian Business School must be submitted to Chairperson, Research & Development Cell. Papers not mentioning the affiliation with ABS will not be considered as faculty publication for the purpose of incentives. One self-attested copy of publication must be submitted to R&D Cell within 7 days of publication.

ii) Two books in a year must be published by ABS faculty.

iii) One Bi annual journal and one edited book must be published by Asian Business School in every academic year.

iv) At least one funded research project must be taken up every year.

Major Research Projects: R&D Cell will identify a list of funding agencies to which faculty can submit research project proposals. These proposals will be scrutinized by the research committee before submitting the same to a funding agency. ABS provides all kinds of infrastructure facilities available for conducting a Major Research Project. ABS plans to evolve a mechanism through which it shall monitor the progress of Major Research Projects funded by an external agency, maintain its accounts and submit the utilization certificate in time to the funding agency as per the requirement of the funding agency.

Collaborative Research Projects: Institute-Industry Interaction is the need of the hour today. Research & Development Cell at ABS plans to closely work with industries and different organizations through the Corporate Resource Cell (CRC). Industries and business organizations are facing different kind of problems and many of them would like to have the help from ABS with an aim to find the solutions to their problems. For this, Industry Sponsored Research Project can be undertaken in which an organization can sponsor a project and the experts of the institution concerned can conduct research on this project for which the financial support will come from the organization. This will lead to three kinds of benefit: a) the researcher will get exposure to the concerned area of research; b) the industry will get solutions to its problem; c) the researcher, institution and industry can earn revenue; and d) the society will benefit from the research output.

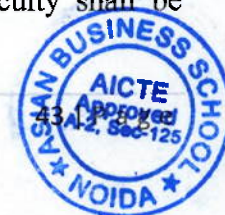
v) At least one consultancy project must be taken up every year.

vi) Two MDPs must be conducted every year with focus on corporate participation which develops into long term association.

vii) Every faculty must develop one teaching case per semester and should get at least one case published in a year.

Incentives for Outstanding Research and Publications

For promoting quality research, outstanding research contributions done by faculty shall be recognized through incentives as under:



a) Monetary Incentive

Following monetary incentives will be awarded for outstanding publications by faculty:

S.No.	Publication Category	Incentive Amount
1	Paper in Scopus Q1 and/or in Australian Business Deans Council (ABDC) – A* Journal	Rs. 75,000/-
2	Paper in Scopus Q2 and/or in Australian Business Deans Council (ABDC) – A Journal	Rs. 50,000/-
3	Paper in Scopus Q3 and/or in Australian Business Deans Council (ABDC) – B Journal	Rs. 25,000/-
4	Paper in Scopus Q4 and/or in Australian Business Deans Council (ABDC) – C Journal	Rs. 15,000/-
5	Paper in UGC Care journal not indexed in Scopus/ Web of Science and Paper in IEEE or other Scopus indexed proceedings	Rs. 10,000/-
6	Patent awarded (Grant Certificate should be submitted)	Rs. 5,000/-
7	Book with international publisher (publishers from countries recognized for their academic excellence- the list can be taken from RDC department))	Rs. 25,000/-
8	Book with national publisher (Only reference books and textbooks. Question banks, Model papers, edited books etc. will not be considered.)	Rs. 15,000/-
9	Chapters in edited books with international publishers and editors (from countries recognized for their academic excellence- the list can be taken from RDC department)	Rs. 7,000/-
10	Chapters in edited books with National publishers and editors (from recognized publishers only – the list can be taken from RDC department)	Rs. 5,000/-
12	Case published in reputed international case repositories like Case centre UK	Rs 10,000/-
13	Case published in reputed National case repositories like AIMA	Rs 7,000/-

For Mathematical Sciences, AMS category A*, A, B & C will be considered equivalent to ABDC categories
Note: In case of difference in ABDC and Scopus Ranking, Scopus rank will be considered for incentive.

Regulations for Division & Distribution of Incentive Amount

Case 1: If all the authors are amongst ABS faculties, then first author will get 60% of the incentive amount and rest will be distributed equally among the other authors.

Case 2: If one (or more) of the author/s is/are external to ABS, then the incentive amount will be divided by total number of authors and the equal part (one share) of the total amount will be disbursed to the contributors from ABS. The incentive amount of the external author/s will be subtracted from the total amount.

Case 3: In case of a ABS student, if the publication is in a reputed journal / book only then the student will be eligible for the incentives. The list can be availed from the RDC department. The student should be the sole author. In case more than one student has published then the first author will get 60% of the amount and the rest of the ABS students will get 40% of the amount equally distributed amongst them.



b) Incentive in terms of Awards

Best Researcher Award to be given annually on the basis of evaluation and recommendation by Research Committee.

c) Incentive in terms of weightage in performance appraisal

Career advancement and annual increment in salary would be based on publications along with teaching and administrative responsibilities with 50% weightage to research publications. Increment and promotion may be withheld for faculty not exhibiting serious efforts towards excelling in research.

Papers published in peer reviewed journals other than those listed in Scopus / ABDC/ UGC-CARE will be considered as publication in other refereed journals but will not be eligible for monetary incentives.

Publication in Journals / Books with Dubious Reputation

The research ethics committee will review the publications made by the faculty before disbursement of incentives and announcement of awards. In case the committee has reasonable doubts regarding the publication quality in terms of the journal/book publisher reputation, the claim for incentive / award will be outrightly cancelled and institute will not be responsible for any negative consequences arising for the faculty from such publication.

RESEARCH MISCONDUCT

ABS believes that the occurrence of misconduct is a threat to the basic principles of research. ABS defines research misconduct, as any fabrication, falsification or plagiarism in proposing, performing or reviewing research or in the reporting of research results. Research misconduct does not include an honest error or differences of opinion, authorship disputes that do not involve plagiarism.

Levels of Plagiarism and Sanctions

Level One pertains to the uncredited verbatim copying of a full paper, or the verbatim copying of a major portion (> 50%), or verbatim copying within more than one paper by the same author(s).

Level Two pertains to the uncredited verbatim copying of large portion (between 20-50%) or verbatim copying within more than one paper by the same author(s).

Level Three pertains to the uncredited verbatim copying of individual elements (paragraph(s), sentence(s), illustration(s), etc.) resulting in a significant portion (10- 20%) within a paper.

Level Four pertains to uncredited improper paraphrasing of pages or paragraphs.

Level Five pertains to the credited verbatim copying of a major portion of a paper without clear delineation (e.g., quotes or indents).

As a policy, level 1 and level 2 are not acceptable under any circumstances and for faculty found involved in plagiarism at level 1 and 2, annual increment will be withheld and if faculty is on probation as a new joinee, the probation period will be extended for a suitable period of time. This



sanction will be imposed on the concerned faculty irrespective of whether it was a first time or a repeat offence.

In addition to the above, any other punitive measure may be imposed. In case of plagiarism at level 3, 4 and 5 for the first time, a one-time written warning will be given, and the faculty may be suitably counselled. In addition to the above sanctions, all 'such' papers shall stand withdrawn from the list of faculty publications and Institute website. A copy of the tainted paper(s) along with the sanction imposed will be filed in the personal file of the concerned faculty.

The policy changes shall be implemented with effect from 1st July 2019. Research Promotion Policy 2019-20 will remain effective till any further notification of change.



Chairperson R&D Cell

Director

Reviewed on: 18th December 2023



ASIAN BUSINESS SCHOOL, NOIDA
EXIT POLICY – FACULTY & STAFF MEMBERS

Reviewed on 18th Dec 2023

This policy is applicable to all the employees of the Asian Business School

Separation (Resignation/Termination):

(A) In the event of the termination of the services due to poor performance or any act of indiscipline or wilful breach or negligence or dereliction of duty or disobedience of lawful and reasonable orders or conduct on or off duty which is prejudicial to the interest, good name or reputation of the organization, management reserves the right of payment/denial of the salary partially or fully.

(B) If case of resignation from the services during the probation period or otherwise, one-month notice or salary thereof will be required to be served/paid to the organization.

(C) In the event of termination with any substantial reason, no notice will be tenable from the side of the organization and you will not be entitled to any compensation thereof.

(D) In the event of notice by the organization without any substantial reason, the concerned employee will be relieved from the services, payment for 15 days' salary will be made subject to smooth separation and exit interview

(E) During notice period, he/she needs to conduct smooth handover of his/her current responsibilities. The employee cannot apply for any leave causal leave, short leave or earned leave during the notice period. In case of leave without approval during notice period, the employee's notice period may be extended for the number of days the person has taken leave without approval. In case the employee does not agrees to extend the notice period then organization will reserve the right to ask employee to leave early without serving the complete notice period and the organization will not be entitled to pay any compensation thereof.

(F) He/ She needs to submit the Organization's assets and get No Dues signed from the respective departments and submit the same to the HR department before leaving the organization for further process of his/her leaving/experience certificate & Full and Final Settlement. In case of default the employee will not be entitled for the full and final settlement.

(G) If the exit does not align with the organization's guidelines or if there is a violation of the non-disclosure agreement (NDA), the full and final settlement, including the security money, will not be initiated.

(H) The Turn Around Time for Full & Final Settlement is 45 days from the last working day of the employee.

(I) The exit interview can be conducted if required for development needs of the institution.

Dr. Lalitya Vir Srivastava
Director

Updated on: 18th Dec 2023





ASIAN BUSINESS SCHOOL

TEACHER TRAINING POLICY



ASIAN BUSINESS SCHOOL, NOIDA
TEACHER TRAINING POLICY w.e.f. 2023-24
Updated on: 18th Dec 2023

The Teachers Training Policy of the institute is formulated with the guidelines prescribed by AICTE's Comprehensive Technical Teachers training policy. The policy is designed based on the modern requirements with due consideration of the practical scenario in self-financing Professional Technical institutes.

As specified by AICTE the training requirements of the faculty is broadly classified into two sub categories based on the teacher needs.

1. Faculty Induction Program to be provided just after joining the institute.
2. In-service training program for specific requirements at various levels of the career.

I. OBJECTIVES

The objectives for training newly recruited faculty include

1. Orientation about the modern age technical teaching and the knowledge about the millennial learners, present challenges in teaching technology, the requirement for working as a team, Taking responsibility, realizing ones duties and expectations of stakeholders.
2. A comprehensive analysis of the teaching-learning process, the need for an outcome based education, the dissemination of the details about Academic and R&D Policies of institute.
3. Imparting knowledge about the proper use of Modern ICT tools and effective teaching learning strategies.
4. A briefing about the best practices in teaching and content delivery.
5. The knowledge on developing Industry Institute Interaction and developing research attitude.
6. Orientation about various feedback mechanism and faculty performance appraisals with its significance.
7. Awareness about laboratory development, financial procedures, Various clubs and activities and legal implication etc.
8. Imparting the knowledge of the administrative setup and the hierarchy to be followed in the institute and also about grievance mechanisms.



II. To Promote Learning and Development

Facilitation for attending FDPs and MDPs

- i) Maximum 6 days On Duty Leave can be availed after approval from Director ABS for attending one-week Faculty Development Programs during internship break after even semester when classes are not running. No OD can be availed for FDPs of less than one-week duration. **However, on duty leave for FDP upto four weeks may be allowed in special cases where the Research Committee deems it is essential for desired outcome to be achieved and that it will lead to a significant development of the faculty and institute.**
- ii) The management provides induction program for new faculty.
- iii) Heads of department and Training coordinators arrange for FDP in campus with the support of management and provide training on specific topics.
- iv) Providing weightage for FDPs attended and other trainings in the Performance appraisal of faculty which is monitored every year.
- v) Giving preference to faculty with certifications during subject allocation.
- vi) Faculty are given a target of attending minimum 2 Faculty training each semester.
- viii) Faculty members are given reimbursement for online courses done per year through MOOCs / Swayam / NPTEL or any other leader learning platforms.
- ix) Every faculty is encouraged to participate in UHV training workshops conducted by AICTE.

It is strongly believed and expected that the Comprehensive Training Program as envisaged in this policy document if properly implemented, will improve the quality of technical education provided by the Institute. The institutional environment, discipline and motivation of students/ teachers will also boost up, thus improving the quality of teaching-learning processes. The grooming in professional skills, values and attitudes will have a profound impact on shaping up the young minds and transforming them into socially responsible technical professionals. Organization of continuous in-service training programs will help the teachers to keep themselves abreast with the latest developments and also correlate their teaching to the prevailing practice and indigenous development. It will also promote a culture of continuous learning from the seniors and ensure a cohesive teamwork within the department as well as institutions. A major area of student-teacher interaction outside the classroom, which is presently conspicuous by its absence will also develop, enabling proper mentoring, counselling, and healthy personality development among the students.

Dr. Lalitya Vir Srivastava

Director

Reviewed on: 18th Dec 2024

