

HR MANUAL

LEAD College of Management

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LEAD College of Management
Dhoni, Palakkad, Kerala - 678009
<https://lead.ac.in>

Welcome note

Dear Student,

Dear Colleagues,

It is my great pleasure and privilege to welcome you to LEAD College of Management. We are pleased that you have chosen to become a part of our community for academic, scientific and economic progress. You will be working with other fellow members to advance the vision, mission and objectives of LEAD.

I hope and trust LEAD will be a place more than a work place, enabling and supporting you to build a career and make a mark in the society. The college offers a wealth of benefits, programs and learning opportunities to help you make the most of your time at the college. The real strength of a great institution lies in its people, and we appreciate your commitment and dedication to making our great institution move into a higher trajectory. I congratulate you for becoming part of LEAD by accepting the offer. I wish success in your career with LEAD.

The HR Manual is updated annually to ensure compliance with the College's rules and regulations and with the guidelines of the Calicut University, AICTE, NAAC and other statutory bodies of higher education in Kerala and India . Therefore, the programs, policies, statements, and/or procedures contained herein are subject to change by the College without prior notice. It is the responsibility of the Dean to maintain an updated copy to which faculty/academic staff may refer.

The responsibility for distributing information about changes rests with the Office of the Dean of Administration. An electronic version of this document is also available on the College website, www.lead.ac.in.

The HR Manual, while dealing with employment policies and procedures, is not intended to provide any assurance of continued employment and should in no way be construed as an employment contract.

23.1.2020

Dr. Thomas George K.
Director, LEAD College of Management

INTRODUCTION

LEAD College of Management, is a premier management institution in the country established in the year 2011, approved by AICTE and affiliated to the University of Calicut. The institute offers a two year full time residential MBA program of the University of Calicut, with a sanctioned intake of 300 National and 27 International students. It is located in the picturesque village, Dhoni, 11 kms from Palakkad Town, in the State of Kerala. Ensnoced in the lush green paddy fields, tall coconut trees and overlooked by the majestic Western Ghats, rests one of the most happening B-school campuses in the country.

LEAD is an acronym derived from “**L**eadership & **E**ntrepreneurship **A**cademy, **D**honi” founded and managed by M/s Prompt Charitable Trust, headed by the great visionary, an Entrepreneur and an International Trainer of repute, Dr. Thomas George. The vision “To be one of the world-leading management institutions developing socially committed business leaders and entrepreneurs” of the founders is the shared with passion by each and every individual of the Institution.

The MBA Program of the institution envisions development of Global leaders and Ideas that significantly impact society. LEAD has adopted the principles of Outcome Based Education (OBE) to operationalize its stated mission of providing transformational learning experience, developing innovative ideas and foster a teaching learning environment that forges moral and ethical values. Student centric approach is the hallmark of all the activities and all academic, non-academic activities are designed to transform the individuals. Curriculum design process at LEAD is unique. It looks ambitiously way beyond the 2 years of the MBA Program. It starts with fixing milestones described in terms of what the student should be able to do at different time horizons in his career path. What the student should be capable of doing 10-15 years after completing the program decides what he should be able to do 3-5 years after completing the MBA and this decides what he should be able to demonstrate while doing his MBA program. This is the focal point around which the entire curriculum is designed and delivered

The learning environment at LEAD too is truly a transformational experience. It is in no way an exaggeration to say that at LEAD students plan and run the institution. All students are part of various LOTS. LOT stands for LEAD Operating Teams. These teams take care of all the activities of the Institution from admissions, placements, canteen, arts, sports, publicity, propaganda, to greening and environment. Putting the management lesson and skill to test in actual practical situations is perhaps the highest form of experiential lesson a student can learn in any institution.

1. Governance

1.1 Institutional Vision

To be one of the world-leading management institutions, developing socially committed business leaders and entrepreneurs

1.2 Institutional Mission

- *Contribute to the intellectual and personal growth and development of Individuals to enhance their competence in Business and Management.*
- *Provide more scope for student driven initiatives, Peer learning, experiential learning, Community service and Intellectual contributions.*
- *To enhance the interaction between the Institutes' Learner community and the broader community through our service and outreach efforts.*

1.3 MBA Program Vision

To be recognized as a leading business school in the country, developing global leaders, and ideas that significantly impact the society.'

1.4 MBA Program Mission

- M1.** *To provide a transformational learning experience, that enables the students to realize their true potential to be global leaders.*
- M2.** *To attract the best global talents and enable them to together create and disseminate new knowledge.*
- M3.** *To foster a teaching-learning environment that forges moral values and ethical behavior.*

1.5 MBA Program Educational Objectives

The MBA postgraduates of LEAD College of Management, Palakkad are expected to achieve or attain the following Program Educational Objectives within five years of completion of the program.

PEO 1. *Demonstrate updated knowledge and superior skill as management professionals.*

PEO 2. *Possess and promote an aptitude for research, innovativeness and life-long learning.*

PEO 3. *Formulate and implement Corporate Governance policies, practices, decisions, as true global leaders upholding Societal, Environment and Ethical values*

1.6 MBA Program Outcomes

On completion of the MBA program, the students will be able to

PO1. *Problem Solving*

Apply the knowledge of management theories, concepts and practices in Management to solve business Problems.

PO2. *Decision-Making*

Foster Analytical and critical thinking abilities for data based decision-making.

PO3. *Value Based Leadership*

Ability to develop Value-based Leadership ability

PO4. *Communication*

Ability to understand, analyze and communicate global, economic, legal and ethical aspects of business

PO5. *Team Work*

Ability to lead themselves and others in the achievement of organizational goals, contributing to a team environment.

PO6. *Self Initiative*

Develop and ability to be self –initiated and resourceful.

PO7. *Transferable Skills*

Build competencies in Transferable Management skills, Information Technology skills and Digital communication skills.

1.7 Governance Structure

LEAD College of Management is armed with proficient and experienced faculty members and state-of-the-art academic infrastructure, supported by an efficient management team. The team comprises of industry-oriented professionals, distinguished personalities who have contributed significantly to the industry and the society.

The Governing structure of LEAD College of Management consists of the following Governing Body, Academic and Administrative Bodies:

1. Prompt Charitable Trust
2. Board Of Governors
3. Program Advisory Committee
4. Program Core Committee
5. Strategic Planning Committee
6. IQAC

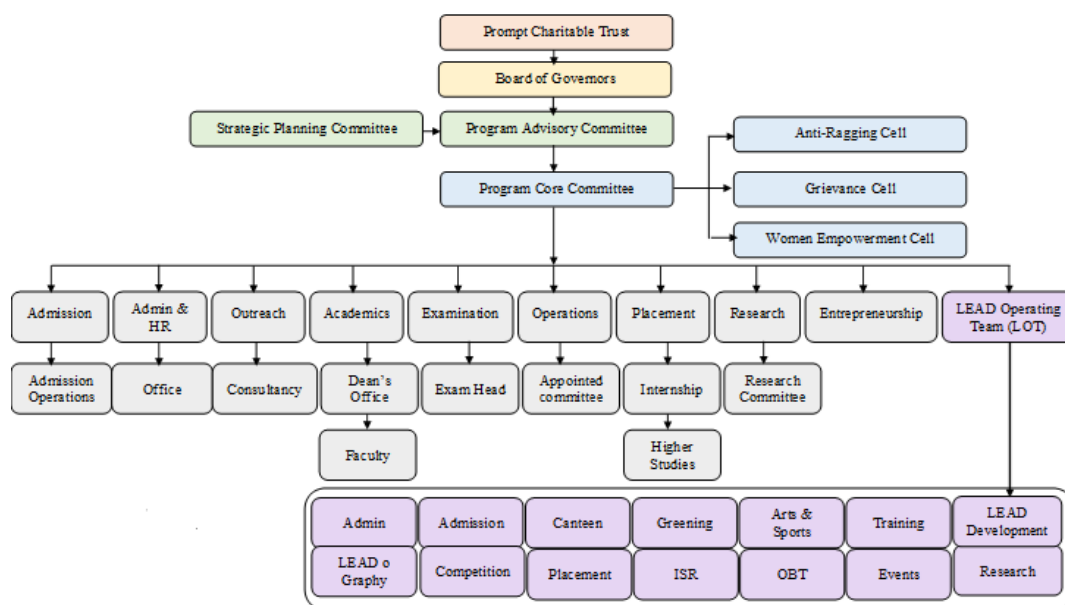
1. Prompt Charitable Trust (PCT)

M/s. Prompt Charitable Trust., the promoter of LEAD College of Management Palakkad was registered at Palakkad to establish educational institution imparting holistic education, which will promote human excellence, encompassing knowledge skills, attitude and values so that the students realize their full potential. Educationalists, Entrepreneurs and Socially committed people are founder trustees.

Sl. No	Member name	Position	Exposure / Experience
1	Dr. Thomas George. K	Chairman	More than 15 years' experience as Entrepreneur, and International Trainer, 10 years in Academics.
2	Mr. Pratheesh V.	Member	More than 25 years' experience as an Entrepreneur
3	Mr. Zacharia George K	Member	Experienced Agriculturist.

Figure 1.1 Member profile Prompt Charitable Trust

ORGANOGRAM OF LEAD COLLEGE OF MANAGEMET



2. Board of Governors (BOG)

‘Board of Governors’ is the body constituted by the Prompt Charitable trust, that is directly associated with the operations of the Institution. It oversees the operations of the Management and provides a link between the Trust and Management of the Institution. Boards are essentially the legal guardians of an entity. In a non-profit organization, the board members are owners of the non-profit community. The board organizes resources and takes action to fulfil the purpose of an organization.

‘Board Of Governors’ is the highest Body appointed by Trust having rights to add, amend or repeal any provision in the constitution as per rights defined in Schedule II of the constitution.

Board of Governors Member Profile

Board Of Governors			
Sl. No	Member name	Position	Exposure / Experience
1	Dr. Thomas George. K	Chairman	More than 15 years’ experience as Entrepreneur and International Trainer, 10 years in Academics.

2	Mrs. Yasmin Samad	Secretary	10 years Industrial experience and 22 years teaching experience
3	Mr. Pratheesh.V	Member	25 years' experience as Entrepreneur
4	Dr. K.V. Unninarayanan	Member	33 years industrial experience 20 years teaching experience
5	Dr. Sankar Ganesh	Faculty Representative	20 years teaching experience
6	Prof. P A. Mathew	Academic Expert	8 years industry experience and 20 years teaching experience
7	Mr. Sunil Joseph	Industry Representative	30 years Industrial experience

3. Program Advisory Committee (PAC)

Program Advisory Committee is to assist in ensuring quality and ensuring relevant, coherent and innovative curriculum. PAC also facilitates the institute's connection to the broader community and access to public and private funding sources. Each academic cluster or program is authorized to establish a Program Advisory Committee. BOG constitutes the Program Advisory Committees and is generally represented by experts in their respective discipline(s) and who by majority represent external constituencies/ Key Stakeholders.

Appointed by BOG and Director, have rights to recommend adding, amending or repealing any provision in the constitution as per rights defined in Schedule II of the constitution. Program Advisory Committee (PAC) and Program Core Committee (PCC) play major role in the decision making and implementation process. Program Advisory Committee (PAC) has the advisory role and Program Core Committee (PCC) has the implementation role.

4. Program Core Committee (PCC)

Program Core Committee plays major role in the day-to-day activities of the Institution. All the decisions taken at the BOG level and duly recommended by the PAC are implemented by the PCC through various committees.

5. Strategic Planning Committee (SPC)

Strategic Planning Committee helps to manage the institute effectively. As the strategic plan demands timely actions, the success is determined by the fulfilment of target and outcomes.

Responsibility of Strategic Planning Committee (SPC)

- Provide a framework for effectiveness and sense of direction
- Outline goals and measurable target
- Give directions that guide actions.
- Help in evaluating the progress according to changing scenario and way forward.
- Conduct gap analysis to identify gaps in curriculum PO, PEO and make suggestion to bridge those gaps.

6. Internal Quality Assurance Committee (IQAC)

Since quality enhancement is a continuous process, the IQAC becomes a part of the institution's system and works towards realization of the goals of the quality enhancement and sustenance.

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.

Responsibility of IQAC

- Coordinate the dissemination of information on various quality parameters of higher education
- Coordinate the documentation of the various programmes / activities leading to quality improvement
- Coordinate the quality-related activities of the institution
- To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- Coordinate the timely and efficient execution of the decisions of IQAC committee.

Frequency of Meeting of IQAC

IQAC meetings are held once in a month or if there is a requirement by the PAC.

IQAC members

Based on the Program Core Committee directions, various functional area wise committees are constituted to cover the broad functions of the institute i.e. Admission, Office Administration, Academics, Research, Outreach, (ISR, Consultancy, Connect with Professional Bodies) and Placements. Details of the committee with their members are attached in the forgoing pages. To support the Committee 14 Operational Teams, known as the LEAD Operating Teams (LOT) are also functioning in the Institute. The 14 operational teams are – Admission, Administration, Canteen, Greening, Arts & Sports, Training, LEAD Development, LEAD O Graphy, Out Bound Training, Placement, Competition. Events and Research.

7. Grievance Redressal

The institution has a well-documented system to handling student grievances. Students are encouraged to raise any kind of dissatisfaction they have on any matter in the form of a complaint with his mentor. The mentor receiving the complaint from his mentee is responsible for navigating the concerns raised by the student. Mentor shall take all necessary steps within his authority and in accordance with the policies of the Institution to find a quick resolution of the complaint at the earliest. In case not satisfactory resolution of the complaint is achieved within 48 hours of it being raised, the mentors may advise the mentee to give a written grievance to the Administrator. Grievances may also be mailed to the Administration at administrator.lead.ac.in.

All formal grievances raised by the student with the Administrator would be handled by the Institutional Grievance committee constituted for this purpose

The committee comprises of

1. The Director of LEAD College of Management – Chairperson
2. Three senior members of the faculty as members nominated by the chairperson, out of which one member shall be a female and other from SC/ST/OBC category
3. A student representative nominated by the Chairperson based on Academic merit or excellence in sport or extracurricular activities. – Special Invitee.

The tenure of the members would be for 2 years and the quorum for the meeting including the chairman but excluding special invitees would be three.

The updated Student's committee members with their names designations and contact details shall be made available in the Institution website <http://lead.ac.in>

For details of the Grievance Redressal procedure, please visit the college website at www.lead.ac.in or refer the document titled “Students’ Grievance Redressal policy” Reference no. LEAD/Admin/Pol/001/21 available in the library.

2. Classification of Human Resource

LEAD recognizes the following classification of its staff.

- 2.1. Teaching Staff:** Professors, Associate Professor, Asst. Professors,
- 2.2. Administrative Staff:** Director Deans, Administrative Officer, Accountants, Office and Accounts staff, Library staff, Director office staff.
- 2.3. Technical Support Staff:** System Administrator,
- 2.4. Non-Teaching Staff:** Attendants, Drivers, House Keeping staff, Canteen employees and Gardener.

2.5: Job Responsibility

The responsibilities of various positions are designed as per the norms of AICTE, New Delhi and University of Calicut, Kerala in line with the vision & mission of the LEAD. Roles and responsibilities are defined according to the designation/position held in the institute.

2.6 Leave Rules and leave regulation & On-duty

Lead leave rules & working pattern, in force with effect from 1st January 2020.

- The classes shall be 40 days continuous without any break in between. For every 40 days, minimum 7 days leave shall be given as the module break for teaching staff.
- Though the days of working are kept as 40 days continuous, depending on the festivals and other holidays, the module breaks are positioned with the mutual consensus of the students. However, the ratio of 7 days minimum holidays for 40 days working shall be maintained.
- Module breaks of students are holidays for faculty members too.
- In special circumstances like training programmes, OBT etc, faculty members may be requested to stay back in the college during the module breaks, for them equal no of compensatory off, for the holidays they have worked in the college, will be given.
- Any faculty working on the module break shall take compensatory off in the next two months’ time. However, the faculty members who work during module breaks need to take written permission from the administrative head or management.

- Faculty members shall not take leave on the first day of reopening after the module break or holiday. Any leave taken on the first working day after a break shall be considered as double leave as in the case of students.
- In addition to the above the faculty members can avail 8 days cashable leaves in a month. And if it exceeds 8 days then the salary will be deducted accordingly.
- This can be availed on written request to the Administration / Management.
- Absence without any kind of leave will lead to salary cut in the current month itself.
- Individual leave records of all faculties will be maintained.
- All salary/payment adjustments are to be on monthly basis. (Not on annual basis). Leave is not a right. The management may deny leave to any faculty in case his/her services are essential in the college. In such cases, he/she may be granted compensatory off within two months for the days he/she worked as directed by the management.
- Non-teaching staff can avail 6 days leave in a month including 13 national and festival holidays in a calendar year. For them normal weekly offs are permitted. Hence no module break will be given.
- If any non-teaching staff is required to work on the weekly holidays or National and Festival Holidays, they can avail compensatory holiday in next two months' time.
- Non-teaching staff can also cashable leave at the end of the month.

ON DUTY (OD)

All regular faculty/staff members shall take OD with prior approval from the Director.

The On Duty is categorized into three types as follows:

- On Duty for participation and/or presentation of paper in National / International seminars / Conferences / Symposium / Workshops.
- Exam On Duty for University examination supervision work.
- Other On Duty for any other institution related work.

10: CODE OF CONDUCT AND DISCIPLINE

All employees of the institution in general shall abide by the following rules, unless and otherwise expressly circulated to this effect:

10.1: Do's:

- Maintain absolute integrity and devotion to duty.
- Attend the college regularly and punctually.
- Engage classes, both theory and practical, punctually and effectively.
- Correct the assignments and systematically.
- Be meticulous in submitting the question papers & marks of the internal tests.

- Conduct guest/expert lectures with academic/industry professionals.
- Valuation of internal and external examinations.
- Attend internal invigilation and observer / squad duties.
- Attend guest lectures, FDPs, Workshops, Seminars, Industrial visits and tours.
- Preparing soft/hard copy of course files, delivery sheets and web materials.
- Monitoring and Counselling of student academic performance and mentoring.
- Be honest, impartial in dealings and courteous with others.
- Abide the rules and regulations of the institution.
- Promote decency, decorum, dignity and discipline among staff and students.
- Use the infrastructure facilities to improve the academic standards.
- Acquire and develop professional/interpersonal competence to enhance skills of students.
- Building team work, team efficiency and reinforcement of skills/knowledge in students.
- Administrative compliance.
- Authoring / Co-authoring of text books with other institution/organization professionals.
- Publication of papers in Seminars / Conferences / Conventions / Journals / Magazines.
- Publication and attending FDPs / Workshops / Conferences / Symposiums / conventions.
- Chairing sessions and delivering keynote address in any FTTP / WS / Seminar / Conferences.
- Professional, rational and intellectual behaviour like an academician.

10.2: Don'ts

- Gross negligence of duties and responsibilities.
- Propagation of religious, communal and anti-social activities in the campus.
- Discriminate by caste, creed, religion, language, domicile, social and cultural background.
- Encouraging any form of 'Malpractice/unfair practices' in exams.
- Leaving the campus without proper prior permission of institutions.
- Absconding from the institution.

10.3: Disciplinary action

- All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend him/herself.
- Complaints of misconduct by a staff member are investigated by a disciplinary committee or adhoc committee constituted for the purpose by the Director

- An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case.

10.4: Grievance Cell

Grievance cells are constituted for both employees (EGRC) and students (SGRC)

In order to streamline the grievance handling system in the institute, management is pleased to introduce following "Grievance Procedure".

- An aggrieved employee shall first present his grievance verbally in person to the Head of immediate reporting officer and his grievance will be settled or will be replied by the concern person within 3 days of the presentation of the grievance. The grievance of teaching staff will be reported to Dean Academics and the grievances of non -teaching staff will be reported to Manager.
- If the employee is not satisfied with the reply of his reporting officer or if he fails to receive any reply within the stipulated period, he shall present his grievance to the Administrator.
- The Administrator will review the grievance and will either settle the same or will reply to the aggrieved employee within 5 days of the presentation of the grievance.
- If action cannot be taken during this period, the reason for delay will be recorded.
- If the reply of the Administrator is unsatisfactory, the aggrieved employee may request forwarding of his grievance to the Grievance Committee, which shall make its recommendations to the Management within 15 days period.
- If the recommendations cannot be made within this period, the reasons for such delays should be recorded.
- The Unanimous recommendations of the grievance committee shall be forwarded to Director for his final decision.
- In the case of a difference of opinion among the members of the grievance committee, the view of the members along with the relevant papers shall be placed before Director for final decision.
- In either case the final decision of the Management shall be communicated to the aggrieved employee by the Director office within 7 days of the receipt of the recommendation from the Management.

11: FACILITIES AND AMENITIES

11.1 Library

An exclusively furnished fully air-conditioned library equipped with more than 9000 books including e-books, Journals, magazines, and reprographic facilities etc., are set as per AICTE norms. E-Journals like J-Gate are also subscribed as per AICTE norms. The

reading room has capacity to accommodate more than 100 students at a time. 6232 books, 24 National & International Journals, 5 Magazines and e-Journal

11.2 Transportation

Driven by a team of trained drivers, and a bus catering to the travel needs of students and staff members as when required. .

The faculty/staff members can claim transport facilities, any such event, during the conduct of conferences/workshops or any other institution related official work and they can use the institution vehicles for guest pick-up using the prescribed vehicle booking form as annexed.

3 car and 1 auto is available for those purpose inside the campus.

11.3 Canteen

The employees will be provided with free food in the student run canteen of the college

The food served for faculty members shall be same that of the students and no special consideration shall be given.

11.4 Accommodation

Employees will be provided with free accommodation in the college boys/girls hostel.

One bed room (with bathroom attached) will be provided to two inmates.

11.5 Medical Care

Medical Insurance up to 1 lakh rupees shall be provided for the faculty members and their families. ESI is provided for non teaching staff according to the salary level.

There is a availability of Doctor everyday evening from 5pm to 7pm in the campus. If any emergency the patient will be taken to nearby hospitals. General medicines and First - aid boxes are available in the college.

Prepared by: Mrs,Yasmin Samad

Approved by : Dr. Thomas George K

