

# EMPLOYEE HANDBOOK

## LEAD COLLEGE (AUTONOMOUS)

*Doc Ref No. LEAD/ACAD/DOC/001/25, R4 Issued on. 1 July 2025  
approved by the Prompt Charitable Trust and Governing Body 2025*

2025-2026



**Dhoni, Palakkad, Kerala – 678009**

<https://lead.ac.in>

# LEAD College — Vision & Mission

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## **Vision**

"To be a LEADER in management and technology education focusing on developing Leaders and Entrepreneurs."

## **Mission**

- M1: Contribute and Enable: The Development of Individuals to enhance their competencies as Business Leaders and Entrepreneurs.
- M2: Create and Deliver; Teaching learning platforms and curricula which embrace innovation and deliver contemporary knowledge and skills.
- M3: Engage and Empower: Industry and Societal stake holders through outreach and extension activities
- M4: Innovate and Execute: Region-specific research industry and society-based solutions. .

## MBA Program — Vision & Mission

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### Vision

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

### Mission

- M1: Provide a transformational learning experience that enables students to realize their true potential as global leaders.
- M2: Attract the best global talent and enable them to create and disseminate new knowledge collaboratively.
- M3: Foster a teaching-learning environment that forges strong moral and ethical values.

## MCA Program — Vision & Mission

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### Vision

"To be recognized as a premier center for technology education, cultivating skilled professionals and innovative thinkers who harness the power of computing to drive transformative solutions."

### Mission

- M1: Deliver a transformative learning experience that empowers students to unlock their full potential as innovative technologists and leaders in the digital era.
- M2: Attract and nurture top talent from diverse backgrounds, fostering collaboration to create and disseminate cutting-edge knowledge in computer applications and technology.
- M3: Cultivate a dynamic teaching-learning environment that instills ethical practices and moral values, preparing students for responsible contributions to the technology landscape.



# LEAD COLLEGE (AUTONOMOUS)

Dhoni, Palakkad, Kerala – 678 009 | www.lead.ac.in

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# EMPLOYEE HANDBOOK

**2025 – 2026**

Academic & Non-Academic Staff

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Doc Ref: LEAD/HR/DOC/002/25 | R4 | Issued: 1 January 2025 | Review: January 2026

Approved by the Prompt Charitable Trust & Governing Body, 2025

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## WELCOME NOTE

Dear Colleague,

Welcome to LEAD College (Autonomous) — one of Kerala's most dynamic and purposeful management and technology campuses. You are now part of a community of educators, administrators, and support professionals united by a single, compelling mission: to develop Leaders and Entrepreneurs who make a meaningful difference to business and society.

At LEAD, we believe that great institutions are built by great people. Your competence, integrity, and commitment are the cornerstones of everything we do. This Employee Handbook is your definitive guide to the expectations, policies, benefits, and practices that govern our professional community. It is updated annually in compliance with the guidelines of UGC, AICTE, the University of Calicut, and the Government of Kerala.

We urge you to read this handbook carefully, refer to it regularly, and ask your mentor or the HR/Administration office whenever you need clarification. While this document outlines policies and procedures, it does not constitute an employment contract and is subject to revision by the management without prior notice.

In each one of you, we see the potential to lead. Once a LEADER of LEAD, always a part of the LEAD family.

With warm regards,

**Dr. Thomas George K.**

Director, LEAD College (Autonomous)

**Dr. Rajkishan S S**

Deputy Director, LEAD College (Autonomous)

January 2025

## SECTION 1: INTRODUCTION & INSTITUTIONAL PROFILE

LEAD College (Autonomous), affiliated to the University of Calicut, is a premier management and technology institution established in 2011 in Dhoni, Palakkad, Kerala. Approved by the All India Council for Technical Education (AICTE) and granted Autonomous Status by the University Grants Commission (UGC) with effect from the academic year 2024–25, LEAD offers:

- Two-Year Full-Time Residential MBA Program — Intake: 360 National + 54 International students
- Two-Year Full-Time Residential MCA Program — Intake: 120 National students

LEAD is an acronym for Leadership & Entrepreneurship Academy, Dhoni. Founded and managed by M/s Prompt Charitable Trust, the institution is guided by the conviction that education must develop the whole person — in knowledge, skills, attitude, and values.

### 1.1 Institutional Vision

**"To be a LEADER in management and technology education, focusing on developing Leaders and Entrepreneurs."**

### 1.2 Institutional Mission

- M1 — Contribute to and Enable: the development of individuals to enhance their competencies as Business Leaders and Entrepreneurs.
- M2 — Create and Deliver: teaching-learning platforms and curricula that embrace innovation and deliver contemporary knowledge and skills.
- M3 — Engage and Empower: industry and societal stakeholders through outreach and extension activities.
- M4 — Innovate and Execute: region-specific research and industry/society-based solutions.

### 1.3 Core Values — The LEAD Chakra

LEAD's values are embedded in every activity, interaction, and decision at the institution. The LEAD Chakra represents the interconnected values that define our community:

- Leadership: Inspiring others through action and integrity
- Excellence: Pursuing the highest standards in everything we do
- Accountability: Taking ownership of our actions and outcomes
- Diversity & Inclusion: Respecting and celebrating every individual

## 1.4 MBA Program — Vision, Mission & Outcomes

### Vision

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

### Mission

- M1: Provide a transformational learning experience that enables students to realize their true potential as global leaders.
- M2: Attract the best global talent and enable them to create and disseminate new knowledge collaboratively.
- M3: Foster a teaching-learning environment that forges strong moral and ethical values.

### Program Educational Objectives (PEOs)

- PEO 1: Gain knowledge and understanding of the facets of management and entrepreneurship.
- PEO 2: Acquire general, technical, leadership, and professional skills required to perform and accomplish tasks.
- PEO 3: Exhibit employability and job-ready entrepreneurship skills, capabilities, and mindset.
- PEO 4: Imbibe constitutional, humanistic, ethical, and moral values.

### Program Outcomes (POs)

PO	Graduate Capability
PO1	Possess a strong understanding of the Business Environment and Domain Knowledge
PO2	Exhibit Entrepreneurship / Intrapreneurship skills
PO3	Deploy Critical Thinking, Business Analysis, Problem Solving & Innovative Solutions
PO4	Communicate effectively across diverse contexts
PO5	Display Leadership and Teamwork skills
PO6	Be Competent in Digital and Technological skills
PO7	Value and contribute to Social Responsiveness and Ethics
PO8	Appreciate global exposure and cross-cultural understanding

## 1.5 MCA Program — Vision, Mission & Outcomes

### Vision

"To be recognized as a premier center for technology education, cultivating skilled professionals and innovative thinkers who harness the power of computing to drive transformative solutions."

### Mission

- M1: Deliver a transformative learning experience that empowers students to unlock their full potential as innovative technologists and leaders in the digital era.
- M2: Attract and nurture top talent from diverse backgrounds, fostering collaboration to create and disseminate cutting-edge knowledge in computer applications and technology.
- M3: Cultivate a dynamic teaching-learning environment that instills ethical practices and moral values, preparing students for responsible contributions to the technology landscape.

### Program Educational Objectives (PEOs)

- PEO 1: Acquire comprehensive understanding of computer applications and emerging technologies to solve complex, multi-domain problems.
- PEO 2: Develop technical, analytical, and professional skills alongside leadership abilities to manage projects and contribute to team success.
- PEO 3: Cultivate employability through practical experience, industry-relevant skills, and an entrepreneurial mindset.
- PEO 4: Foster ethical practices, human values, and social responsibility in technology development.

### Program Outcomes (POs)

PO	Graduate Capability
PO1	Possess strong understanding of computer science principles, software development, and the technology landscape
PO2	Demonstrate entrepreneurship and intrapreneurship skills to drive innovation
PO3	Apply critical thinking and problem-solving techniques to develop effective technological solutions
PO4	Communicate complex technical concepts effectively to diverse audiences
PO5	Exhibit leadership and teamwork skills in multidisciplinary team settings
PO6	Be proficient in programming, data analysis, and software engineering practices
PO7	Value and promote social responsibility, ethical practices, and sustainability in technology
PO8	Navigate global technology trends and cross-cultural dynamics in the IT industry

## 1.6 Core Values — The LEAD Chakra

LEAD's values are lived, not just stated. They define how we treat our students, each other, and the wider community:

Leadership	Excellence	Accountability	Diversity	Integrity
Inspire through action	Highest standards always	Own your outcomes	Celebrate every individual	Honest in all dealings

LEAD College (Autonomous) operates under a multi-tier governance framework comprising academic, administrative, and statutory bodies as mandated by UGC, AICTE, and the University of Calicut. With the grant of Autonomous Status (2024–25), several new committees have been established to enhance academic and administrative decision-making.

## 2.1 Governance Bodies

Governance Body	Role / Mandate
Prompt Charitable Trust (PCT)	Apex promoter body; sets institutional direction, appoints Governing Body
Governing Body (GB)	Highest administrative body; oversees operations, approves policies and budgets
Academic Council (AC)	Apex academic body; approves curriculum, examinations, academic policies
Board of Studies (BOS)	Designs and reviews curriculum for each program; recommends to AC
Finance Committee (FC)	Oversees financial planning, budgets, and audits
Internal Quality Assurance Cell (IQAC)	Ensures quality culture; oversees accreditation, OBE, NBA/NAAC processes
Leadership Decision Council (LDC)	Strategic decision making and implementing council
Programme Advisory Committee (PAC)	Industry-academia interface; recommends curriculum updates
Programme Core Committee (PCC)	Program-level academic delivery coordination

## 2.2 Prompt Charitable Trust

Sl.	Name	Position	Background
1	Dr. Thomas George K.	Chairman	15+ years as Entrepreneur & International Trainer; 10 years in Academics
2	Mr. Pratheesh V.	Member	25+ years as Entrepreneur
3	Mr. Zacharia George K.	Member	Experienced Agriculturist

## 2.3 Governing Body

Sl.	Name	Position	Background
01	Dr. Thomas George K.	Chairman	Director. LEAD College (Autonomous) and Chairman of Prompt Charitable Trust
02	Mr. Pratheesh V.	Member	Trust member and Administrator
03	Dr. Chandrasekhar R.	Member	Sr. Professor, LEAD College
04	Mr. Jiji Thomson IAS (Retd.)	Member	IIM-A Alumnus; Former Chief Secretary, Kerala; Board Member, Cochin Shipyard Ltd.
05	Dr. Sreekanth Sreedharan	Member	Academic Advisor, LEAD College
06	Dr. Mohammed Hanifa K.	University Nominee	University of Calicut Nominee
07	Shri. Anil Kumar V S	State Govt. Nominee	Government of Kerala Nominee
08	Dr. Rajkishan S S	Member Secretary	Professor & Deputy Director, LEAD College
09	Dr. Mohammad Irshad .	Member	Associate Dean, LEAD College
10	Ms. Yasmin Samad	Member	Assistant Professor and Academic Administrator
11	Dr. Rahul Menon	Industry Member	CEO, Apollo Hospitals; Director Medical Services, Chennai
12	Dr. Rupa Gunaseelan	Education Member	Professor & Director, Bharathiar School of Management, Bharathiar University
13	Dr. D. Viswanathan	Education Member	Former VC, Anna University; Rector, Dr MGR University, Chennai
14	Dr. Alli Rani IRS (Retd.)	Education Member	Former Secretary, Union HRD Ministry; Director, SVPITM, MoT, GoI
15	Dr. R. Nandagopal	Education Member	DG, Sree Saraswathi Thyagaraja College; President, AIMS

## SECTION 3: STATUTORY COMMITTEES

In compliance with UGC, AICTE, and Government of India mandates, LEAD College (Autonomous) has constituted the following statutory committees. All employees are required to be aware of these committees, their mandates, and the processes they govern.

### 3.1 Employee Grievance Redressal Committee (EGRC)

LEAD is committed to providing a fair and timely grievance redressal mechanism for all employees, in accordance with the UGC (Redressal of Grievances of Students) Regulations and analogous norms applicable to employees.

#### Process

- Step 1: Employee raises concern informally with the Administrator.
- Step 2: If unresolved within 48 hours, a formal written grievance is submitted to the Administrator, with a copy to the Director (thomas@lead.ac.in / administrator@lead.ac.in).
- Step 3: The EGRC convenes within 7 working days of receipt of the formal grievance.
- Step 4: The Committee conducts an inquiry and communicates its decision within 30 working days.
- Step 5: The employee may appeal the EGRC decision to the Director within 30 days.

Name	Designation	Role in EGRC
Dr. Thomas George K.	Director	Chairperson
Ms. Yasmin Samad	Administrator	Member
Mr. Jith R	Asst. Professor	Member (Teaching Staff Representative)
Dr. R Sona	Asst. Professor	Member (Female Representative)
Mr. Dileep Varma	Peoples Operation Manager	Member-Convenor
Mr. Ajay C K	System Admin (IT)	Member (Non Teaching Staff Representative)

All grievances and proceedings are strictly confidential. No employee shall face victimization for having raised a bona fide grievance.

### 3.2 Internal Complaints Committee — Prevention of Sexual Harassment (POSH)

The Internal Complaints Committee (ICC) has been constituted in strict adherence to the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 (POSH Act), and UGC Guidelines (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.

#### Mandate

- Prevent, prohibit, and redress sexual harassment and discrimination in the workplace.
- Ensure a safe, respectful, and inclusive working and learning environment for all.
- Complete inquiry within 90 days of receipt of complaint.

#### Filing a Complaint — Step-by-Step

- Step 1: Prepare a written complaint with supporting documents and names/addresses of witnesses.
- Step 2: File 2 copies of the complaint with the Presiding Officer within 3 months of the incident (extension may be granted at committee's discretion).
- Step 3: The ICC acknowledges receipt and commences inquiry within 90 days.
- Step 4: Temporary relief may be granted during inquiry (transfer, additional leave of up to 3 months, or reassignment of reporting duties).
- Step 5: Final report is shared with both parties. Action is taken on the basis of the committee's recommendation.

#### Possible Outcomes

- If harassment NOT proven: No action taken against respondent.
- If harassment PROVEN: Written apology, withholding of promotion/increment, counseling, or termination of services, depending on severity.
- If complaint is found malicious: Action may be taken against the complainant.

**All contents of complaints, identities of parties, and proceedings under the POSH Act are STRICTLY CONFIDENTIAL. Disclosure to media or public is a punishable offense under Section 16 of the POSH Act.**

Name	Designation	Role in ICC
Dr. Sangeetha P	Associate Professor	Chairperson
Mr. Santhosh V Krishnan	HOD – MCA	Member
Dr. Mohammad Irshad V K	Associate Dean – Academics	Member
Dr. Sabina A Nair	Assistant Professor – Senior Grade	Member
Dr. A K Pratheepa	Librarian	Member-Convenor
Adv. Premnath	Legal Advisor	External Member (Legal)
Ms. Beena Govind	Media Reporter / Social Worker	External Member (NGO / Civil Society)
Ms. Rekha	NGO Member	Member
Ms. Krishnapriya V G	PRO	Member
Ms. Gauthami. S. Nair	Student representative (MBA 2025)	Member
Mr. Mridul K	Student representative (MBA 2024)	Member
Mr. Ramees Rahman	Student representative (MCA 2024)	Member

As per the POSH Act, the ICC must have a minimum of 50% women members, an external member from an NGO/civil society, and the presiding officer must be a senior woman employee. LEAD's ICC is constituted in full compliance with this requirement.

### 3.3 Disciplinary Committee

The Disciplinary Committee is constituted to maintain discipline, ethical conduct, and professional decorum among all members of the institutional community. It conducts fair and confidential inquiries and recommends corrective or disciplinary actions to the Head of Institution.

Name	Designation	Role
Prof. Rajkishan SS	Deputy Director	Chairman
Dr. Balamourougane R	Associate Dean - Academics	Member
Dr.Sangeetha P	Associate Dean - Student Affairs	Member
Mrs. Yasmin Samad	Administrator	Member
Mr. Jith R	Assistant Professor	Member
Mr.Pramod V	Assistant Professor	Member

### 3.4 Anti-Ragging Committee

LEAD College maintains a zero-tolerance policy toward ragging in all its forms, in strict compliance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and directions of the Hon'ble Supreme Court of India.

- **Zero Tolerance:** Ragging in any form — physical, verbal, online, or otherwise — is strictly prohibited.
- **Complaint Mechanism:** Incidents may be reported to the mentor, Student Affairs office, in person, or by email.
- **National Anti-Ragging Helpline:** 1800-180-5522 | [helpline@antiragging.in](mailto:helpline@antiragging.in)
- **Confidentiality:** All complaints are handled with the utmost confidentiality.
- **Counseling Support:** Contact the Student Counselor, Ms. Sanooya M Sunny, for assistance.

Name	Role	Designation
Dr. Balamourougane R.	Chairperson	Associate Professor
Ms. Aleena George	Co-Chairperson	Student Representative
Ms. Yasmin Samad	Member	Administrator
Ms. Sanooya M Sunny	Member-Secretary	Student Counselor
Adv. Premnath	Member	Legal Advisor

### 3.5 Students' Grievance Redressal Committee (SGRC)

The SGRC addresses student concerns and grievances and operates independently of the Employee Grievance Redressal Committee. Faculty members must be aware of this committee as they serve as the first point of contact for student grievances through the mentoring system.

Name	Designation	Role
Dr. Thomas George K	Director	Chairperson
Prof. Rajkishan SS	Deputy Director	Member
Mrs. Yasmin Samad	Administrator	Member
Mr. Pramod V	Asso. Dean (Students Affairs )	Member-Convenor
Ms. Abhirami KS	Student representative	Member
Mr. Cyril Saji	Student representative	Member

## SECTION 4: CLASSIFICATION OF EMPLOYEES

LEAD College (Autonomous) classifies its employees as follows, in accordance with applicable labor laws and AICTE norms:

### 4.1 By Employment Status

Category	Definition
Permanent Employee	Employee who has successfully completed the probation period. Entitled to all statutory benefits including PF, ESI (as applicable), gratuity, and other service benefits.
Temporary / Contract Employee	Employee engaged for a limited period for a specific role or project. Benefits as per the terms of the contract/appointment letter.
Probationary Employee	Newly appointed employee within the first 6 months of service. Performance is under formal review.
Part-Time / Visiting Faculty	Engaged for specific courses/modules on a per-session or per-semester basis. Not eligible for full-time benefits.

### 4.2 By Function

Category	Description
Academic Staff	Faculty members and researchers actively engaged in teaching, mentoring, research, and academic administration. Governed by AICTE norms.
Non-Academic Staff	Administrative, technical, professional, library, and support staff. Governed by State regulations and institutional policies.

## SECTION 5: NEW EMPLOYEE INTEGRATION

### 5.1 Documents Required on Joining Day

The following documents must be submitted in original + self-attested photocopy on the day of joining:

- Signed Offer / Appointment Letter
- Aadhaar Card copy
- PAN Card copy
- Joining Report (duly filled)
- Educational certificates — Class X onwards (all original mark sheets, degree certificates)
- Experience certificates — from first employment onwards
- Salary certificate and latest pay slip from previous employer
- Relieving Letter from all previous employers (if Relieving Letter is delayed, acknowledged resignation letter is acceptable temporarily)
- PF Transfer Forms, Nomination Form, Family Declaration, and Address Declaration (if applicable)
- Two recent passport-size photographs
- Medical Fitness Certificate from a registered medical practitioner

Failure to submit original documents within 30 days of joining may result in withholding of salary or termination of appointment, as per institutional policy.

### 5.2 On the Day of Joining — Process

Action Item	Details
Employee ID	A unique Employee ID is issued and used for all institutional processes and communications.
Biometric Registration	Facial recognition and biometric account created for attendance marking.
Institutional Email ID	Official @lead.ac.in email account created on Day 1.
Wi-Fi & LMS Access	Campus Wi-Fi credentials and Linways LMS login provided.
Seating Arrangement	Cabin/cubicle assigned by Admin/HR.
Mentor Allocation	An existing senior employee is assigned as buddy/mentor to guide the new joinee through initial days.
Orientation Session	Mandatory half-day orientation covering LEAD culture, values, policies, and campus facilities.

### 5.3 Induction & Training Program

Every new academic staff member undergoes a structured, mandatory induction program conducted by the HR Department in coordination with the Dean (Academics) and IQAC, ideally within the first week of joining.

#### Objectives of the Induction Program

- Acquaint staff with LEAD's vision, mission, core values, and strategic goals.
- Familiarize staff with institutional policies, academic systems, and administrative procedures.
- Clarify academic and administrative responsibilities from Day 1.
- Promote a sense of belonging and alignment with the College's goals.
- Ensure readiness to deliver high-quality teaching and mentoring from the first semester.

#### Induction Program Coverage

Module	Content
Institutional Overview	History, vision, mission, values, governance structure, organogram
Policies & Code of Conduct	Attendance, leave, dress code, ethics, punctuality, discipline, grievance mechanisms
Academic Processes	Lesson planning, course file preparation, internal assessment, OBE delivery
CO–PO Mapping & OBE	Mapping Course Outcomes to Program Outcomes; attainment calculation; accreditation documentation
LEAD Operations Team (LOT)	Operations team for active students engagement, thereby learning by doing.
Research & Innovation	Research policy, funding, publication ethics, consultancy, plagiarism norms
Mentoring System	Mentor–mentee responsibilities, documentation, student progression monitoring
Examination & Evaluation	Examination process, valuation standards, Linways mark entry, academic integrity
LEAD Culture & Norms	Work culture, communication standards, teamwork, professional etiquette, LOT participation
IT Systems	Linways LMS, HRMS, ERP usage; email etiquette; digital documentation

## 5.4 Dress Code

LEAD College requires all employees to maintain a neat, professional appearance that reflects the institution's values and standing as a premier management college.

Category	Formal Attire	Smart Casual (permitted on specific days/occasions)
Men	Formal collared shirt (tucked in), formal trousers, belt, and leather shoes	Smart shirt or polo T-shirt, chinos/casual trousers, casual shoes
Women	Saree / Salwar Kameez with dupatta, or formal Western wear (formal shirt/blouse + trousers/skirt), formal footwear	Tops/shirts with formal trousers, long skirts, or ethnic wear; sandals/shoes

- Formal attire is mandatory on all working days unless otherwise communicated by the administration.
- Faculty blazers are provided by the institution for formal institutional events and external representations.
- Campus uniforms are provided for celebrations and special institutional days.

## SECTION 6: ACADEMIC STAFF — ROLES, QUALIFICATIONS & RESPONSIBILITIES

### 6.1 Minimum Qualifications (as per AICTE Norms 2024)

Designation	MBA / Management (Min. Qualification)	MCA / Technology (Min. Qualification)
Assistant Professor	MBA/equivalent from recognized university; Ph.D. preferred; min. 2 years teaching /industrial experience	MCA/M.Sc. CS/IT or equivalent; Ph.D. preferred; min. 2 years teaching/ industrial experience
Associate Professor	Ph.D. in Management/related field; min. 8 years teaching (incl. 2 yrs as Asst. Prof.); research publications in ABDC/Scopus/UGC-CARE journals	Ph.D. in CS/IT/related; min. 8 years teaching (incl. 2 yrs as Asst. Prof.); research publications
Professor	Ph.D. in Management/related; min. 10 years teaching/industry experience (incl. 5 yrs teaching/research /managerial); strong publication record	Ph.D. in CA/CS/IT/related (mandatory); min. 10 years teaching (incl. 5 yrs as Associate Prof.); strong publication record

AICTE norms for faculty qualifications are updated periodically. Refer to the latest AICTE Approval Process Handbook (APH) for any changes. Faculty not meeting minimum qualifications as of appointment may be given a timeline for compliance by the management.

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## 6.2 Academic Delivery Responsibilities

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### 6.2.1 Subject / Course Delivery

Faculty are expected to deliver courses using a blend of pedagogical methods aligned with LEAD's OBE framework and session design philosophy:

- Extended active learning sessions (6-8 hours per day ) rather than fragmented 1-hour lectures.
- Case studies, simulations, group discussions, role plays, and hands-on projects integrated into delivery.
- Course content aligned to CO–PO mapping, updated with current industry trends and practices.
- Regular internal assessments, structured feedback, and student engagement monitoring through Linways LMS.
- Full course files maintained digitally on Linways — session plans, attendance, marks, COs, and supporting materials.

### 6.2.2 News Analysis (LEAD Signature Activity)

News Analysis is a daily, structured activity that develops analytical thinking, current affairs awareness, and communication skills in students. Each mentor group is assigned a business news headline daily.

- Student 1: Introduces the topic — concept, context, and relevance.
- Student 2: Explains the news in detail.
- Student 3: Presents business impact, key vocabulary, and management jargon.
- Team: Addresses queries from the audience.
- Faculty: Summarizes and adds domain-relevant insights.
- Maintenance of the News Analysis Notebook (NANB) is compulsory. Marks are entered in the NA file and on Linways.

### 6.2.3 Value-Added Courses (VAC)

VAC sessions are designed to bridge the gap between academic curriculum and industry requirements. Faculty are encouraged to offer or organize VAC sessions in emerging domains such as:

- Practical HR, Digital Marketing, Equity Derivatives, Security Operations and Risk Management
- News analysis, Aptitude, Communicative English, Interviewing Skills.
- Leadership, Soft Skills, Design Thinking, and Entrepreneurship
- LEAD has active collaborations with Wadwani Foundations, ZOHO Books and KPMG for VAC delivery. Additional collaborations are encouraged.

### 6.2.4 Internal Examination & Assessment Management

Sl.	Responsibility
1	Internal exam schedule to be communicated to students at least one week in advance.
2	Question papers (with scheme of valuation) to be submitted to Associate Dean (Academics) at least one week before the exam for quality review and vetting.
3	Tests: 2 hours duration, 50 marks. Maximum 2 tests per day with a minimum 4-hour gap.
4	Answer books to be valued within 7–10 days of receipt. Marks entered in Linways within 2 days of completion of valuation (maximum 12 days total).
5	Students acknowledge receipt of valued answer books before marks are recorded in Linways.
6	Pass marks: 50% for regular internal; 60% for re-internal examination.
7	Re-internal examination must be completed before the next scheduled internal.
8	Progress reports (with mentor comments) to be sent to parents after each internal cycle, before the next internal examination. Parents to be contacted by mentors after report dispatch.
9	Answer books in safe custody of course owner until semester end; then submitted to administration for archiving for 2 years.
10	CO–PO attainment to be computed and updated on Linways within 2 days of mark entry.

### 6.3 Mentoring Responsibilities

Each faculty member is assigned a Mentor Group (approximately 15–20 students). Mentoring is a core institutional responsibility — not an optional add-on. The mentoring process operates at three levels: personal, academic, and professional.

- Ensure overall academic and psychological integration of each mentee with the program.
- Counsel and motivate mentees; monitor attendance and academic performance regularly.
- Manage discipline and conduct-related issues of assigned students proactively.
- Facilitate personal and professional development of mentees.
- Prepare second-year mentees for placement interviews: readiness assessment, practice sessions, and liaison with placement managers.
- Maintain mentor records (meeting logs, action points, follow-ups) on Linways.
- Be present for all addresses by the Director or Deputy Director.

## 6.4 Faculty Development Program (FDP)

LEAD's dynamic academic environment demands continuous faculty development. Faculty are required to participate in FDPs, workshops, seminars, and conferences to remain contemporary and relevant.

- A minimum of two professional development events per year is mandatory for all faculty members.
- The college allocates Rs. 10,000 per faculty per year as a travel grant for attending workshops, seminars, and conferences.
- Outstanding FDPs at IIMs and institutions of national importance are sponsored by the college subject to:
  - Minimum 1 year of service at LEAD.
  - Minimum 70% score in at least 3 FPI parameters (other than Overall Performance).
  - Bond: Minimum 3 years of continued service at LEAD post-FDP. Cost recovery applies if the faculty leaves within the bond period.
  - 50% of course fee and full salary during FDP are borne by LEAD.
- Refer to the FDP Policy (published on [www.lead.ac.in](http://www.lead.ac.in)) for complete details.

## 6.5 Faculty Secondment Program (FSP)

The Faculty Secondment Program (FSP) provides faculty members with structured industry immersion experience, bridging the gap between academic knowledge and real-world management/technology practice.

### Key Parameters

Parameter	Details
Duration	Minimum 30 days; scheduled when students are not on campus or without disrupting assigned duties
Eligible Participants	All regular faculty — Asst. Prof. to Director; Professors/Deans may opt for consulting in lieu of internship
Company Criteria	<b>Minimum 50 employees; turnover ≥ INR 50 crores; progressive practices; Director/ Deputy Director approval required</b>
Location	Anywhere in India or abroad. Keralites must go outside Kerala; non-Keralites outside their hometown.
Approval	Confirmation letter from company + Learning Plan submitted to Director /Deputy Director
Reporting	Work Diary (daily); Weekly Progress Report to Dy. Director/Assoc. Dean
Post-FSP Obligation	Learning outcomes must be incorporated into course plans for the immediate 2 semesters (verified by Dy. Director; subject to audit)

**FSP Financial Entitlements**

Faculty Grade	Travel (one-way)	Living Allowance	Accommodation	Misc.
Asst. / Asso. Professor	3rd AC Train	Rs. 250/day	Rs. 10,000/month	Rs. 3,000
Professor / Dean(s) / Director	2nd AC Train	Rs. 350/day	Rs. 15,000/month	Rs. 5,000
Consultancy (if applicable)	—	—	—	Rs. 5,000

Revenue from consultancy is shared: 80% to the faculty member/team (net of expenses), 20% to the institution's research office.

**6.6 Performance Appraisal — Faculty Performance Index (FPI)**

LEAD's faculty appraisal system is objective, comprehensive, and aligned with OBE principles. The Faculty Performance Index (FPI) is computed annually using the following formula:

$$\text{FPI} = (\text{WT} \times \text{T}) + (\text{WR} \times \text{R}) + (\text{WI} \times \text{I}) + (\text{WS} \times \text{S}) + (\text{WO} \times \text{O})$$

Where T = Teaching Learning Process, R = Research & Scholarship, I = Institutional Development, S = Consultancy/Patent/Special Assignments, O = Overall Performance; W = Weightage assigned to each component.

FPI Component	Asst. Professor (%)	Asso. Prof. / Professor (%)	Visiting Faculty (%)
1. Teaching and Learning Performance	35%	20%	80%
2. Research & Scholarship	15%	25%	—
3. Institutional Development	30%	25%	—
4. Consultancy / Patent / Special Assignments	15%	25%	—
5. Overall Performance	5%	5%	20%
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

FPI results are used for salary increments, promotions, award of Outstanding FDP opportunities, and recognition. Feedback is given to each faculty member during a formal performance review discussion.

## 6.7 Research Policy

LEAD College (Autonomous) is committed to building a nationally benchmarked research culture. All faculty are expected to be active contributors to academic scholarship.

### Mandatory Research Requirements

- Each faculty member must publish a minimum of two research papers per year in ABDC / Scopus / Web of Science / ScienceDirect / SCI/ or any approved journal.
- All publications must be in the name of LEAD College (Autonomous), Palakkad.
- Authorship credit: First author will receive full credit for incentives and performance appraisal; Second author will be considered for credits in appraisal.
- Predatory journals (Beall's List or equivalent) are strictly prohibited. Authors must validate the journal's standing 6 months after publication.
- Faculty are encouraged to apply for government/private funded research projects and patent registrations.

### Research Publication Points System

Sl. No	Journal	Points In Appraisal
1	FT 50 Journals	100
2	ABDC A* Category / Scopus Q1	75
3	ABDC A Category / Scopus Q2	50 points
4	ABDC B Category / Scopus Q3	30 points for one publication
5	ABDC C Category / Scopus Q4	20 (if indexed in Scopus)
6	Scopus	30 Points
7	Peer reviewed	10 points
8	Scopus Indexed Book Chapters	10 points
9	Case study publication (Annexure IV)	In HBS - 100 In Sage - 75 In Emerald - 50 In Ivey - 30

**Research Incentives**

Sl. No	Academic Publications / Research	Amount (in INR)
1	Awarding of patent / copyright (No payment for patent accepted or applied stage)	Rs. 25,000/- for each <b>product patent</b> awarded. (P1 will be getting 15000/- and P2 will be getting 10000/- if both are from LEAD.)
		Rs. 12,500/- for each <b>process patent</b> awarded. (P1 will be getting 7500/- and P2 will be getting 5000/- if both are from LEAD.)
2	Each publication in Financial Times (FT50) journals	Rs. 100000/-
3	Each publication in ABDC/Scopus journals	Q1 or A* category – Rs. 50,000/- Q2 or A category – 30,000/- Q3 or B category – 20,000/- Q4 or C category – 10,000/- (if indexed in Scopus)
4	Each publication in Web of Science/ScienceDirect/SCI journals	Rs. 10,000/-
5	Faculty and student collaborative publications (peer reviewed Journal)	The total eligible amount (Rs. 5000) may be divided among all authors mutually agreed by them.
6	Book chapters (Scopus)	Rs. 5000 per faculty member per chapter
7	Book Publication (as per the list in Annexure II)	Rs. 50,000 for publishing with the ranked publisher (in the Annexure I). Rs. 25,000 for publishing with any non-listed publisher (a Book with ISBN only). Only Hard Copy publications will be considered.
8	Publishing edited volumes of a book. (Applicable to first 4 books only).	Rs. 5,000 per book. (Provided similar publications are not given as incentives to the faculty members. Credit points can be admissible for Performance Appraisal)
9	Case study publication (Annexure IV)	In HBS – 100000/- In Ivey – 20000/- In Sage – 50000/- In Emerald – 30000/-
10	Paper presentation in the premium colleges (business schools including NIRF ranked/NAAC A+ and above NBA fully accredited) conferences/workshops/colloquium like IIMs or Institutions of national importance. (Annexure III)	Rs. 10,000/-
11	Raising funded projects for research / consultancy/training	Sharing will be at 20% of the grant received/fund raised to the research office of the institution and 80% (after deducting all related expenses to the Principal Investigator (PI)/ Principal Organizer (PO) & his team members.

### Research Scholars at LEAD

- Full-time research scholars under LEAD's banner receive a monthly stipend of Rs. 15,000 (Year 1 & 2) and Rs. 20,000 (Year 3–5), along with free food and accommodation.
- University semester fees for doctoral research are reimbursed for the first 4 years (for faculty members on LEAD's roll).
- Faculty engaged in doctoral research should ensure that it does not affect their teaching and institutional responsibilities.
- The faculty members who are in LEAD's roll will get 2 days OD per month for the doctoral research.
- The employees who avail the benefits of of doctoral research has to serve the college for minimum 4 years after graduation, otherwise they can refund the amount availed as fees or OD for the doctoral research work.

### 6.8 Leave Policy — Academic Staff

Leave entitlements for academic staff at LEAD are structured to balance institutional operational needs with employee well-being and statutory obligations.

Leave Type	Entitlement	Key Conditions
Encashable Leave (EL)	8 days per month	Can be accumulated; prior permission from Deputy Director required; must not affect college activities
Medical / Emergency Leave	As needed	Must inform Deputy Director immediately (call/WhatsApp/email); leave application to be completed on return
Maternity Leave (ML)	26 weeks (6 months) with pay	Applicable after 1 year of service; 80 days attendance in the year; for first two surviving children; as per Maternity Benefit (Amendment) Act 2017
Paternity Leave (PL)	15 days	For male employees with <2 surviving children; within 6 months of child's birth; requires 80 days in the preceding 12 months
On-Duty (OD) Leave	As sanctioned	For official programs (FDP, conference, seminar); requires prior approval; not debited from EL
University Exam Duty	As assigned	Cannot avail leave on assigned exam duty days unless officially substituted

## Leave Application Process

- All leave applications of the academic staff must be addressed to the Deputy Director.
- Leave applications must be submitted in the prescribed format and approved before availing leave.
- If a substitute is required for key responsibilities, the faculty must identify and confirm a substitute and communicate this to the Deputy Director.
- Academic staff must not resign mid-semester. Resignation during a semester requires one month's advance notice.

**Absence without approved leave or without intimation to the Deputy Director is treated as Unauthorized Absence and will attract disciplinary action, including loss of pay for the absent period.**

## 6.9 Code of Conduct — Academic Staff

### Do's

- Maintain absolute integrity, impartiality, and devotion to duty.
- Attend college regularly and punctually. Mark attendance before 11:00 AM.
- Engage all sessions — theory and practical — effectively and punctually.
- Correct assignments systematically; submit question papers and marks on time.
- Conduct or facilitate guest/expert lectures with academic and industry professionals.
- Participate in internal invigilation, observer duties, and external examination valuation.
- Attend FDPs, workshops, seminars, industrial visits, and institutional events.
- Prepare and maintain course files (soft and hard copy) and web materials on Linways.
- Monitor and counsel student academic performance; update mentoring records regularly.
- Promote decency, decorum, dignity, and discipline among staff and students.
- Contribute to curriculum design, research, and academic administration.
- Publish research papers, author textbooks, and chair/present at conferences.
- Demonstrate professional, rational, and intellectually rigorous behaviour.

### Don'ts

- Gross negligence of duties and responsibilities.
- Propagation of religious, communal, or anti-social activities on campus.
- Discrimination based on caste, creed, religion, language, domicile, or social/cultural background.
- Encouraging malpractice or unfair means in examinations.
- Leaving campus without prior permission from the Deputy Director.
- Absconding from the institution without notice.
- Using institutional resources for personal gain or unauthorized purposes.
- Sharing confidential institutional information (student data, financial data, exam papers) with unauthorized persons.

## SECTION 7: NON-ACADEMIC STAFF — ROLES & RESPONSIBILITIES

Non-Academic Staff are the operational backbone of LEAD College. They ensure that the institution's administrative, technical, library, housekeeping, and support functions operate seamlessly. All non-academic staff are governed by state labor laws, institutional policies, and the terms of their appointment letters.

### 7.1 Positions & Minimum Qualifications

Position	Minimum Qualification
Administration	PG in any stream
Librarian	PG in Library & Information Science (as per UGC norms)
Accounts Officer	PG in Accounts / Commerce; CA/CMA preferred
Human Resources	MBA (HR) or equivalent
PRO / Communications	PG in Journalism / Mass Communication /PG in MBA
Placements Officer	PG in any stream; MBA preferred
Admissions	PG in any stream
Front Office / Reception	Degree / Diploma in any stream; good communication skills
Videography / Media	Degree / Diploma in Multimedia / Mass Communication
IT / Systems Support	Degree / Diploma in IT / Computer Science / Networking
Electricians	ITI / Diploma in Electrical Engineering
Housekeeping / Farm	Any qualification; on-the-job training provided

## 7.2 Leave Rules — Non-Academic Staff

Leave Type	Entitlement	Key Conditions
Encashable Leave	7 days per month	Prior permission from Administrator required; must not affect operations
Medical / Emergency	As needed	Inform Administrator/superior immediately; complete application on return
Maternity Leave	26 weeks (as per MBA 2017)	After 1 year service; 80 days attendance; for first two children
Paternity Leave	15 days	Within 6 months of child's birth; <2 surviving children
Weekly Off	Sundays (admin staff)	Other non-academic staff schedules as per roster

- Leave applications to be addressed to the Administrator.
- In case of emergency, the staff member must inform the Administrator/immediate superior immediately (call/WhatsApp/email).
- If eligible leave is denied, the staff member may appeal to the Director (copy to Administrator). The Director's decision is final.

## 7.3 Performance Appraisal — Non-Academic Staff

LEAD is implementing a structured, KRA/KPI-based appraisal system for all non-academic staff, aligned with their specific roles and institutional responsibilities.

Appraisal Element	Details
KRA Setting	Key Result Areas defined at the beginning of each appraisal cycle (January) in consultation with the immediate supervisor.
KPI Measurement	Quantifiable metrics to evaluate achievement of KRAs — quality, timeliness, accuracy, and compliance.
Evaluation Criteria	Achievement of KRAs/KPIs; accountability; work quality; teamwork; adherence to institutional values and policies.
Appraisal Cycle	Annual (January); conducted by immediate supervisor with input from area heads.
Salary Increment	Merit-based; processed annually from the beginning of the calendar year. Arrears paid retrospectively in case of delay.
Feedback	Every staff member receives written feedback highlighting strengths, achievements, and areas for improvement.

## SECTION 8: COMPENSATION & BENEFITS

LEAD College (Autonomous) is committed to providing fair, competitive, and transparent compensation aligned with AICTE norms for academic staff and state regulations for non-academic staff. The objective is to attract, retain, and motivate talent dedicated to institutional excellence.

### 8.1 Compensation Policy

Component	Details
Salary Payment	Non-Academic: on the 1st of each month. Academic: on or before the 5th of each month. All payments by bank transfer.
Provident Fund (PF)	Operative with Commissioner of PF, GoI. PF transfer forms to be submitted to Accounts within 30 days of joining.
Employees' State Insurance (ESI)	Applicable to non-academic staff as per ESI Act. Employer contributions remitted monthly.
Gratuity	As per Payment of Gratuity Act, 1972 — applicable after 5 years of continuous service (except death/disablement).
House Rent Allowance (HRA)	Part of CTC; paid monthly with salary. No vouchers required.
Staff Medi-claim	Institutional medi-claim policy: Institute covers Rs. 5,000 premium per employee for coverage up to Rs. 1,00,000/-. Balance premium (if any) borne by employee.
Professional Tax	Deducted every 6 months as per State Government slab.
Income Tax (TDS)	Deducted as per Income Tax Act. Form 16 issued annually. Support provided for ITR filing.
Salary Advance	Available in genuine emergencies on application and management approval.

## 8.2 Additional Financial Benefits

- **Salary Increments:** Annual, merit-based, linked to performance appraisal.
- **Festival Bonus:** Specific amount awarded to teaching and non-teaching staff during Onam and Vishu.
- **Leave Encashment:** 8 days/month for academic staff; 7 days/month for non-academic staff.
- **Doctoral Degree Support:** College bears examination/registration expenses for faculty pursuing PhD — for the first 4 years.
- **Professional Membership Fees:** Toastmasters, NIPM, IEEE memberships provided to interested staff; 50% of other club memberships reimbursed.
- **FDP Financial Support:** Up to Rs. 10,000 for attending FDPs at premium institutions (IIMs, IITs, Atal FDPs).
- **Long Service Award:** Rs. 5,00,000 for staff completing 10 years of service.
- **Wedding Gift:** Rs.50000/- is gifted to staff at the time of marriage.
- **Housewarming Gift:** Household accessories as per employee requirement.

## 8.3 Non-Monetary Benefits & Campus Facilities

Benefit	Details
Food & Accommodation	Free for all resident staff. Food available 6 days non-veg.
Module Break	Continuous 7-day break after every 40 working days
Air-Conditioned Work Space	Individual cabin/cubicle for all faculty and officials
Recreation Facilities	Gymnasium, indoor sports, outdoor sports (football turf, basketball), curio shop
Transportation	Transport to railway stations and bus stands; 24×7 vehicle for medical emergencies
Laundry	Washing and ironing of clothes free of cost
Annual Family Tour	Conducted for teaching and non-teaching staff with family members
Guest Room Facility	Available for visiting family members of staff
Festival Celebrations	Ramzan, Onam, Vishu, Pooja, Christmas — celebrated on campus together
Campus Clothing	Uniforms for celebrations; blazers for faculty; T-shirts and hoodies for all employees
Health Cover	Daily physician on campus (2 hours); medi-claim policy; on-campus counselor

## 8.4 Probation & Confirmation Policy

- All new employees serve a 6-month probationary period from the date of appointment.
- Performance is formally reviewed at the end of 6 months through a structured feedback session.
- On satisfactory performance: services are confirmed in writing.
- On unsatisfactory performance: probation may be extended by up to 6 months (at management's discretion, communicated in writing), OR services may be terminated.
- If performance does not improve after an extended probation, the management may terminate services with due process.

The probation period is a mutual assessment phase. New employees should actively seek feedback from their supervisors and mentor to course-correct early.

## 8.5 Domestic Travel Policy

Employees traveling on official duties (FDPs, seminars, conferences, training programs) represent LEAD College and must conduct themselves as institutional ambassadors.

### Approval & Advance Process

- Travel plans must be submitted for approval to Associate Dean (Academics) / Administrator → Director, at least 2 working days before travel.
- Travel advances requested at least 2 working days before travel; collected from the office the day before departure.
- All travel expenses submitted and reconciled within 3 days of return.
- No new travel advance will be issued if a previous advance is outstanding. Outstanding advances recovered from salary after due notice.

### Reimbursement Guidelines

Expense Type	Guideline
Train / Bus / Air	Sleeper class train / bus fare or economy air — shortest route. Actual tickets required.
Air Travel	Economy class only; prior approval required.
Auto-Rickshaw	Actual expenses to venue / training center may be claimed.
Taxi	Subject to Administrator's approval.
Home-to-Office commute	Taxi/auto cannot be claimed for home-to-office travel.
Lodging / Food / Misc.	Reimbursable on actuals with original bills and Expense Claim Form.
Private visits during official travel	No claim for personal portion of travel.

## SECTION 9: WORKING HOURS & SESSION SCHEDULE

LEAD College is a fully residential institution. All academic staff and essential non-academic staff are expected to reside on campus. The institution provides food and accommodation free of cost to all employees.

### 9.1 General Working Hours

Category	Working Hours & Expectations
All Employees	Minimum 8 hours per working day.
Academic Staff	Flexible when not in sessions; must be available for mentoring, course preparation, research, and institutional duties.
Non-Academic (Admin)	Standard working hours; weekly off on Sundays.
Attendance	Sign attendance register at front office before 11:00 AM. Facial biometric also mandatory.
Late Arrival	Any arrival more than 5 minutes after class start time is recorded as late. Repeated late arrivals attract disciplinary action.
Off-Campus (Official Duty)	Inform HR in advance; requires approval from competent authority.

### 9.2 Academic Session Schedule

Semester	Commencement	Conclusion	Duration
Semester I	1 July 2024	31 December 2024	6 months
Semester II	1 January 2025	30 June 2025	6 months
Semester III	1 July 2025	31 December 2025	6 months
Semester IV	1 January 2026	30 June 2026	6 months

Year	Session 1	Session 2	Session 3	Session 4	Evening+
1st Year	8:30–10:30	10:45–12:45	14:30–16:30	18:30–20:30	21:30+
2nd Year	9:00–11:00	11:15–13:15	14:30–16:30	18:30–20:30	21:30+

- Work pattern: 40 continuous working days (including Sundays) → 7-day module break. This cycle repeats for all semesters.
- First session after a break: 10:00 AM start. Last session before a break: ends at 3:30 PM.
- Friday accommodation for staff and students: sessions begin at 8:30 AM to enable Friday prayers.
- One afternoon per week (12:30–18:30) is suspended for students' weekly off (except first week after/before module break), usually Tuesday afternoon.
- Session schedules communicated through the Deputy Director's office. Changes authorized by the Faculty Council.

Separation of employment at LEAD College is governed by the terms of the appointment letter, institutional policy, and applicable labor laws. All separations must be handled with professionalism, dignity, and full compliance with due process.

### 9.3 Resignation

Parameter	Policy
Notice Period	One (1) month notice from the date of submission of resignation letter.
Academic Staff — Mid-Semester	Academic staff must NOT resign mid-semester. Early notice of one month before semester end is required to enable faculty recruitment.
Mid-Semester Resignation (exceptional)	If resignation during a semester is unavoidable, the employee must pay an equivalent of one month's salary to the institution in lieu of notice.
Early Relieving	Management may relieve an employee before the notice period ends if the employee pays salary for the balance days.
Handover & No Dues	All documents, institutional property, and pending responsibilities must be handed over. No-Dues Certificate required before final settlement.
Full & Final Settlement	Processed within 30–45 working days of last working day, subject to clearance of all dues.

## 9.4 Termination by the Institution

Ground	Policy / Process
End of Fixed-Term Contract	Employment ends automatically on contract expiry unless renewed by management in writing.
Unauthorized Absence	Employee absent without leave for a continuous period beyond the sanctioned leave period is deemed to have voluntarily abandoned employment.
Misconduct / Loss of Confidence	Services may be terminated with one month's notice (or payment in lieu) for misconduct, inefficiency, disloyalty, or moral turpitude, following due process.
Disciplinary Action	Termination following a formal disciplinary inquiry per the Disciplinary Committee process. Employee is given a fair opportunity to defend themselves.
Narcotic Drugs Act	Involvement in offences under the Narcotic Drugs and Psychotropic Substances Act, 1985 results in immediate expulsion without notice.

**No termination shall be effected without establishing the grounds on which disciplinary action is based, and without giving the employee a reasonable opportunity to represent their case, except as mandated by law.**

## 10.3 Exit Process

- Exit interview conducted by HR / Deputy Director on the last working day.
- Return of all institutional property: ID card, access cards, keys, books, equipment, and documents.
- Settlement of all financial dues (loans, advances, outstanding amounts).
- Issuance of experience certificate and relieving letter within 15 working days of last working day, subject to clearance.
- PF withdrawal / transfer forms processed within 30 days of last working day.

## SECTION 10: CAMPUS & INFRASTRUCTURE

LEAD's campus is purpose-built for residential academic and professional life. The infrastructure meets and exceeds AICTE norms for management and technology institutions.

### 11.1 Physical Infrastructure

Facility	Details
Classrooms	14 fully air-conditioned smart classrooms with LCD projectors, smart boards, internet, and AV facilities
Library	9,000+ books and e-books; J-Gate e-journals; Emerald Case Collection; 100+ seating capacity; AC environment
Computer Lab	150 computers; LAN + Wi-Fi; modern hardware
Seminar Halls	3 AC halls; 200-person seating; advanced AV systems
Auditorium (Indoor)	500-seat capacity; full AV infrastructure
Open Auditorium	1,500+ capacity; fixed stage
Hostels	Separate boys' and girls' hostels; all students accommodated on campus
Exam Control Room	Dedicated secure room managed by Controller of Examinations
Sports Facilities	Football turf, swimming pool, gymnasium, basketball court
Faculty Cabins	Separate AC cabins/cubicles for all faculty and officials

## 11.2 IT Infrastructure

Provider	Bandwidth	Type
BSNL	100 Mbps + National Knowledge Network (NKN)	Leased Line + FTTH
Jio	100 Mbps	Leased Line
Kerala Vision	100 Mbps	Leased Line

IT infrastructure supports: Teleconferencing, online classrooms, video/audio streaming, smart classrooms, intranet, network drives, cloud computing, virtual classrooms, discussion forums, and Linways LMS.

All employees are responsible for the secure and authorized use of LEAD's IT infrastructure. Unauthorized access, data sharing, or misuse of institutional IT systems is a serious disciplinary offense.

## 11.3 Health & Medical Facility

- Daily on-campus physician availability (minimum 2 hours) — consultation free of cost.
- OTC medicines provided free of charge.
- Tie-up with a leading Palakkad hospital for emergency care.
- 24×7 dedicated vehicle for medical emergencies.
- On-campus Student Counselor (Ms. Sanooya M Sunny) — available for staff support as well.
- Medical Insurance (Medi-claim): Rs. 1,00,000 coverage; Rs. 5,000 premium borne by institution.
- Free preventive vaccinations for staff and students.

### ACKNOWLEDGEMENT OF RECEIPT

I, \_\_\_\_\_ (Name), Employee ID: \_\_\_\_\_, designation \_\_\_\_\_, hereby acknowledge that I have received, read, and understood the LEAD College (Autonomous) Employee Handbook 2025–26 (Doc Ref: LEAD/HR/DOC/002/25, R4).

I understand that:

- This handbook does not constitute an employment contract.
- The policies contained herein are subject to revision by the management at any time.
- It is my responsibility to remain updated on any revisions communicated by the Administration.
- I am bound by the Code of Conduct and all policies set out in this handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Designation: \_\_\_\_\_

Prepared by	Reviewed & Issued by	Approved by
HR Department & Academic Team, LEAD College	Dr. Rajkishan S S Deputy Director & Administrator LEAD College (Autonomous)	Dr. Thomas George K. Director, LEAD College (Autonomous)

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