

SERVICE RULE BOOK



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Version 2.0



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Preamble & Institutional Governance Framework

PIBM Service Rule Book (Version 2.0)

Welcome to the updated Service Rule Book of the Pune Institute of Business Management (PIBM). This document serves as the foundational governance framework governing professional standards, employee welfare, ethical responsibilities, and operational excellence across the institute.

1. Leadership Foreword

At PIBM, our enduring commitment is to foster an academic environment built on integrity, academic rigor, continuous learning, and absolute accountability. As our institution grows, standardizing our administrative procedures and operational policies becomes essential to maintaining operational excellence and preserving our institutional values.

Version 2.0 of the Service Rule Book replaces all prior service manuals, handbooks, and unformatted directives. It establishes clear expectations for all faculty members, administrative personnel, and operational staff, ensuring that our daily endeavors align seamlessly with the vision and strategic objectives of PIBM.

2. Institutional Vision, Mission & Core Values

- **Vision of the Institute:** To be a hallmark of professional excellence by creating competent leaders to drive sustainable growth through holistic, ethical, and globally oriented lifelong learning.
- **Mission of the Institute:** To develop action-driven leaders through competency-based education, research and strong industry linkages. We aim to enhance employability, promote ethical and social responsibility and encourage lifelong learning that contributes to students' success, organizational effectiveness and sustainable growth.

Core Values Framework

- **Academic Rigor & Excellence:** Uncompromising quality in teaching, learning, assessment, and institutional governance.
- **Integrity & Transparency:** Complete alignment with ethical standards, financial probity, and academic honesty.
- **Empathy & Inclusivity:** Cultivating a supportive, harassment-free workplace rooted in mutual respect, care, and dignity for all members of the PIBM community.
- **Professional Discipline:** Strict adherence to institutional timelines, punctuality, biometric attendance compliance, and daily accountability.

3. Detailed Summary of Policy Changes & Structural Evolution (v1.0 to v2.0)

To ensure full transparency across all academic and administrative departments, Version 2.0 reflects key structural reorganizations, policy enhancements, and document streamlining:

A. Structural Reorganization

- **Chapter-Based Hierarchy:** The handbook has been reorganized from unnumbered topic lists into formal, legally structured Chapters (e.g., *Chapter 1: General Guidelines & Conduct*, *Chapter 2: Guidelines for Faculty Members*).
- **Enhanced Scannability:** Integrated standardized clauses, clear sub-headings, and structured formatting for quick institutional reference.

B. Key Policy Enhancements & Additions

- **Attendance & Biometric Protocol:** Formalized dual-attendance compliance requiring both physical signing of the attendance register and ground-floor biometric (fingerprint) punching upon arrival and departure.
- **57-Hour Work Week & DWES:** Re-enforced tracking of full-time duty hours, including the compulsory daily submission of the Daily Work Engagement Sheet (DWES).
- **Faculty Class Readiness:** Introduced a mandatory rule requiring faculty members to be in position and prepared at least **five (5) minutes prior** to the scheduled lecture start time.
- **Anti-Ragging & POSH Compliance:** Explicitly integrated zero-tolerance policies regarding student ragging, bullying, and workplace sexual harassment in direct alignment with statutory POSH regulations.
- **Financial Advance Settlement:** Mandated automatic salary deduction for non-settlement of official travel/event advances within the stipulated 21-day timeline (or 7 days post-event).

C. Summary of Deinstitutionalized / Separated SOPs

Note: The following operational frameworks previously embedded in Version 1.0 have been removed from the main Service Rule Book and transferred to standalone departmental policy manuals:

- **Academic Research & IPR Policy:** Specific incentive models (ABDC/Scopus publications), conference travel reimbursement matrices, MDP/Consultancy revenue sharing splits, and patent filing procedures.
- **Detailed Operational SOPs:** Semester pre-planning checklists (SOP 1), timetable credit-hour slot breakups (SOP 2), facility/inventory item checklists (SOP 3), and formal mentee tracking cap limits (SOP 4).

4. Scope, Purpose & Applicability

This Service Rule Book applies to all full-time, part-time, visiting, contractual, and administrative staff employed at PIBM. The policies contained herein are designed to ensure uniform governance, protect institutional assets, guarantee employee safety, and promote professional growth.

Institutional Applicability Matrix

Employee Category	Applicable Chapters	Governance Authority
Core Faculty Members	All Chapters (Chapter 1 & Chapter 2)	Director Academics & HR
Visiting & Adjunct Faculty	Chapter 1 & Faculty Conduct Guidelines	Dean Academics
Administrative & Operational Staff	Chapter 1 (General Guidelines & Conduct)	Head of Administration & HR

5. Document Control & Revision Log

The PIBM Management reserves the right to amend, alter, or add to the provisions of this Service Rule Book as needed to comply with statutory requirements or institutional policy revisions. Any modifications will be issued via official administrative circulars.

Version No.	Effective Date	Primary Scope & Change Summary
Version 1.0	Initial Release	Original Service Rules, Academic Research SOPs, and Event/Facility Manuals.
Version 2.0	Current Revision	Comprehensive restructuring into formal Chapters; removal of standalone research/event SOPs; standardization of workplace discipline, POSH, anti-ragging, and attendance protocols.

6. Employee Commitment Declaration

Every employee is required to read, understand, and comply with the guidelines set forth in this Service Rule Book. Access to institutional resources, academic facilities, and operational responsibilities is contingent upon strict adherence to these rules.

1. Acknowledge receipt and understanding of the PIBM Service Rule Book (Version 2.0).
2. Maintain full confidentiality regarding institutional intellectual property, student data, and administrative records.
3. Comply strictly with attendance, biometric logging, DWES tracking, and professional conduct requirements.

CHAPTER 1: GENERAL GUIDELINES & CODE OF CONDUCT

1. OBJECTIVE & APPLICABILITY

The guidelines contained herein serve as the foundational code of conduct for all employees (Faculty, Administrative, Technical, and Support Staff) at Pune Institute of Business Management (PIBM). Every employee is expected to read, understand, and adhere to these regulations to maintain academic excellence, institutional integrity, operational efficiency, and a harmonious workplace culture.

2. GENERAL DUTIES AND RESPONSIBILITIES

Every employee of PIBM shall adhere to the following standards of service:

2.1 Punctuality and Attendance

- **Punctuality:** Be punctual in daily attendance, scheduled class-work, mentoring, and any other official duties assigned by the Director, Head of Department (HOD), or competent authority. Faculty members must be ready at least five (5) minutes prior to the commencement of their scheduled lectures.
- **Attendance System:** On every working day, employees must physically sign the staff attendance register and complete biometric/fingerprint punching at the ground floor gate both at the time of arrival and departure.
- **Working Hours:** Unless specified otherwise in the letter of appointment, every employee is a full-time employee of PIBM and is expected to work effectively for at least 57 hours per week.
- **Daily Work Engagement Sheet (DWES):** All employees must complete and submit their Daily Work Engagement Sheet as mandated to track daily tasks, deliverables, and performance.
- **Prior Leave Approval:** Except for valid emergencies or unforeseen contingencies, no employee shall absent themselves from duty without obtaining prior written permission from the designated sanctioning authority.

2.2 Institutional Values & Student Welfare

- **Mentorship & Student Development:** Work dedicatedly for the intellectual, moral, social, and physical development of students, instilling high moral values, social conscientiousness, and pride in PIBM and the nation.
- **Anti-Ragging Zero Tolerance:** Strictly ensure that no student indulges in ragging, canvassing, physical/mental harassment, or bullying of any kind. Employees must actively enforce anti-ragging laws and institutional safety

measures.

- **Student Supervision & Discipline:** Maintain discipline and decorum inside and outside classrooms. Employees may be assigned break-time or off-time supervisory duties to ensure student safety and protect institute property.
- **National Integration:** Act in accordance with the ideals of national integration, treating all colleagues, students, and stakeholders with equality, respect, and dignity, without discrimination based on caste, creed, color, religion, region, or gender.

2.3 Asset Management & Extended Duty

- **Care of Institute Property:** Ensure proper handling, operation, and maintenance of all institutional assets (IT hardware, audio-visual aids, furniture, fixtures, laboratory equipment, and campus facilities). Damaged equipment or necessary repairs must be reported to the IT or Administrative department immediately.
- **Full-Time Service Commitment:** As full-time employees, staff members may be called upon by the Director or HOD to perform duties beyond standard working hours, on closed holidays, or on Sundays (including committee meetings, institutional events, corporate placements, or academic audits).

3. PROPRIETARY RIGHTS, SECRECY, & FINANCIAL INTEGRITY

3.1 Confidentiality & Secrecy

- Employees shall maintain strict confidentiality regarding PIBM's internal affairs, strategic plans, student records, academic content, and corporate partner data.
- Confidential information must not be disclosed directly or indirectly to external entities, press, or unauthorized internal staff, unless legally compelled by a court of law or authorized in writing by the Director.

3.2 Intellectual & Institutional Property

- All official correspondence, press releases, course modules, software, notebooks, records, analytical data, circulars, and apparatus generated or acquired during employment remain the absolute property of PIBM.
- Upon separation, resignation, or termination, the employee must hand over all such documents and assets to the institute on demand without asserting any lien.

3.3 Financial Settlement of Advances

- Staff members drawing an official advance for official travel, campus events, or administrative expenses must fully settle and reconcile accounts:
 - Within 21 days from the date of advance drawl, OR
 - Within 7 days after completion of the event or tour (whichever is earlier).
- Failure to reconcile within the stipulated timeframe will result in the direct deduction of the advance amount from the employee's upcoming monthly salary.

4. CODE OF CONDUCT & MISCONDUCT DEFINITIONS

Employees are required to maintain exemplary standards of professional maturity and personal conduct. Failure to meet these standards may lead to formal disciplinary action, including suspension or termination of service.

4.1 Financial Misconduct & Fraud

The following practices constitute serious misconduct:

- Engaging in fraud, embezzlement, or defalcation.
- Tampering with or falsifying academic records, student evaluations, or operational logs.
- Fabricating travel, food, or stay bills during official trips, or claiming personal expenses under official travel.
- Transferring PIBM funds to personal accounts or unauthorized third-party accounts.
- Purchasing PIBM merchandise, assets, or software for resale or private commercial gain.
- Accepting unauthorized financial or material favors from vendors, contractors, or external suppliers.
- Note: Any detected financial fraud on campus must be immediately reported directly to the Director for prompt investigation.

4.2 Work Environment & Employment Misconduct

- **Insubordination:** Refusal to follow lawful instructions issued by the reporting manager, HOD, or Director, or willful refusal to assist in official special assignments.

- **Absconding:** Remaining absent from duty without prior written management approval.
- **Falsification:** Misrepresenting facts on employment applications, submitting fake medical certificates, or providing false reasons for leave.
- **Rumor-Mongering:** Engaging in malicious gossip, spreading rumors, or creating discord that disrupts campus harmony or output.
- **Substance Abuse:** Consuming or being under the influence of alcohol, illegal drugs, or intoxicating substances on campus or during official duties. Entertaining official vendors or guests with alcohol using institute funds is strictly prohibited.
- **Dangerous Conduct:** Possessing firearms, lethal weapons, or participating in gambling on campus premises.

4.3 Anti-Sexual Harassment Policy (POSH Compliance)

PIBM enforces a strict Zero Tolerance Policy against sexual harassment. The following acts (among others) are classified as severe misconduct:

- Showing disrespect, outraging modesty, or making unwanted physical, verbal, or visual sexual advances toward female colleagues or students.
- Carrying out offensive acts, threats, intimidation, or mental torture against female employees on or off campus.
- Solicitations for sexual favors in exchange for workplace or academic benefits.
- Any act undermining the dignity, honor, or safety of women at the workplace.

4.4 Political Neutrality & External Influence

- **No Active Political Engagement:** Employees shall not join, assist, subscribe to, or canvass for any political party or organization engaging in political activity.
- **Elections:** Employees shall not canvass, interfere with, or use official influence in legislative or local authority elections. Employees eligible to vote may exercise their franchise privately without disclosing their political affiliation or voting intention within the institute.

5. CONFLICT OF INTEREST

Employees must avoid any situation where personal interests conflict—or appear to conflict—with the operational and business interests of PIBM. Specific breaches include:

- **Vendor Selection:** Empaneling or awarding contracts to a relative or family member without prior written management approval.
- **Media Representation:** Speaking to external news, media, or publishing statements on behalf of PIBM without explicit approval from the Director or Management.
- **Gifts & Hospitality:** Accepting gifts, cash, or favors from vendors, clients, students, or suppliers.
- **Brand Usage:** Utilizing PIBM's name, logo, or brand assets for personal financial or commercial gain.
- **Nepotism:** Facilitating the employment of relatives at PIBM without full written disclosure to and sanction from management.

6. DISCIPLINARY PROCEEDINGS & PENALTIES

Any breach of the guidelines, acts of indiscipline, or misconduct outlined in this rule book will render the employee liable to formal counselling and/or disciplinary proceedings.

Depending on the severity of the violation, penalties may include:

- Written Warning / Reprimand placed in the personnel file.
- Suspension from service pending formal enquiry.
- Recovery of financial loss caused to the institute from salary.
- Immediate Termination of Service without notice.

CHAPTER 2: TALENT ACQUISITION & SELECTION

DOCUMENT CONTROL & ADMINISTRATION

1. OBJECTIVE & PURPOSE

The purpose of these rules is to outline standard procedures for finding, attracting, and hiring the best-qualified candidates, either internally or externally, in a timely and cost-effective manner. The primary objectives are to:

- **Transparent & Merit-Based Selection:** Ensure a transparent, merit-based process for analysing job requirements, screening, and selecting candidates.
- **Budgetary Alignment:** Align manpower requests with approved institutional budgets.
- **Operational Accountability:** Establish clear turnaround times (TAT) and operational responsibilities for all stakeholders involved in recruitment.

2. SCOPE & APPLICABILITY

These rules apply strictly to the recruitment and selection of all professional positions across the institute, including:

- **Academic Faculty:** Full-Time Academic Faculty (Professors, Associate Professors, Assistant Professors).
- **Support Staff:** Administrative, Technical, and Operational Support Staff.

3. CONFIDENTIALITY & GOVERNANCE

- **Data Privacy & Confidentiality:** All candidate records, evaluation scores, salary proposals, and panel interview notes remain strictly confidential to authorized selection panel members and HR personnel.
- **Selection Committees:** Hiring panel compositions are governed by institutional hierarchy rules (HR Head, HODs, Assistant Director, Deputy Director, Director).

4. ELIGIBILITY & CANDIDATE SCREENING CRITERIA

Candidates are evaluated against approved Job Descriptions (JDs) in two stages: meeting baseline Minimum Eligibility Requirements, followed by competitive Screening Criteria.

4.1 Academic Positions (Faculty)

- **Minimum Eligibility:** Master's degree in the relevant discipline. Ph.D. or NET/SET qualification as mandated by UGC/regulatory guidelines for the post.
- **Academic Credentials:** Advanced degrees from recognized, reputable institutions.
- **Research & Publications:** Active research track record with publications strictly prioritized in SCOPUS, ABDC, UGC-CARE listed, or peer-reviewed international journals.
- **Blend of Experience:** A balanced combination of higher-education teaching experience and relevant industry/corporate exposure.
- **Core Competencies:** Excellence in pedagogical innovation, communication, leadership, analytical thinking, emotional intelligence, and digital learning tools.

4.2 Non-Academic & Administrative Positions

- **Minimum Eligibility:** Relevant Bachelor's or Master's degree from a recognized university, along with the minimum required years of post-qualification functional experience specified in the JD.
- **Domain Mastery & Certifications:** Functional expertise supported by professional certifications (e.g., CA, SHRM, PMP, IT certifications) matching the role requirements.
- **Operational & Technical Proficiency:** Hands-on experience with institutional software, ERP/CRM systems, digital tools, and process automation.
- **Execution & Administrative Track Record:** Proven track record in process compliance, vendor/stakeholder management, budget oversight, and operational efficiency.
- **Core Competencies:** Service orientation, problem-solving, stress tolerance, verbal and written communication, and cross-functional team management.

5. SELECTION WORKFLOW

5.1 Requisition & Approval

The hiring department fills out a Manpower Requisition Form (MRF). This must be formally approved by the Assistant/Deputy Director and Head of HR prior to sourcing.

5.2 Sourcing & Initial Screening

HR-TA sources resumes via job portals, agencies, internal databases, or faculty references. HR conducts a telephonic screening to gauge candidate interest, communication, and basic fit before forwarding CVs to the respective reporting manager/HOD.

5.3 Interview Rounds & Assessments

Shortlisted candidates undergo:

- **Round 1:** Technical/Job-related interview with the reporting manager.
- **Assessments:** Skill assessment and/or teaching demonstration.
- **Round 2:** Panel interview along with HOD and Head HR (conducted in-person, telephonically, or virtually).
- **Final HR Discussion:** Final discussion to agree on salary details and release of offer.

5.4 Reference Verification & Offer Proposal

HR conducts reference checks with past employers (minimum one positive reference required). Upon approval from the competent authority, HR issues a Letter of Intent (LOI) / Offer Letter outlining salary breakups and terms.

Handoff Clause: Upon candidate acceptance and acknowledgment of the Letter of Intent (LOI) / Offer Letter, the candidate formally transitions into the *Onboarding & Employee Integration Rules (PIBM/HR/SOP/002-V2)*.

6. Service Level Agreement (SLA) Matrix — Talent Acquisition

Step	Process Step	Customer (Receiver)	Supplier (Provider)	Agreed TAT
1	Delegating Manpower Requisition Form (MRF)	Source / HR-TA	Head - HR	Same day of final approval
2	Portal visibility of approved MRF	Candidates	HR-TA	Same day
3	Sourcing & Resume screening	Function Head	HR-TA	7 working days
4	Mailing JD & Company details	Candidate	HR-TA	On day of sourcing, to interested candidates
5	Scheduling interviews	Candidate & Panel	HR-TA	2 days
6	Round 1: Technical Interview	Interviewer	HR-TA	3 working days
7	Teaching Demo / Panel Interview Round / HOD round	Interviewer	HR-TA	7 working days
8	Offer proposal and Approval	Head - HR	HR-TA	Same day of selection
9	Final HR discussion	Candidate	HR-TA	1 day from offer proposal approval
10	Offer Letter (LOI) dispatch via email	Candidate	HR-TA	1 day
11	LOI Terms clarification	Candidate	HR-TA	Same day
12	Acknowledgment of LOI	HR-TA	New joiner	2 days

CHAPTER 3: ONBOARDING & EMPLOYEE INTEGRATION

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6. SERVICE LEVEL AGREEMENT (SLA) MATRIX — TALENT ACQUISITION

Step	Process Step	Customer (Receiver)	Supplier (Provider)	Agreed TAT
1	Submitting scanned pre-joining documents	HR-TA	New Joiner	7 days before DOJ
2	Department readiness confirmation via checklist	Reporting Authority	Internal Depts	2 days before DOJ
3	Guest House & Pick-up booking (Max 15 days)	Admin	HR Ops	Same day of confirmation
4	Welcome Lunch & Tools allocation check	Admin / Systems	HR Ops	On Day of Joining
5	Warm Welcome & Induction briefing	New Joiner	HR Ops	DOJ
6	Institutional Welcome Note release	All Employees	HR Desk	DOJ
7	Physical allocation of tools & assets	New Joiner	HR Ops	Within 2 days of DOJ
8	Asset acknowledgment submission	Admin / IT	New Joiner	Upon receipt of tools
9	Formal Appointment Letter issuance	New Joiner	HR Ops	Within 2 days of DOJ
10	Salary Bank Account setup	New Joiner	HR Ops	Within 7 days of DOJ
11	System data updating & payroll validation	Payroll / New Joiner	HR Ops	Same day
12	Integration Feedback Meetings	HR	New Joiner	Day 2, Month 1, Month 3
13	Post-first payroll query resolution	New Joiner	HR Ops	2nd & 3rd day after pay d

CHAPTER 4: LEAVE ADMINISTRATION & ATTENDANCE MANAGEMENT RULES

1. OBJECTIVE & CORE LEAVE PRINCIPLES

The purpose of these service rules is to regulate paid leave entitlements for employees to facilitate recreation, personal well-being, address illness, and support academic research, while ensuring smooth and uninterrupted institutional operations.

- **Discretionary Sanction:** Leave cannot be claimed as a matter of right. The discretion to grant, refuse, restrict, or revoke leave of any description is reserved exclusively with the sanctioning authority based on institutional exigencies.
- **Academic Term Constraint:** Ordinarily, leave will not be granted to academic faculty in the middle of an active academic term, except on verified medical grounds.
- **Leave Year Cycle:** The Leave Year runs strictly from 1st January to 31st December. Leave entitlements are credited on 1st January for the preceding calendar year worked.

2. SCOPE & APPLICABILITY

These regulations apply universally across Pune Institute of Business Management (PIBM), subject to specific entitlement definitions based on employment status and tenure:

- All full-time Academic Faculty and Teaching Staff.
- All full-time Academic and Non-Academic employees.

3. CATEGORIES OF LEAVE & ENTITLEMENTS

Sr. No.	Leave Category	Applicable To	Entitlement / Duration	Rules & Operational Guidelines
1	Privilege Leave (PL)	Confirmed Employees	24 Days per calendar year (Credited @ 2 PLs per month)	• Max 6 days carry-forward to the next year (balance beyond 6

Sr. No.	Leave Category	Applicable To	Entitlement / Duration	Rules & Operational Guidelines
				days lapses on 31st Dec). • Strictly no leave encashment permitted.
2	Statutory Maternity Leave	Eligible Female Staff	26 Weeks in accordance with provisions of the Maternity Benefit Act	• Full PL accumulation continues during normal maternity leave. • Must submit supporting medical certificates to HR. • Taking up any outside employment during leave is strictly prohibited.
3	Academic & Research Leave	Teaching Faculty	Total 10 Leaves for Ph.D. program	• Subject to approval for Ph.D. coursework, thesis defence, FDPs, MDPs, and research paper presentations at recognized forums.

Sr. No.	Leave Category	Applicable To	Entitlement / Duration	Rules & Operational Guidelines
4	Compensatory Off (Comp-Off)	Non-Managerial Staff (Excludes Manager Cadre & above)	Granted for extra hours worked or on official holidays/weekly offs: • 0.5 Day: 4 to 7.9 hrs worked • 1.0 Day: 8+ hrs worked	• Requires prior written approval from HOD. • Must be availed within the same calendar year. • Cannot be clubbed with Privilege Leave.
5	Leave Without Pay (LWP) / Loss of Pay (LOP)	All Employees	Minimum 1 Day to Maximum 1 Month	• Non-pay status granted upon request when leave balance is exhausted. • Subject to sole approval of PIBM Management. • Unauthorized absence will lead to direct Loss of Pay (LOP) salary deduction.
6	Bereavement Leave	All Employees	Up to 10 working days per occurrence	• Applicable only in the event of the death of an

Sr. No.	Leave Category	Applicable To	Entitlement / Duration	Rules & Operational Guidelines
				employee's spouse, mother, father, son, or daughter.

4. STATUTORY MATERNITY LEAVE REGULATIONS

The organization provides continuity of service to eligible female employees during absence from work for confinement due to pregnancy by granting statutory maternity leave.

- **Statutory Governance:** Female employees covered under the Employees State Insurance (ESI) Scheme statute shall be governed by the provisions of the ESI Act regarding maternity benefits. For female employees not covered under ESI, provisions in line with the Maternity Benefit Act, 1961 shall apply.
- **Application Procedure:** The female employee shall submit a written application for maternity leave addressed to the sanctioning authority along with a medical certificate from a Registered Medical Practitioner at least two (2) months in advance to enable work arrangements.
- **Quantum of Maternity Leave:**
 - Eligible employees are entitled to Maternity Leave of 26 weeks with full pay.
 - Maternity Leave may not commence earlier than six (6) weeks prior to the expected date of delivery.
 - Public holidays and weekly offs falling immediately before, after, or within the period of Maternity Leave shall be counted as part of the leave duration.
 - In the unfortunate event of a miscarriage or medical termination of pregnancy, a leave of six (6) weeks shall be granted from the date of such miscarriage or medical termination upon production of certified medical proof.
 - A female employee suffering from illness arising out of pregnancy, delivery, premature birth of a child, or miscarriage shall, on production of valid medical proof, be entitled to additional maternity leave up to a maximum of 30 days.
 - For female employees having two or more surviving children, the maternity leave entitlement shall be up to 12 weeks, of which not more than six (6) weeks shall precede the expected date of delivery.
 - Where the nature of work assigned permits working remotely, permission may be granted in writing following the exhaustion of statutory maternity leave allowing her to Work From Home for a period and under conditions mutually agreed upon, subject to written approval from the Business HR Head on a case-by-case basis.
 - For any specific provision not explicitly covered above, governing provisions of the Maternity Benefit Act, 1961 shall prevail.

5. OPERATIONAL LEAVE REGULATIONS & SANCTIONING PROTOCOL

- **Sanctioning Authority:** Privilege Leave can be sanctioned by the immediate supervisor / HOD, subject to final HR endorsement.
- **Advance Application Requirement:**
 - Privilege Leave must generally be applied for well in advance through official channels.
 - Any leave request exceeding five (5) consecutive days must be applied for at least seven (7) days in advance.
 - Advance Privilege Leave requests are considered strictly on a case-by-case basis at Management discretion.

6. INSTITUTIONAL HOLIDAY LIST & MANDATORY ATTENDANCE REGULATIONS

6.1 Mandatory National Celebration Regulations

- **National Respect & Attendance:** As a mark of respect to the nation, the Institute celebrates Independence Day (15th August) and Republic Day (26th January) with full institutional honour.
- **Mandatory Flag Hoisting Attendance:** All faculty, trainers, administrative, operations, and support staff members are strictly required to be present on campus for the Flag Hoisting ceremony. Absence on these national celebration days without prior explicit written sanction from the Chairman / Executive Director will be treated as a serious breach of official duty and discipline.

6.2 Official Holiday List – 2025

Sr. No.	Date	Day	Holiday Occasion	Duration
1	26 Feb 2025	Wednesday	Mahashivratri	1 Day
2	14 Mar 2025	Friday	Holi	1 Day
3	18 Apr 2025	Friday	Good Friday	1 Day
4	01 May 2025	Thursday	Maharashtra Day	1 Day

Sr. No.	Date	Day	Holiday Occasion	Duration
5	07 Jun 2025	Saturday	Bakri Eid	1 Day
6	27 Aug 2025	Wednesday	Ganesh Chaturthi	1 Day
7	06 Sep 2025	Saturday	Anant Chaturdashi	1 Day
8	01 Oct 2025	Wednesday	Durga Navami	1 Day
9	02 Oct 2025	Thursday	Gandhi Jayanti	1 Day
10	20 Oct – 22 Oct 2025	Mon to Wed	Diwali	3 Days
11	05 Nov 2025	Wednesday	Gurunanak Jayanti	1 Day
12	25 Dec 2025	Tuesday	Christmas Day	1 Day
13	31 Dec 2025	Wednesday	New Year Eve	1 Day

6.3 General Holiday Regulations

- **Weekly Off Collision:** Any Public Holiday that falls on a scheduled weekly off day cannot be claimed again as an additional day off.
- **Work on Public Holidays:** Authorized work performed on a declared Public Holiday can be claimed under Compensatory Off rules upon prior written approval from the Department Head.

7. SERVICE RULE SUMMARY MATRIX

Leave Parameter	Rule Standard & Limit
Leave Year	1st January 2025 to 31st December 2025
Annual PL Entitlement	24 Calendar Days
Monthly Availing Limit	2 PLs per Month
Maximum Carry Forward	6 Days (remaining balance beyond 6 days lapses on Dec 31st)
Leave Encashment	Strictly Not Permitted
Probationer Leave	Pro-rated based on actual earning days worked
Maternity Leave	26 Weeks (Normal) / Up to 6 Weeks (Miscarriage/Complications)
Compensatory Off Expiry	Must be used within the same calendar year worked
Mandatory Campus Events	Independence Day (15th Aug) & Republic Day (26th Jan) Flag Hoisting
LWP Duration	1 Day to Maximum 1 Month (requires Management approval)

CHAPTER 5: GRIEVANCE REDRESSAL MECHANISM & DISCIPLINARY ENQUIRY RULES

1. OBJECTIVE & KEY PRINCIPLES

Pune Institute of Business Management (PIBM) seeks to foster a fair, safe, and productive work environment for all employees, encouraging high standards of individual and team contribution in support of institutional goals.

Inevitably, questions, workplace concerns, disputes, or professional grievances may arise. These rules establish a transparent, objective, and time-bound mechanism to address employee grievances while outlining the formal procedure for investigating allegations of misconduct or breaches of the institutional Code of Conduct.

2. GRIEVANCE REDRESSAL PROCEDURE

2.1 Informal Resolution (Step 1)

Employees encountering workplace difficulties, interpersonal conflicts, or operational concerns are encouraged to first discuss and resolve the issue informally with their immediate Reporting Manager / Head of Department (HOD).

2.2 Formal Written Escalation (Step 2)

If an informal resolution is not feasible, appropriate, or satisfactory to the employee, the grievance must be formally raised in writing with the Human Resources Department at the PIBM Main Campus in Pune.

- **Mandatory Written Form:** No anonymous or oral grievances will be processed under formal enquiry. The complaint must explicitly state the nature of the grievance, dates, relevant facts, and supporting documents (if any).

3. INVESTIGATION PROCEDURE BY THE ETHICS COMMITTEE

Upon receiving a formal written complaint or report of misconduct, the Ethics Committee shall initiate a formal enquiry following a structured, fair, and legally compliant step-by-step procedure:

1. **Incident Report:** Preparation of a formal Incident Report based on the written complaint received by HR.

2. **Preliminary Investigation:** Conducting an initial fact-finding assessment to verify the *prima facie* validity of the complaint.
3. **Issue of Show Cause Notice:** Issuing a formal Show Cause Notice to the respondent employee, detailing the specific charges or allegations and requiring a written explanation within a stipulated timeframe.
4. **Recording of Statements:** Recording written, signed statements from the complainant, respondent, witnesses, and relevant departmental staff.
5. **Detailed Investigation & Charge-Sheet:** Conducting a thorough investigation and issuing a formal Charge-Sheet if the preliminary findings indicate a serious breach of rules or policy.
6. **Findings & Enquiry Report:** Compiling a comprehensive Findings Report detailing the facts, evidence, witness testimonies, and final conclusions reached by the Ethics Committee.
7. **Appropriate Disciplinary Action:** Recommending and implementing disciplinary measures proportional to the gravity of the proven misconduct.
8. **Appeal Process:** Providing the aggrieved party an opportunity to submit a written appeal against the decision to the Executive Director / Chairman within the prescribed timeframe.

4. PENALTIES & DISCIPLINARY ACTIONS

Where misconduct, breach of conduct, or violation of service rules is established through the formal enquiry process, the Management may impose any of the following penalties, commensurate with the severity of the offense:

- **Censure / Written Warning:** A formal written reprimand recorded in the employee's personal file.
- **Stoppage / Deferment of Increment:** Withholding of upcoming annual salary increments for a specified period.
- **Suspension from Service:** Temporary suspension from official duties with or without subsistence allowance during or post-investigation.
- **Termination of Service:** Immediate discharge or dismissal from service without notice or severance pay in cases of severe misconduct, fraud, moral turpitude, or repeated violations.

5. SERVICE RULE SUMMARY MATRIX

Rule Parameter	Standard & Guideline
First Point of Contact	Immediate Reporting Manager / Head of Department (HOD)
Formal Escalation Channel	HR Department (Campus, Pune) in written format

Rule Parameter	Standard & Guideline
Investigating Body	Ethics Committee & Disciplinary Authority
Notice Requirement	Mandatory Show Cause Notice prior to formal action
Range of Disciplinary Action	Written Censure to Immediate Termination of Service
Right to Appeal	Permitted within 7 working days to the Approving Authority

CHAPTER 6: MEDICAL FACILITIES & HEALTH INSURANCE RULES

1. PURPOSE & OBJECTIVE

Pune Institute of Business Management (PIBM) is committed to safeguarding the physical health, well-being, and medical emergency preparedness of all its employees and students. These rules outline the operational guidelines for campus medical infrastructure, primary healthcare services, emergency response protocols, and corporate group medical health insurance coverage provided to eligible staff members.

2. ON-CAMPUS MEDICAL CENTER & SERVICES

2.1 Medical Centre Infrastructure & Staffing

- **On-Campus Medical Centre:** PIBM operates a dedicated Medical Centre inside the campus premises to cater to the immediate healthcare needs, first-aid requirements, and minor health ailments of all staff members and students.
- **Medical Assistant / Nursing Staff:** A qualified Medical Assistant / Nurse is appointed full-time to manage the daily operations of the Medical Centre. The nursing staff is responsible for providing initial health checks, blood pressure monitoring, immediate first-aid care, basic wound dressing, and routine health assistance.
- **Visiting Medical Practitioner:** A qualified Registered Medical Practitioner visits the campus Medical Centre on a part-time basis, scheduled for three (3) days a week, to conduct health consultations, examine ailments, and prescribe necessary treatments.

2.2 Emergency Medical Response & Ambulance Support

- **On-Call Emergency Consultation:** In the event of a medical emergency during campus operating hours, the Registered Medical Practitioner will be summoned to the campus immediately to attend to the patient.
- **24/7 Campus Ambulance:** To ensure rapid evacuation during critical health emergencies, a fully equipped institutional ambulance is stationed on campus and made available 24 hours a day, 7 days a week to transport patients to nearest network hospitals for advanced medical intervention.

3. GROUP MEDICAL HEALTH INSURANCE POLICY

3.1 Coverage & Policy Renewal

- **Free Institutional Coverage:** PIBM provides comprehensive Group Medical Health Insurance to all its full-time employees completely free of cost as part of its employee welfare commitment.
- **Base Sum Insured:** Every eligible employee is covered for a base medical sum insured of **INR 3,00,000/-** (Rupees Three Lakhs only) per policy year.
- **Insurance Provider:** The health insurance policy is administered through National Insurance Corporation (or designated institutional insurance partners) and is renewed annually by the Institute.

3.2 Corporate Emergency Buffer / Floater Sum

- **Corporate Sum Floater:** In addition to individual employee coverage, PIBM maintains an aggregate Corporate Buffer / Floater Sum of up to **INR 10,00,000/-** (Rupees Ten Lakhs only).
- **Utilization Guidelines:** The corporate floater sum is reserved strictly for critical medical emergencies or severe hospitalizations where an employee's base individual coverage (INR 3 Lakhs) is exhausted, subject to prior evaluation and written sanction by the PIBM Executive Management and HR Head.

4. SERVICE RULE SUMMARY MATRIX

Medical Parameter	Rule Standard & Specification
Facility Location	Campus Medical Center (Ground Floor / Admin Block)
Nurse / Medical Assistant	Full-time availability during working hours
Visiting Doctor Availability	Part-time basis (3 days a week)
Emergency Ambulance Availability	24 Hours / 7 Days a week (On-campus)
Individual Health Cover	INR 3,00,000/- per year (Free of cost to employee)
Insurance Partner	National Insurance Corporation (Annual Renewal)

Medical Parameter	Rule Standard & Specification
Corporate Emergency Floater	Max INR 10,00,000/- (Subject to Management Approval)

CHAPTER 7: APPOINTMENT TERMS, EMPLOYMENT CONDITIONS & SEPARATION RULES

1. GENERAL APPOINTMENT FRAMEWORK

There are various categories of employees at Pune Institute of Business Management (PIBM). Qualifications, salary scales, and prior experience requirements for appointments shall be as mandated by the Management and regulatory bodies from time to time.

Regular appointments for both Teaching and Non-Teaching positions shall generally be made through direct selection via public advertisements, national job portals, executive search, and institutional references. Every appointed staff member shall agree to abide by all the service terms herein stated and such conditions as may be stipulated from time to time by the competent authority.

2. POSTING LOCATION & TRANSFERS

- **Initial Place of Posting:** The initial place of employment shall be at PIBM Campus, Pune.
- **Transferability:** Services of any employee are assignable and transferable to any location in India or abroad where the Institute conducts business, or to any allied group institute (such as IAEER's institutes), associate, affiliate, or joint venture set up by the Institute, upon issuing a 15 days' written notice.

3. DESIGNATION & OPERATIONAL RESPONSIBILITIES

Employees shall carry out their duties according to their official designation and job descriptions under the following guidelines:

- **Training & Orientation:** Newly appointed employees shall undergo structured hands-on training on institutional operational processes, academic delivery frameworks, and administrative systems.
- **Key Deliverables:** Post-training, employees shall independently handle operational and academic responsibilities as assigned by their Head of Department (HOD) or Reporting Manager.
- **Performance Tracking:** Employees must regularly maintain and submit progress reports against performance goals and expectations set out by their HOD for periodical evaluation.

- **Reporting Structure:** Employees shall report directly to the designated officer/HOD and work collaboratively to successfully implement the strategic and operational plans of PIBM.
- **Procedural Adherence:** Internal procedures regarding leave, official travel, campus timings, and daily work logs shall apply as per prevailing service rules.

4. BACKGROUND CHECKS & VERIFICATION

- **Verification Right:** As part of the joining formalities, the Institute reserves the right to conduct background checks to verify details of academic qualifications, employment history, identity, residential address, and criminal records.
- **Discrepancy & Action:** In the event that background verification raises any concern, the Institute reserves the right to seek additional supporting evidence. Failure to substantiate furnished details to the complete satisfaction of the Institute shall render the employee liable to immediate disciplinary action, including summary termination of employment.

5. PROBATION & CONFIRMATION REGULATIONS

- **Probationary Period:** Every newly appointed employee shall be on probation for an initial period of six (6) months from the date of joining.
- **Confirmation:** Confirmation of service shall be communicated in writing upon satisfactory performance during the probation period. If no written confirmation letter is issued, the probation period shall automatically stand extended.
- **Termination During Probation:** The Institute reserves the right to terminate the services of a probationer at any time during or at the end of the probation period without assigning any reason whatsoever.

6. GENERAL CONDITIONS OF EMPLOYMENT & ETHICAL STANDARDS

All employees shall abide by the following general service obligations and professional standards:

- **Adherence to Rules:** Strictly comply with all institutional policies, service rules, and Standard Operating Procedures (PLCs) as updated from time to time at Management discretion.
- **Working Hours & Attendance:** Observe working hours, shift schedules, and operational timings fixed by the Management. Leaving job responsibilities during work hours without manager permission (excluding standard breaks) is strictly prohibited.
- **Full-Time Devotion:** Effectively carry out all assigned duties and devote full working time and best efforts to institutional goals.
- **Exclusive Service:** Refrain from engaging in any other simultaneous employment, private trade, commercial activity, external consulting, or holding part-time positions without prior written approval from the Management.
- **Personal Integrity & Mutual Respect:** Maintain complete honesty and fairness in all official dealings. Employees must treat colleagues, students, vendors, and external

stakeholders with dignity and respect, irrespective of caste, creed, color, religion, gender, or hierarchy.

- **Remuneration Confidentiality:** Keep details of the job offer, salary structure, and remuneration strictly confidential. Disclosing remuneration details inside or outside the Institute constitutes gross misconduct.
- **Retirement / Superannuation Age:** The age of retirement/superannuation for all employees at PIBM is 58 years.

7. CONFLICT OF INTEREST & VENDOR RELATIONS

Employees must avoid any situation where personal, financial, or family interests' conflict—or appear to conflict—with the interests of PIBM. Strict adherence to the following guidelines is mandatory:

- **Prohibition of Undue Favours & Gifts:** Employees shall not accept personal favours, gifts (exceeding nominal value), payments, kickbacks, bribes, commissions, or hospitality/event invitations from vendors, suppliers, clients, or third parties doing business with PIBM.
- **Vendor & Customer Integrity:** Employees must ensure institutional interests are never compromised in commercial dealings. Entertaining official vendors with alcohol or purchasing institute merchandise for personal resale is strictly prohibited.
- **Engagement of Relatives:** Empanelling a vendor or hiring an employee who is a relative requires prior written declaration and explicit approval from Executive Management. Holding direct or indirect ownership stakes in suppliers doing business with PIBM is prohibited.
- **Media & Public Statements:** Employees are prohibited from speaking to news media, issuing public statements, or publishing material regarding PIBM's business, academic, or operational matters without prior written authorization from the Management.
- **Use of Institutional Brand:** Using the PIBM logo, brand name, intellectual property, or official stationery for personal gain, private commercial interests, or self-promotion is strictly forbidden.

8. CONFIDENTIALITY, PROPRIETARY INFORMATION & CLEAN DESK STANDARD

- **Protection of Confidential Information:** Employees exposed to confidential institutional plans, student data, financial details, cost structures, software codes, or corporate partner information must take all necessary precautions to protect such data from unauthorized access or misuse.
- **Clean Desk Standard:** To maintain physical document security, all desks, workstations, and physical work areas must be cleared of confidential papers, student records, financial files, and sensitive documents at the end of every working day.
- **Ongoing Non-Disclosure Obligation:** Employees shall execute a formal Non-Disclosure Agreement (NDA) upon joining and shall not, during or after employment, divulge confidential information to third parties, competitors, or media entities unless compelled by a court of law.
- **Non-Use & Return of Assets:** Employees shall not, during employment or for a period of five (5) years post-separation, use proprietary information for personal gain.

Upon separation, all physical and digital records, notes, and courseware must be promptly surrendered to HR.

9. COPYRIGHT & INTELLECTUAL PROPERTY

All rights pertaining to copyrightable material—including computer software, analytical models, research papers, courseware, databases, academic frameworks, and institutional reports created by an employee during their tenure at PIBM—shall belong exclusively to PIBM, its successors, and assigns.

10. INDEMNITY AGAINST PREVIOUS EMPLOYMENT OBLIGATIONS

Employees confirm that, upon joining PIBM, they are not bound by any valid agreement with previous employers that prevents them from discharging their duties. Employees shall hold PIBM harmless and fully indemnified against any lawful liability or claim arising from a breach of non-compete or confidentiality agreements executed with former employers.

11. INFORMATION SECURITY & RESOURCE MONITORED USE

- **No Expectation of Privacy:** Institutional computers, network infrastructure, storage drives, and telecommunication systems are strictly monitored. Employees have no expectation of privacy regarding their usage of Institute IT resources.
- **Proper Use of Assets:** Institutional resources (hardware, software, data networks, documentation, premises) shall be used exclusively for official business.
- **Prohibited IT Activities:** Accessing non-work-related internet sites, downloading inappropriate or illegal content, distributing chain emails, printing non-official documents, trading in shares/stocks during working hours, or installing unauthorized/unlicensed software on PIBM devices is strictly prohibited.

12. SOFTWARE LICENSING & COMPLIANCE

Employees are required to comply with vendor licensing agreements for all software packages assigned to them. Attempting to copy protected software, bypassing serial security, or deploying unlicensed applications on institutional devices is a serious violation of copyright laws and service rules.

13. STANDING GOVERNANCE COMMITTEES & WHISTLEBLOWER SAFEGUARDS

To ensure fair, objective, and transparent administration, PIBM maintains the following governance frameworks:

- **Institutional Ethics Committee:** Composed of the HR Head, Institute Director, Deputy Director - Academics, and one co-opted Senior Team member. Responsible

for investigating general misconduct, financial irregularities, academic breaches, and policy violations.

- **POSH Committee (Internal Committee):** Constituted in full compliance with POSH regulations, comprising a minimum of four (4) members, chaired by a senior female employee, and maintaining at least 50% female representation. Investigates sexual harassment and gender-based grievances in a time-bound manner.
- **Whistle-blower Guidelines & Protection:** Provides employees a secure, direct, and confidential channel to report serious concerns (e.g., unlawful acts, financial fraud, embezzlement, gross ethical violations) directly to the HR Head in writing. The identity of the whistle-blower will be kept strictly confidential. Malicious, frivolous, or false allegations made knowingly will result in strict disciplinary action.

14. NOTICE PERIOD & SEPARATION

- **Notice During Probation:** During probation, an employee may resign by serving one (1) month's written notice. The Institute may terminate a probationer's services without notice or compensation.
- **Notice After Confirmation:** Post-confirmation, either party may terminate employment by providing two (2) months' written notice or two (2) months' pay in lieu (based on Gross CTC). The Management reserves the right, at its discretion, to refuse or accept a resignation based on academic exigencies.
- **Summary Dismissal (Without Notice):** The Institute reserves the right to terminate employment immediately without notice or pay in lieu in cases involving:
 - Serious breach of employment contract, service rules, or Code of Conduct.
 - Financial fraud, embezzlement, defalcation, theft, or falsification of records.
 - Moral turpitude, physical violence, intimidation, or criminal offenses.
 - Acts of sexual harassment or POSH violations.
 - Unapproved absence exceeding eight (8) consecutive days (treated as voluntary abandonment of service).
 - Trading in stocks/shares on personal or third-party accounts during office hours using institutional infrastructure.

15. EXIT CLEARANCE & RETURN OF PROPERTY

Upon separation due to resignation or termination, the employee must immediately surrender all institutional property, equipment, laptop, files, ID cards, keys, domain accesses, leased assets, and documentation to the HR Operations team before final settlement release.

16. NON-COMPETITION & NON-SOLICITATION

For a period of six (6) months following separation from PIBM for any reason, the former employee shall not:

- Engage directly or indirectly as principal, agent, employee, consultant, or partner in any business/educational institution that competes directly with PIBM within India using PIBM's proprietary knowledge.
- Canvas, solicit, or entice away any current students, corporate clients, partners, or employees of PIBM.

17. SEVERABILITY

If any provision, restriction, or clause of these service rules is held to be invalid or unenforceable by a court of law, such invalidity shall not affect the remaining clauses, which shall continue in full force and effect.

18. CONSEQUENCES OF BREACH & DISCIPLINARY ACTIONS

Failure to comply with these service rules during or after employment shall constitute a breach of trust and misconduct, rendering the individual liable to:

- Immediate summary dismissal from service.
- Recovery of financial damages caused to the Institute.
- Civil and/or criminal prosecution under applicable Indian laws.

19. ARBITRATION & LEGAL JURISDICTION

- **Arbitration:** Any dispute, difference, or grievance arising out of or in connection with employment terms shall be referred to a Sole Arbitrator appointed exclusively by PIBM. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996, and conducted at Pune. Each party shall bear their respective costs as determined under arbitration rules.
- **Sole Jurisdiction:** The courts located at Pune, Maharashtra shall have exclusive jurisdiction over all legal matters, disputes, and applications arising under these service rules.
- **Amendment Notice:** The Institute reserves the right to amend, update, or modify any employment terms by notifying employees in writing three (3) weeks in advance.

20. SERVICE RULE SUMMARY MATRIX

Employment Parameter	Rule Standard & Specification
Probation Duration	6 Months (Extendable if not confirmed in writing)
Notice Period (Probation)	1 Month by Employee / Immediate by Institute

Employment Parameter	Rule Standard & Specification
Notice Period (Confirmed)	2 Months by either side (or salary in lieu of CTC)
Unapproved Absence Limit	Max 8 consecutive days (leads to summary termination)
Retirement Age	58 Years
Non-Compete Period	6 Months post-separation
Clean Desk Standard	Mandatory clearing of confidential physical documents after office hours
Whistle-blower Channel	Confidential direct reporting to HR Head with full protection
Legal Jurisdiction	Courts of Pune, Maharashtra

CHAPTER 9: CLASSIFICATION OF STAFF MEMBERS

Here is the **Cadre Hierarchy & Staff Classification Policy** document reformatted to match the structure, section hierarchy, and layout established in your previous institutional rulebooks.

1. PURPOSE & SCOPE

This policy defines the official cadre hierarchy and classification of all personnel employed across Pune Institute of Business Management (PIBM). To ensure operational efficiency, clear reporting structures, and structured governance, all institutional roles are broadly categorized under Academic Staff and Non-Academic Staff cadres.

2. CADRE CLASSIFICATION OF STAFF MEMBERS

All employees appointed at PIBM shall be classified into one of the following official cadres:

2.1 Cadre 1: Academic Staff

The Academic Staff cadre comprises personnel engaged in teaching, academic research, curriculum design, corporate training, student mentoring, and academic administration.

- **Academic Leadership & Management:**
 - Director / Principal Director
 - Deputy Director / Vice Director
 - Deans / Heads of Department (HOD)
- **Teaching & Research Faculty:**
 - Professor
 - Associate Professor
 - Assistant Professor
 - Teaching Assistant (TA) / Research Associate (RA)
 - Academic Research Fellow
 - Batch - In charge
- **Corporate Training & Placement Cadre:**
 - Head – Training & Placements
 - Placement & Training Officer (PTO)
 - Corporate Trainer / Industry Expert
- **Adjunct & Guest Cadre:**
 - Visiting Faculty / Adjunct Professor
 - Corporate Guest Lecturer / Industry Practitioner

2.2 Cadre 2: Non-Academic Staff

The Non-Academic Staff cadre comprises personnel responsible for institutional governance, administrative operations, student welfare, finance, campus maintenance, security, and auxiliary services. This cadre is sub-divided into three key operational units:

A. Administrative & Executive Staff

Personnel handling general administration, financial management, regulatory compliance, health services, and hostel governance:

- **Institutional Governance & Finance:** Registrar, Head HR, Accounts Officer, Human Resources (HR) Manager / Officers, Administrative Staff
- **Health & Welfare Services:** Resident Doctor, Medical Assistant / Campus Nurse, Counselling Officers
- **Administration:** Chief Facilitation Officer, Admin Manager, Maintenance Manager, Stores Keeper, Purchase Manager, Civil Engineers, IT Administrator
- **Hostel & Residential Governance:** Chief Warden, Wardens
- **Library Management:** Librarian

B. Operations, Facilities & Maintenance Staff

Skilled, semi-skilled, and support staff responsible for campus upkeep, physical security, and infrastructure maintenance:

- **Technical & Utility Staff:** Campus Electricians, Plumbers, IT Technicians, Maintenance Supervisors
- **Campus Security Staff:** Chief Security Officer, Security Supervisors, Security Guards
- **Campus Horticulture & Sanitation Staff:** Head Gardener, Gardeners, Sweepers, Housekeeping Staff
- **Support Attendants:** Office Peons, Skilled and Unskilled Lab/Office Attendants

C. Canteen & Auxiliary Services Staff

Personnel responsible for institutional catering, food preparation, dining hygiene, and canteen management:

- **Canteen Management:** Canteen Manager, Canteen Storekeeper
- **Culinary & Service Staff:** Head Chef, Assistant Chefs, Cooks
- **Auxiliary Support:** Canteen Helpers, Kitchen Utility Staff, Dishwashers

CHAPTER 9: SAVINGS CLAUSE, MANAGEMENT RIGHTS & ACKNOWLEDGMENT

1. INTERPRETATION & MANAGEMENT DISCRETION

- **Final Authority:** In any matter concerning the interpretation, applicability, or operational ambiguity of any clause, term, or condition contained within these Service Rules, the decision of the **Executive Director / Chairman of PIBM** shall be final, conclusive, and binding on all employees.
- **Residual Powers:** Matters not specifically covered under these Service Rules shall be governed by applicable statutory laws, industry best practices, or specific executive directives issued by the Management from time to time.

2. AMENDMENTS & MODIFICATIONS

- **Right to Amend:** PIBM reserves the absolute right to alter, modify, add, delete, or rescind any rule, policy, benefit, or procedure contained in this document at its sole discretion, aligned with institutional requirements or regulatory updates.
- **Notification Period:** Any changes or amendments to these service rules shall be communicated to employees in writing (via official email, intranet, or physical circular) **three (3) weeks prior** to their implementation. Continued service following the notification period shall constitute explicit acceptance of the amended terms.

3. SAVINGS & SEVERABILITY

- **Severability:** If any provision, clause, or restriction within these rules is adjudicated to be invalid, illegal, or unenforceable under applicable laws by a competent court of law, such invalidity shall not affect the remaining clauses. The remaining provisions shall continue in full force and effect as if the invalid portion had never been included.
- **Precedence of Contractual Agreements:** In the event of a direct conflict between individual clauses in an employee's executed Appointment Letter and these general Service Rules, the specific terms outlined in the formal **Appointment Letter** shall prevail.

4. CONSTRAINTS ON EMPLOYEE ACTION & LEGAL JURISDICTION

- **No Class Action / Individual Exhaustion:** Employees agree that any internal dispute, grievance, or interpretation issue must be processed through the internal Grievance Redressal and Arbitration mechanisms detailed in Chapter 6 and Chapter 8 prior to initiating external legal recourse.

- **Governing Law & Exclusive Jurisdiction:** These rules and all underlying employment conditions are governed by and construed in accordance with the laws of India. The courts located exclusively at **Pune, Maharashtra** shall have sole jurisdiction over any legal matters arising out of employment with PIBM.

5. FORMAL EMPLOYEE ACKNOWLEDGMENT & DECLARATION

(To be signed, detached, and permanently archived in the employee's personal file upon joining or rule publication)

EMPLOYEE DECLARATION

I, _____ *(Full Name in Block Letters)*, bearing Employee ID _____, hereby acknowledge that I have received, read, understood, and agreed to strictly abide by the **PIBM Service Rules, Employment Conditions, Code of Conduct, and Disciplinary Rules** (Chapters 1 through 9).

1. I understand that compliance with these Service Rules is a fundamental condition of my employment with Pune Institute of Business Management (PIBM).
2. I confirm that I will observe all standards regarding confidentiality, non-competition, IT resource usage, clean desk policies, and professional integrity.
3. I acknowledge that failure to comply with these rules during or post-employment may result in formal disciplinary proceedings up to and including summary dismissal from service and legal recovery of damages.

Signature of Employee: _____

Date: _____

Location / Campus: _____