



LALA LAJPATRAI INSTITUTE OF MANAGEMENT

Approved by AICTE New Delhi, Government of Maharashtra & Affiliated to University of Mumbai.
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EMPLOYEE HANDBOOK

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1. About Lala Lajpatrai Institute of Management - LLIM

Lala Lajpatrai Institute of Management (LLIM) – a prestigious Management Education Institute established in 1995, strongly believes in the freedom of spirit and wishes to equip its students, to carry forward the same spirit that enables students to dream and believe not only to be effective and efficient leaders but also to be visionaries with the faith and courage to redefine limits and rise above the ordinary.

Lala Lajpatrai Institute of Management (LLIM) is a learning-centered institution. LLIM is located at the Haji Ali Sea face surrounded by the Arabian Sea. The beautiful natural setting is enhanced by our modern, attractive, and state-of-the-art building and support facilities that lend a distinctive feel to the campus. Our Institute provides a foundation to attain significant impacts for improving the educational attainment of our students.

LLIM Vision-Mission:

VISION

Our aspiration is to provide dynamic high calibre management education to serve business and industry and bring about social transformation.

MISSION

- M1 - To provide an affordable opportunity for diverse group of students and other stakeholders to learn by integrating education, internship and research.
- M2 - To provide a multi-dimensional inter-disciplinary teaching-learning environment including online learning opportunities which would inculcate continuous learning habits among the students.
- M3 - To create and leverage opportunities in floor training, upskilling possibilities via development programs, research and consultancy to establish and nurture linkages with industry and society.
- M4 - Empowering management graduates to cultivate a global mind-set which would significantly contribute to the growth of Indian business environment and equitable social structure.



Quality Policy of LLIM

LLIM Quality policy is to offer value addition to students and executives by imparting contemporary management knowledge and practices. Appointing competent faculty and staff and providing them an appropriate environment for development. Our endeavor is to select the best talent of students for various programs through a transparent process.

Goal(s) of LLIM

Goal No.	Description
Goal 1	To equip the students with necessary knowledge, skills and attitude with the view to improving their placement and success in a diverse business environment.
Goal 2	To foster high quality curricular, pedagogical & research activities for attaining academic excellence.
Goal 3	To enhance the quality of faculty and staff by offering opportunities for their development.
Goal 4	To create adequate and latest infrastructural facilities for efficient and effective operation of the institution.

Program Educational Objectives [PEOs]

PEO No.	PEO Statements
PEO1	To produce high calibre skilled professionals who can work effectively and efficiently by applying knowledge and global practices.
PEO2	To pursue an innovative approach to handle current managerial and social challenges faced by the society.
PEO3	To inculcate team spirit and sense of ethics, morality, creativity, leadership, professionalism, self-confidence and value based thinking.

About the Programme:

Lala Lajpatrai Institute of Management (LLIM) offers the MMS - Masters of Management Studies (Two years full time) programme which is approved by the AICTE(All India Council for Technical Education) New Delhi, Government of Maharashtra & affiliated to University of Mumbai.

LLIM seeks to develop professionals of competence and value and put its synergic efforts through its faculty and achieve the same to impart outcome based learning.

We, at LLIM adopt the simulated organization approach in developing the students' career. To make different events and activities successful, students have to carve out a temporary but functional organization, which requires them to contribute teams, allocate responsibilities and perform collectively in the same manner that executives do in any organization.

To ensure one hundred percent commitment from the students to do this methodology, a continuous performance evaluation program is carried out. Weightage is given to class participation, presentations in addition to the case study method and semester end examination.



Program Outcomes for Master of Management Studies [MMS]

PO No.	PO Statements
PO1	Apply Knowledge of management theories and practices to solve business problems
PO2	Foster Analytical and Critical thinking for data based decision making
PO3	Ability to develop Value based Leadership ability
PO4	Ability to understand, analyze and Communicate global, economic, legal, and ethical aspects of business
PO5	Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment

2. Director's Message

Dear Colleagues,

We cordially invite you all to the LLIM Family. We are confident that journey with LLIM will be beneficial and that you will develop all the traits of a great professional. Human capital plays a pivotal role for the growth and development of any organization. We can declare with pride that LLIM utilizes the potential of their staff to carry out their tasks with the utmost self-reliance. We are confident that you will utilize the campus resources to their fullest. Like any other institution, LLIM has set up a framework of basic regulations for its efficient and orderly operation as well as conduct guidelines for the students.

These guidelines offer a foundation for the Institute's efficient daily operations and make it possible to deliver facilities and services to staff in an efficient manner.

The authorities are free to make the desired adjustments to these regulations whenever the necessity arises or whenever the statutory bodies bring changes to the guidelines. All staff members must follow the general guidelines and code of conduct outlined in this Handbook.

Dr. H.J. Bhasin

Director



3. GENERAL CODE OF CONDUCT

- It is mandatory to wear Identity Card in the Campus.
- Additional hours of service may be required depending upon the exigency of the work.
- To be punctual.
- To be sincere and loyal to the Institution.
- All infrastructural facilities should be used with utmost care. Any damage caused will be borne by the individual.
- To provide information with regard to additional qualification, change of address with necessary proof, to the administration for updating the individual staff record.
- The Institute premises cannot be used for any personal use / work.
- Do not use mobile phones for personal work in the Campus during the working hours.
- Do not take frequent leave, which disrupts the functioning of the department.
- Do not engage in private commitments during the working hours.
- Smoking and consuming alcohol in any part of the Institute premises are strictly prohibited. Strict action will be taken if found guilty.
- All travelling bills related to official visits should be approved by the Director.
- Do not violate the rules and regulations of the Institution that are in force from time to time.

4. ATTENDANCE, PUNCTUALITY & WORKING HOURS

- Every employee in LLIM shall register his/her attendance in the Finger Print Machine and sign in the Attendance Register maintained in the Administrative office.
- The staff should observe punctuality at the work place.
- It is mandatory for the staff to obtain permission from the Director for late coming or leaving early.
- Habitual absence or late attendance entails action. Faculty/ staff has to be present in their respective departments atleast 10 minutes prior to the first lecture of the day.

Working Hours

All employees are required to work for 6 days a week.

The working hours for each category is given below:

CATEGORY	FROM	TO	LUNCH BREAK *	WEEKLY OFF
Teaching Staff	9.00 a.m.	5.00 p.m.	12.30 p.m. – 1.00 p.m.	Sunday & all Gazetted Holidays.
Administrative Staff	9.30 a.m.	5.30 p.m.	12.30 p.m. – 1.00 p.m.	Sunday & all Gazetted Holidays
Technical Staff	10.00 a.m.	6.00 p.m.	12.30 p.m. – 1.00 p.m.	Sunday & all Gazetted Holidays
Maintenance Staff	8.00 a.m.	4.00 p.m.	12.30 p.m. – 1.00 p.m.	Sunday & all Gazette Holidays

Note: The lunch breaks for non-teaching staff are staggered depending upon the work assigned.

- Staff shall be required to attend to any emergency duties outside their regular hours of work and on Sundays and holidays, if required, and if the exigencies of work so demand such instructions shall be complied with. For such work they are entitled to Compensatory Off at the Management’s discretion. In case of any



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MDP/FDP/Certificate course, the teaching and non-teaching staff have to present on Sunday's in the Institute as per the schedule if required. During the admission period, non-teaching staff need to be present to complete the administrative work for the same.

- Staff members who are unable to report to work due to exceptional / unforeseen circumstances must Communicate with the MMS Programme Coordinator/ Administrative Head/HODs and the Head of Institution before 9.00 a.m.
- The teaching staff and non-teaching staff have to fill the form of Outdoor Work/ Absence of an Emergency Work and obtain permission of Director in case of leaving early for any outdoor work or personal work due to emergency.

5. DRESS CODE

The professional atmosphere at LLIM is enhanced by a formal dress code. We acknowledge and respect that how one chooses to dress is a matter of personal taste, but teaching staff are required to present a professional image by dressing in a way that is not insensitive to others' feelings. This involves always maintaining proper and well recognised standards for grooming and apparel that convey a professional appearance. The goal of the policy is to establish a professional work atmosphere free from distractions. The members of Teaching Staff are advised to observe the dress code on all working days of the Institute. As it is the policy decision of the Management there is no option but to observe the dress code.

The formal Dress Code for members of teaching faculty is prescribed as under :

Gents

I. Formal shirt, tie, trouser and formal shoes

OR

II. Safari and formal shoes

OR

III. Business Suit and formal shoes

IV. On special occasions, dress code consisting of suit and formal shoes is compulsory.

V. Identity Card



Ladies

I. Saree

OR

II. Salwar Kameez/ Churidar Kurta

OR

III. Business Suit and formal shoes

OR

IV. Formal shirt, trouser and formal shoes

V. Identity Card

The following dresses and footwear are strictly prohibited.

- a. Casual outfits, Jeans etc
- b. Floaters and sports shoes

6. JOB DUTIES AND RESPONSIBILITIES

The Job Duties and Responsibilities of the teaching staff are prescribed as under:

- Classroom Teaching.
- Outcome Based Education (OBE) practices.
- Project Guidance.
- Curriculum development.
- Students assessment and evaluation.
- Participation in co-curricular and extracurricular activities.
- Students Mentoring.
- Organizing / Participating in National Seminars, Guest Lectures, Study Tours, FDPs, Workshops, Chakravyuh, Synergy, MDPs, Certificate Courses and other activities.
- Publication of Research Papers and Books.
- Research & Consultancy.
- Patents.
- Upgrading by pursuing higher studies and keeping abreast with the developments in his/her own field.
- Conduct of examinations.
- Examination duty.
- Paper assessment & Marks submission.
- Moderation.
- To maintain session plan and enter details of topic coverage for each lecture.
- To maintain attendance sheets and enter attendance record in Khushi software.

7. LEAVE POLICY

LLIM abides with the statutory norms wherein public holidays, festival holidays, annual leaves such as Casual Leaves (CLs), Sick Leaves (SLs), Maternity Leaves (MLs), Vacation Leaves (VLs), Earned Leaves (ELs) and Duty Leaves (DLs) (as per University of Mumbai) are applicable suitably.

- Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work demands so.
- Leaves of any kind, can be taken only after they are sanctioned by the competent authority. Even for CLs and SLs, intimation by telephone, SMS or E-mail is to be given to the Director/Head of the Department/Institution, if prior sanction cannot be obtained for justifying reasons.
- Leave accounts of all staff members are maintained by the office administration.
- Director of the institute is the competent authority to grant all kinds of leaves to all the teaching and non-teaching staff. Director may delegate this power to heads/ in-charges for administrative convenience.
- All staff members both teaching and non-teaching, particularly those in responsible positions are expected to use leaves based on needs and not with intent to use up all the leaves provided in the rules. The total number of leaves taken in an academic year will be considered in the performance appraisal at the end of the year.

TYPES OF LEAVE

The employees are entitled for the following types of leave:

- Casual Leave (teaching staff & non-teaching staff)
- Sick or Medical Leave (teaching staff & non-teaching staff)
- Vacation Leave (teaching staff only)
- Earned Leave (non-teaching staff only)
- Maternity Leave (teaching staff & non-teaching staff)
- Duty Leave (teaching staff & non-teaching staff)

- Benefits to (teaching staff & non-teaching staff)
- Leave Without Pay (for teaching staff & non-teaching staff)

CASUAL LEAVE (CL)

- All the teaching and non-teaching staff of the institute are entitled for 8 days of paid Casual Leave (CL) in a calendar year.
- Casual Leave is not a privilege. Prior sanction is essential. Leave should be applied at least three days in advance. In case of emergency situations, the leave can be applied immediately on reporting for duty.
- In calculating the total CL, Sundays and other authorized holidays will be taken into account. In case a staff is out of station, he must state so in the leave application and give the address of his destination.
- Casual Leave cannot be combined with any other type of leave except Compensatory Off. Without prior permission, CL can't be either suffixed or prefixed with holidays/ weekly off days.

Sick or Medical Leave (SL)

- All the teaching and non-teaching staff of the institute are entitled for 10 days of paid Sick Leave (SL) in a calendar year. Staff availing three days of SL should produce a Medical Certificate (MC) from a Registered Medical Practitioner on the day of resuming duty.

However, Unused SLs at the end of a calendar year are carried forward to the next calendar year.

VACATION LEAVE (VL) for Teaching Staff

- All the full time faculty members in the institute are eligible for vacation leave in a calendar year as per University of Mumbai guidelines.
- In addition to the above, the teaching staff are entitled to avail five days of vacation



for Ganapati festival as prescribed by University of Mumbai.

- Unused vacation leaves can't be carried forward to the next academic year.
- Intervening non-working Saturdays, Sundays and Government public holidays will be added to the vacation leave.
- Vacation Leave cannot be combined with Casual Leave or ML.
- However, teaching staff are required to attend official duty during vacation as per the directions of the Head of the Institution in case of any contingency administrative or department work

EARNED LEAVE(EL) for Non-Teaching Staff

- All Non-Teaching staff, on completion of one year of service, are entitled for Earned Leave (EL) for 30 days in a year. Earned Leave is normally allowed during vacation periods.
- EL will be credited to the account of the staff at the end of each leave year and can be availed only in the succeeding year.
- EL can be considered for reasons like medical emergencies to the staff, sudden death in the family, marriage, etc.,
- Encashment of EL is permitted(keeping 300 days in balance).
- Holidays and weekly-off days intervening in the EL period will also be treated as Earned Leave.
- EL cannot be combined with any other leave.
- No extension of EL will normally be granted.

MATERNITY LEAVE (ML)

- A full time eligible female teaching staff are entitled to avail maternity leave up to three months. This leave is granted only once during the service at the institute.
 - Maternity leave applicants should submit their medical certificates from certified medical practitioners after joining the institute from maternity leave.
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DUTY LEAVE (DL)

- All the teaching and non-teaching staff of the institute are entitled to take duty leave with prior permission from the Head of the Institution.
- The teaching staff has to obtain prior permission to attend Examination related work at University of Mumbai/ Conferences / Seminars / Meetings at State / National / International Level. The teaching staff shall be allowed to take duty leave for a Local Inquiry Committee(LIC) visit to various institutes as appointed by University of Mumbai.
- Teaching staff shall be allowed to attend Conferences / Seminars / Meetings for which the Management shall bear the expenses of Registration or Conference fees, travelling and daily allowances / accommodation and boarding charges subject to the approval. Duty leave shall be sanctioned to the Ph.D. guides from institute research centre to attend the final viva of their research scholars in Mumbai University.
- Teaching Staff should submit their DL forms with the due approval of the HOD and the Head of the Institution before going on duty leave. If for any valid reason they could not do so; shall submit the same on the day they return. Head(s) of the Departments going on duty shall take the approval of the Head of the Institution.
- In case of Director/MMS Programme Coordinator/ HOD, DL has to be submitted in advance and approved by the Management.
- The non-teaching staff of the institute are entitled to take duty leave for administrative work related to submitting documents/certificates in University of Mumbai and other regulatory bodies.
- The Head of the Institution shall have the right to cancel the DL sanctioned earlier for any emergency work in the Institution.

BENEFITS TO TEACHING STAFF AND NON-TEACHING STAFF

- Gratuity rules to teaching staff and non-teaching staff.

LEAVE WITHOUT PAY (LWP)

If any teaching/non-teaching staff member applies and avails leave in excess of the



prescribed limit, it shall be deemed to be taken as Leave Without Pay (LWP).

Health related issues

Employees, who become aware of any health-related issues should notify their reporting head about the health status. A written letter from the doctor specifying whether the employee can perform regular duties needs to be submitted to the administrative department. Sick leave may be granted on a case by case basis. An employee who requires medical attention, whether injured or becoming ill while at work, is required to be seen by the doctor or go to the hospital.

Family members will be informed in case of an emergency.

8. Grievance Handling Procedure

LLIM encourages its staff members to come out with their grievances. Under normal working conditions, members who have a job-related problem or complaint shall first discuss it with their administrative head or department head. At this level, staff members usually reach the simplest, quickest, and most satisfactory solution. If the staff member is not comfortable with speaking to his / her department head about their concerns or have done so and feel the matter has not been satisfactorily resolved should immediately contact the Management by taking prior appointment from Administration.

9. Resignation Policy

Any staff who wishes to resign, must intimate the Director regarding the same. He/She must serve three months notice period post acceptance of the resignation. Staff will be relieved only after completion of their pending work. Before being relieved, the staff has to complete the Exit formalities. Any deviations from the same is solely as per the discretion of the Director. No staff is permitted to avail any kind of leave during the notice period.

No Dues Certificate

On the resignation of employment, the staff must surrender all the institute related documents, confidential data or any other information that has been entrusted to the employee. No Dues Certificate from Accounts, Library and all those concerned signed by the Head of the Department / Director is mandatory.

On receipt of the signed No Dues Certificate, the administrative department will initiate the process of final settlement which includes final settlement of salary and receiving the experience and relieving letter.

10. Review of the Handbook

The handbook shall be reviewed at the time of any change in the policies and procedures of the UGC/AICTE/University of Mumbai.