



Learning & Development Policy

I. OBJECTIVE

IHUB NTIHAC Foundation (“IHUB”) (“Company”) (“Organization”) encourages employees to enhance knowledge and skills and to network with other professionals, thus improving potential for future opportunities. The Company recognizes that for development purposes, employees may need to enroll themselves in certification courses, training seminars or workshops conducted by professional associations/organization that will enable them to remain abreast of current developments, trends and best practices in their respective fields. Thus, this policy aims to outline Company’s policies for attending external training programs and joining/renewing memberships in professional associations. Please note that this policy is subject to annual organizational budgets established for this purpose.

II. POLICY

In support of this program, we offer a training benefit to full-time employees who have who have completed **One year** in the Company. The benefit can be used for costs associated with:

- Professional exams, Certification/Certificate programs and credentials.
- Courses offered by an accredited institution, including e-learning leading to certification.
- Workshops, seminars and conferences.

Employees may be permitted to attend off-site seminar, conference, or workshop once every two years that will be paid for by the Company. Management’s approval on employee’s request for participation/attending the event physically should be received at least **one month in advance**.

Employees may be allowed to join one professional association, for which partial or full financial support will be offered by the organization. The association selected must have a direct relationship to the job the employee performs. IHUB reserves the right to determine which training programs and memberships/affiliations are in the best interests of the organization and its direction.

Approval of request by an employee for external training and membership will be done by the Reviewing Officer of the employee based on the Company's annual budget established for these programs. Training that requires time away from work during an employee’s normal work schedule is limited to **60 (sixty) days** in a year or as approved by the Project Director as the case may be. The consequential absence due to training purposes must be recorded on the timecard under the heading **"Training."**



III. PROCEDURE

Sponsorship/support for such training program can be availed in two ways:

1. Upon the employee's application through Application Form for Learning & Development along with the budget including travel expenses with the recommendation of Reporting Officer. The format of the Application Form for Learning & Development is appended in **Annexure – 1**. The Reporting Officer will forward the same with his/her recommendation to the Reviewing Officer for approval. The Reporting Officer/HR will notify the employee about the status of the request.

The request about the training program on the skill to be required shall have a direct relationship to the job the employee performs.

a. On the direct recommendation of the Project Director(s).

After getting the approval from the Reviewing Officer the employee may go ahead with the necessary expenses, which will be reimbursed by the Company. The employee must then submit the following documents to the finance department:

1. Expense Report Form. (As appended in **Annexure – 2**),
2. Receipts/invoices. (**In Original**),
3. Copy of certificate for successful completion of the program endorsed by the Reporting Officer.

After concluding training, the employee must submit a certificate of completion or similar document and a professional development report endorsed by the supervisor to be filed in the employee's records.

The employee will have to sign a Training Bond Agreement and shall commit to continue with the current employment for a stipulated period after the completion of the course, determined by the following:

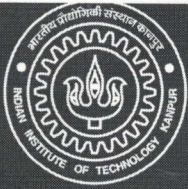
Number of Years = Max (nearest integer to amount of Fees/Monthly Gross Salary of three months, 1)

The format of the Training Bond Agreement is appended as **Annexure -3** with this Policy.

IV. ADDITIONAL INFORMATION

1. The said employee shall not leave from his post until he has served for the stipulated period.
2. The Company may terminate the bond at any time before the expiry of the stipulated term by communicating notice in writing to the employee.





3. The organization will reimburse only once unless there is an expiration of validity of a certification/program.
4. Travel expenses may be permitted if the training is not available locally. Refer Company's travel policy for approval and reimbursement procedure.

V. APPROVAL FOR ANY DEVIATION, AMENDMENT, OR MODIFICATION OF THIS POLICY

The Project Director may approve any deviation, amendment or modification of this policy on a case-to-case basis.

ANNEXURES:

Annexure – 1 (Application Form for Learning & Development)

Annexure – 2 (Expense Report Form)

Annexure – 3 (Training Bond Agreement)

Forwarded by:

(Dr. Tanim Hajra)
Chief Operating Officer
IHUB NTIHAC Foundation

Approved by:

(Prof. Manindra Agrawal)
Project Director
IHUB NTIHAC Foundation



Annexure-1



IHUB NTIHAC FOUNDATION

CIIN- U85300UP2020NPL134133

Registered Office: C3i Building, I.I.T. Campus, Kalyanpur,
Kanpur-208016, U.P., India

APPLICATION FORM FOR LEARNING & DEVELOPMENT

Date: ____/____/____

Name of the Employee: _____
(In Block Letters)

Department: _____

Employee Code: _____ Designation: _____

Address: _____

Field of specialization (attach copy of Curriculum Vitae): _____

If holding membership of national/international bodies, please specify: _____

1. Proposed Date of departure from Kanpur: _____
2. Purpose of doing the Course and its possible impact on employee's present skills within 250 words (attach separate sheet)
3. Participation in any other Course during 12 months prior to date of this Course.
4. (a) Actual registration fee - Exempted/not exempted (if exempted, attach copy of the letter of exemption)
(b) Other Expenses (Specify if any)

Signature of the Applicant
Date:

Forwarded by Reporting Manager:

Approved by Reviewing Officer:

Signature
Designation:

Signature
Designation:

TRAINING BOND AGREEMENT

THIS TRAINING BOND AGREEMENT ("**Bond Agreement**") is made at KANPUR, on this _____ day of _____,

BETWEEN

IHUB NTIHAC FOUNDATION a company incorporated u/s 8 of the Companies Act, 2013 and limited by Guarantee (CIN: U85300UP2020NPL134133), having its registered office at C3i Building, IIT Kanpur, Kalyanpur, Kanpur, U.P.-208 016, India (hereinafter referred to as "**IHUB**" or the "**Company**" "**Organisation**" which term shall unless repugnant to the context include its successor, representatives, administrators and permitted assign) represented by Dr. Tanima Hajra, the Chief Operating Officer (COO) of the Company, on the **FIRST PART**;

AND

(**Name of the Employee**) _____ (hereinafter referred as "**Employee**" or "**Beneficiary**" the expression which unless repugnant to context shall be deemed to include executor, successor, representatives, administrators and permitted assignee) S/o or D/o _____ and residing at _____ presently working as an employee at IHUB, on the **SECOND PART**;

IHUB and the Employee are hereinafter referred individually as each a "**Party**" and collectively the "**Parties**" and any person that is not a signatory to this MoU shall be referred to as a "**THIRD PARTY**".

WHEREAS;

- i. IHUB, a company limited by Guarantee and incorporated under section 8 of the Companies Act 2013, has been promoted by Indian Institute of Technology Kanpur ("IIT Kanpur"). The Company deals in the domain of Cyber Security and Cyber Security for Physical Infrastructure, Generation of new knowledge through basic and applied research, Defence in Depth-securing 9 layers of CPS, Cross Layer Security and Defence, Security techniques and tools for specific domains (Critical Infrastructure CPS Automotive CPS, UAV CPS) etc.
- ii. The domain of Cyber Security and Cyber Security for Physical Infrastructure necessitates the efficient use of advanced technologies and upgradation, which is mostly gained through specialized training and/or on-the-job training ("**Training**").
- iii. The above mentioned Training involves considerable expenditure - both direct and indirect, financial and unliquidated - related to faculty, computer techniques, time, support facilities, salary of Mr./Ms. _____ while under Training.

- iv. This Training substantially improves the professional standing of Mr./Ms. _____ and it has been imparted by IHUB at considerable expenditure as an investment, IHUB expects a commitment (elaborated below) from the employee to recover its expenditure or seek a penalty for non-fulfillment of the same.

IT IS NOW HEREBY AGREED AS UNDER:

1. In consideration of the Training to be imparted by IHUB, Mr./Ms. _____, undertakes irrevocably to serve IHUB at any of its Branches/ Offices or associated centers to which he/she may be transferred for a minimum for a period of **2 (two) years** from the date of joining.
2. Mr./Ms. _____ is giving this undertaking in view of the considerable expenditure incurred by IHUB on him/her.
3. Mr./Ms. _____ agrees not to take employment with any other person, firm or company during the period of applicability of this agreement.
4. In the event of any dispute or disagreement over the interpretation of any of the terms herein above contained or any claim of liability of any part, shall be sole discretion of the IHUB.
5. During the period of 3 (three) years from the date of joining including the period spent on probation, if Mr. /Ms. _____ leaves/resigns/abandons the services or violates the terms of this Agreement, Mr./Ms. _____ will have to pay liquidated damages amounting to Rs. / (Rupees..... only) and give one calendar month's written notice or salary in lieu thereof as applicable in IHUB as per Service Regulations.
6. Mr./Ms. _____ agrees that the said amount of Rs. /- (Rupees only) can be recovered / adjusted by IHUB from the legal dues, if any, payable to him/her.
7. All notices shall be given in writing in English and shall be deemed to have been sufficiently served if delivered personally or sent by registered post or courier, email or fax at the following address:

To IHUB

Name: IHUB NTIHAC FOUNDATION

Address: C3I Building, I.I.T Kanpur, Kalyanpur,
Kanpur, Uttar Pradesh – 208016, India

Attn: Chief Operating Officer

E-mail: tanima@iitk.ac.in

To the Employee

Name: _____

Address: _____

E-mail: _____

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THESE PRESENTS ON THE DAY, MONTH AND YEAR ABOVE MENTIONED.

For and on behalf of **"IHUB"**

(_____)
Dr. Tanim Hajra
COO, IHUB

For and on behalf of **"Employee"**

(_____)
(Name of the Applicant)
(Designation)

Witness:

Witness:

IHUB NTIHAC FOUNDATION

TRAINING/ COURSE EXPENSES REPORT FORM

Training/Course:	
Place & Date	
Name of Employee	

Particulars of Journey : { Mode – Air/ Train / Taxi (Pls. tick) }

Station		Date		Time		Mode and Class	Fare Rs.	PNR/Tkt./ Bill Nos. Encl.
Dep.	Arr.	Dep.	Arr.	Dep.	Arr.			

Summary of the claim submitted:

1.	Registration fees	
2.	Total travel cost	
3.	Total boarding & lodging	
4.	Total local conveyance	
5.	Other expenses (if any)	
6.	Advance (if any)	
7.	Net claim	

Bank account details for travel reimbursement:

1.	Name of Beneficiary	
2.	Bank Name & IFSC Code	
3.	Bank account No.	
4.	Mobile no	

Signature of the applicant:

No. of enclosures:

-----**FOR OFFICE USE ONLY**-----

Net Claim passed: Rs..... Rs (in words)

Checked by

Recommended by

Approved by

Cheque no.:

Cheque date: