



INNOVATION HUB UP FOUNDATION

HR MANUAL

(Approved in 2nd General Board Meeting)

ABOUT INNOVATION HUB UP FOUNDATION

Innovation Hub Uttar Pradesh Foundation, (CIN: UP4990UP2025NPL217021), a not-for-profit company registered under Section-8 of the Companies Act, 2013, having its registered office at Dr.A.P.J Abdul Kalam Technical University, Jankipuram Vistar, Lucknow, Uttar Pradesh – 226031.

Innovation Hub is embodied by Government of Uttar Pradesh under the aegis of Dr.A.P.J. Adbul Kalam Technical University, Lucknow to work on Hub & Spoke Model to make strategic interventions to develop a benchmark startup and incubation support system in Uttar Pradesh.

VISION: To inculcate Entrepreneurship, foster Innovation, inspire Innovators lives with Informative outreach programs that inspire, inform, empower, educate and create opportunities for all the ecosystem enablers!

MISSION: To introduce Global Innovation Practices through Research & Development targeted towards enabling various associated ecosystems for supporting innovation, entrepreneurship and incubation leading to produce socially and economically viable innovative startups which can contribute in Nation-Building!

BOARD OF GOVERNANCE

S.No	Directors	Constituency
1	Vice-Chancellor Dr.A.P.J Abdul Kalam Technical University, Lucknow	Chairman
2	Finance Officer Dr.A.P.J Abdul Kalam Technical University, Lucknow	Member
3	Dean, Innovation & Social Entrepreneurship Dr.A.P.J Abdul Kalam Technical University, Lucknow	Member

INTRODUCTION

- The preparation, release, and maintenance of this Manual is the responsibility of Innovation Hub UP Foundation. The Manual is subject to modifications to reflect changes that the Board may decide to undertake in its HR policies from time to time.
- Clarifications on the Manual can be sought from Innovation Hub UP Foundation.
- On matters concerning human resource policies and procedures not covered in this Manual, the Board will be guided by the rules, norms, and procedures prescribed by the State Government or Government of India, as applicable.

(a) **University:** Dr. A.P.J. Abdul Kalam Technical University, Lucknow

(b) **Board:** Board of Governors of the Innovation Hub UP Foundation

(c) **Director:** Director of the Board of Innovation Hub UP Foundation

(d) **Faculty:** Faculty of the University

(e) **FO:** Finance Officer of the University

(f) **Employee:** Any person employed in the Innovation Hub UP Foundation

(g) **Day:** Calendar day beginning and ending at midnight, but extends up to the end of a shift where the shift starts before midnight

(h) **Month:** Calendar month; however, for salary calculations and payments, if another period is prescribed by the management for any employee or class of employees, that prescribed period shall apply

(i) **Premises:** Premises belonging to the University

(j) **Notice:** A written notice required to be given or displayed on the notice board of the Innovation Hub UP Foundation

RECRUITMENT POLICY

RECRUITMENT CRITERIA FOR VARIOUS POSTS(BUT NOT ALL)AT INNOVATION HUB UP FOUNDATION*

Manpower Position can be created by the Board time-to-time as per the requirement and depending on the requirement and availability of budget.

Sr. No	Name of the Position	Age	Nature of Duty
1	Chief Executive Officer (CEO)	Max. 50 Years	Define and execute the long-term vision, mission, and strategic goals of Innovation Hub UP in alignment with state and national innovation policies .
2	Chief Innovation Officer (CIO)	Max. 45 Years	Drive the vision of Innovation hub UP as India's leading innovation ecosystem and global startup catalyst. Develop strategic partnerships with corporates, investors, academic institutions, and global innovation hubs.
3	Manager	30 - 45 Years	Lead respective initiative of Innovation Hub: 1. Schemes 2. Incubators 3. Programs 4. Partnerships 5. Policy etc.
4	Assistant Managers	25-40 Years	Assist the manager in respective initiative of Innovation Hub like Schemes, Incubators, Programs, Partnerships, Policy etc.
5	Technology Lead	25- 45 Year	Deliver sessions that help students turn social challenges into technical solutions. Conduct hands-on workshops on prototyping tools and techniques. Create and share learning materials (notes, assignments). Mentor students through their projects and encourage entrepreneurial thinking.
6	Account Manager	NA	Maintain and reconcile financial records of client accounts. Prepare invoices, reports, and budgets related to assigned accounts. Support audits, billing cycles, and financial reporting.
7	HR Officer	25-40 Years	Manage recruitment and Startups onboarding processes, maintain Startups/ Hub/ Employee records, implement HR policies/, support performance reviews/ KPI, ensure labor law compliance, and coordinate staff training and welfare initiatives.
8	Technology Associate	25-35 Years	Assist in managing the labs under Innovation Hub.
9	Hub Supervisor	25-35 Years	Technical & Facility Management Housekeeping & Cleanliness Oversight Logistics & Inventory Management Administrative Support Travel & Event Coordination Vendor & Service Coordination

			Compliance & Safety Monitoring Reporting & Documentation Team Coordination & Communication Support During Events & Workshops
10	Office Executive	18-35 Years	Provide administrative support to higher-level officials and assist in managing office operations. Handle routine clerical tasks.
11	Support Staff	Max. 45 Years	Office and facility management
12	Housekeeping Staff	Max. 45 Years	Sweeping, mopping, and dusting all areas regularly Cleaning washrooms, workspaces, and public areas Disposing of waste properly Refilling cleaning supplies (soap, sanitizer, tissue, etc.) Reporting any damage or maintenance needs

MANPOWER REQUISITION

- Manpower planning is initiated by the CEO on behalf of Innovation Hub UP Foundation.
- Based on the position requirements, the roles should be filled through tenure-based appointments, outsourced employees, or interns, as appropriate.
- Once the necessary approval is granted, Innovation Hub UP Foundation will proceed to initiate the recruitment process.

ADVERTISEMENT

Advertisement inviting applications will be released on University Website; Innovation Hub UP Foundation Website and all its Social Media Handles.

PROCESSING OF APPLICATIONS

- The Innovation Hub UP will be responsible for segregating the applications received against the advertisement.
- A compiled statement showing the details of the applicants will be sent to the screening committee for shortlisting.
- The screening committee carries out the shortlisting as per the defined eligibility criteria.

MODE OF SELECTION

Normally the applicants shortlisted as per the eligibility criteria by the screening committee will be called for a personal interview round. In case there will be large number of applications that is 10 applications on 1 post will be called for personal interview and above this number the applicants will be appearing for the written test as screening process, based on merit the shortlisted applicants will be called for a personal interview.

SCREENING COMMITTEE

The screening committee will be constituted by the Chairman of the Board.

SELECTION COMMITTEE

Interview Panel for selection of candidates will be constituted by the Board. Following will be the constitution of the interview panel:

SELECTION OF MANAGER AND ABOVE POSTS WILL BE DONE BY FOLLOWING COMMITTEE

1. The Chairperson of the selection committee will always be the Chairman of the Innovation Hub UP Foundation Board
2. Minimum 1 Board member other than chairman of the Board
3. Subject expert nominated by the Chairman of the Board
4. Any SC/ST/OBC member nominated by the Chairman of the Board
5. The member secretary of the committee will be CEO of Innovation Hub UP Foundation or in absence of CEO will be any the person nominated by the chairman of the Board

POST-SELECTION OF THE BELOW MANAGER LEVEL POSTS WILL BE DONE BY FOLLOWING COMMITTEE MANAGER & ABOVE

6. The Chairperson of the selection committee will always be any Board member nominated by Board Chairman of Innovation Hub UP Foundation Board.
7. Subject expert nominated by the Chairman of the Board.
8. Any SC/ST/OBC member nominated by the Chairman of the Board.
9. The member secretary of the committee will be CEO of Innovation Hub UP Foundation or in absence of CEO will be any the person nominated by the chairman of the Board

INTERVIEW & SELECTION PROCESS

10. Candidates shortlisted for test/interview will be notified about it by an email and on registered mobile number.
11. The Board will approve the selection of the candidate. In case of emergency the Chairman of the Board can approve the selection of the candidate.
12. For the position of CEO the Chairman of the Board is the authorised to sign and issue the appointment letter.
13. For the position below CEO level, the CEO of Innovation Hub is the authorised to sign and issue the appointment letter.

FINAL SELECTION

The final selection is made upon acceptance of the selection committee's recommendations. The selected candidate is offered the position, subject to the clearance of document verification.

JOINING PROCEDURE

The joining procedure will be decided by Innovation Hub UP Foundation.

PAYMENT OF SALARY

As decided by the Board

APPOINTMENT

The two groups of administrative staff at the Company based on their profiles and the respective appointing authorities for them are as follows:

S.No	Designation	Appointing Authority
1.	Chief Executive Officer	Board Chairman
2.	Manager and Above	Any member of Board
3.	Below Manager	Any member of Board

INCREMENT

The fixed annual increment of 5% to all the employees of Innovation Hub by the recommendation of CEO and approval of the Chairman of the Board.

PERFORMANCE REVIEW AND APPRAISAL

- The performance appraisal process begins with the distribution of performance appraisal forms every year during April. Employees who have completed a minimum of six months of service are identified for performance review.
- Performance evaluation forms are written annually for the period from 1st July to 30th June for all employees who joined in the past year and have completed one year as of 1st July.
- The performance evaluation consists of a self-appraisal form (to be filled in by the appraisee). The appraiser's evaluation should be completed by the reporting manager (immediate superior to the employee) and reviewed by the next higher authority. In both cases, the appraisers must have supervised the employee's work for not less than six months.
- The appraisee may be called for a performance review meeting with the supervisor, during which performance is discussed in detail and the discussions are documented. The appraisee is expected to provide an honest self-appraisal prior to the meeting.
- Appraisals must be based on actual job performance and behavior, supported by specific facts, leading to a quantitative assessment.
- The reviewing manager and CEO may make recommendations regarding role priorities based on the individual's performance. It is mandatory for the supervising manager to provide at least three justifications for the ratings given.
- The performance of every manager is appraised annually.
- The Key Performance Indicators (KPIs) for the annual review will be prepared and presented by the CEO and approved by the Board prior to implementation.

LEAVE AND ATTENDANCE

University's rules for maintaining attendance and leave policy.

(1) OFFICE HOURS

1.1 The institute timings are from 9:45 AM to 5:45 PM (Monday to Saturday). A 15-minute grace period is allowed in case of delays due to unforeseen circumstances in the morning. This grace period may be condoned unless it becomes a frequent habit.

1.2 Late attendance up to one hour for not more than two occasions in a month may be condoned by the reporting officer. On the third occurrence, half-a-day Casual Leave (CL) will be debited. If the employee's CL balance is nil, it will lead to Leave Without Pay (LWP).

1.3 If an employee consistently fails to improve punctuality, the institute may initiate disciplinary action in addition to debiting half-a-day CL for each instance.

1.4 It is the responsibility of the reporting officer to inform the CEO Office/HR about any subordinates who are absent from duty without informing or obtaining prior permission. Such unauthorized absence, if not condoned, may result in a break-in-service.

1.5 The reporting officer must also inform the CEO Office/HR if an employee has obtained permission to attend late or leave early.

General Leave Rules

1. Leave entitlement for employees will be calculated on a pro-rata basis, based on their respective joining dates.
2. All leave requests, except for Sick Leave (SL), must be approved in advance. For Sick Leave, employees are required to inform their reporting authority either prior to or on the same day as the leave.
3. Sick Leave (SL) can be availed for a minimum of three (3) consecutive days, provided the employee submits a valid medical certificate along with a fitness certificate upon resuming work.
4. Leave tracking will follow the calendar year, from 1st January to 31st December.
5. Weekly holidays and public holidays will not be counted as leave.
6. Leave is not an automatic entitlement and may be denied based on organizational requirements or public exigencies.
7. The reason for taking leave must be clearly specified in the leave application.
8. Upon returning from leave, employees are required to report to their reporting authority.
9. Any leave cancellations must be applied for and approved by the reporting authority.
10. Casual Leave (CL) rules will be implemented in accordance with the University guidelines.
11. Employees may avail a maximum of three (3) consecutive Casual Leaves (CL) at a time.
12. Compensatory leave can be availed within 30 days if a non-working day has been utilized as a working day, subject to approval from the competent authority.
13. Different types of leave cannot be combined and availed together.
14. No leaves are eligible for encashment.

Leave Entitlement

- Casual Leave (CL): Each employee will get credit of 14 day of CL at the beginning of every Year, which shall be availed during that calendar year. No carry forward or encashment is applicable.
- CL can be taken for half-day also. Forenoon CL can be availed upto 01:30 PM and afternoon CL can be availed after 01:30 PM.
- Employees are entitled to 10 days of Sick Leave at the commencement of each calendar year. This leave must be utilized within the same calendar year and cannot be carried forward to the subsequent year.
- Second-Saturday of every month will act as a non-working day unless specified as working day by the University.
- Maternity Leave: Maternity Benefit & Leaves will apply as per the UP-Government norms and subjected to approval of management.
- Paternity leave: Paternity Benefit & Leaves will apply as per the UP-Government norms and subjected to approval of management.
- Restricted Holiday: Employees are eligible for two restricted holidays per year as published by AKTU.
- Holiday Calendar of AKTU Lucknow will be followed as per the publication by University.
- All leave rules can be amended by the Board of Directors as per the requirement.

TRAVEL RULES

1. The travel made by the employee for official purposes shall be pre-approved by the reporting manager followed by CEO, with mention of the tentative cost of travel, within the allocated budget of the travel.
2. In case an advance is required for the journey, the employee shall submit the Travel Advance Approval form prior to the commencement of travel.
3. The employee, within 30 days from the completion date of the travel, shall produce the details of travel expenditures along with all original invoices/supporting documents to the Admin Department of Innovation Hub UP Foundation, accompanied by an Expense Report in the prescribed format.

The entitlement for different allowances; mode of journey as per the designations of the employees are mentioned herein below

A. National Travel

Designation	Domestic Travel	Metro & Tier-I Cities*		Tier-II Cities*		Tier-III Cities*	
		Boarding & Lodging	Meal Allowance	Boarding & Lodging	Meal Allowance	Boarding & Lodging	Meal Allowance
Board Member	Business Class (Air), AC 1st Class (Train)	₹7,500	₹2,000	₹5,600	₹1,500	₹4,500	₹1,300
CEO	Economy Class (Air), AC 1st Class	₹4,500	₹1,500	₹3,400	₹1,200	₹2,700	₹1000
Manager and Above	Economy Class (Air), AC 1st Class	₹2,300	₹1,000	₹1,700	₹800	₹1,300	₹600
Below Manager	Economy Class (Air, above 500 Kms), AC 2 Tier by train.	₹800	₹900	₹600	₹700	₹400	₹600
Account Manager; Asst. Managers; Technology Associate; Office Executive	AC-II Tier	₹500	₹600	₹400	₹500	₹300	₹400
Support Staff	AC-III Tier	₹500	₹400	₹400	₹300	₹300	₹300

B. International Travel

Level Grades	International Travel Class	Asian & African Countries Boarding & Lodging	Asian & African Countries Meal Allowance	Europe/USA/Japan/Australia/South America Boarding & Lodging	Europe/USA/Japan/Australia/South America Meal Allowance
Board Member	Business Class by air	USD \$325	USD \$100	USD \$350	USD \$100
CEO	Economy Class by air	USD \$225	USD \$85	USD \$250	USD \$85
Manager	Economy Class by air	USD \$175	USD \$75	USD \$200	USD \$75

Note: For any individual not explicitly covered under the designated travel entitlements who requires air travel (both domestic and international), prior approval must be obtained before the commencement of travel. Such air travel will only be permitted with a recommendation from the CEO and formal approval by the Board.

Travel by Road (through owned Car / hired Cab etc.)

Subject to the prior written approval from competent authorities the Employee, at his/her own risk, may travel by his/her owned Vehicle or hired Cab / Taxi.

Road Travel Policy

Levels	Hired Cab/Taxi Category	Entitlement for Own Vehicle
Board Members	Hired Cab – SUV	@ Rs 20/- per kilometre + Toll tax.
CEO/ Manager	Hired Cab – Sedan	@ Rs 16/- per kilometre + Toll tax.

City Trip / Local Conveyance during the Journey

Hired Cab/Taxi Category	Entitlement for Own Vehicle
SUV	@ Rs 20/- per kilometre
Sedan	@ Rs 16/- per kilometre
Hatchback	@ Rs 12/- per kilometre
Two wheelers	@ Rs 9/- per kilometre

Note: Any other employee, not covered under the designated entitlement categories, who requires the use of a hired car/taxi for official travel must obtain prior written permission from the CEO before the commencement of the journey.