

Communication Policy

Shiv Nadar University (SNU) 2011. All rights reserved.

No part of the document may be copied, reproduced, stored in any retrieval system, or transmitted in any form or by any means, electronically, mechanically, or otherwise without prior written permission.

Revision History

Version	From	To	Description	Author	Reviewed & Approved By
1	July 1, 2011		First Copy	HR Team	HR Team

Table of Contents

Topic Name	Page Number
Objective	4
Applicability and Scope	4
Policy Overview	4
Terms & Conditions	5
Coverage of Policy	7
History of Changes in Policy	8

Policy Details

Objective

The objective of the Communication Policy is to define the guidelines and entitlement criteria for the usage of various communication media to conduct Shiv Nadar University (SNU) related business. We firmly believe that members of SNU's teaching staff must have access to the latest modes of communication enabling them to remain connected to the world-at-large as per needs and convenience. This policy enables members to avail of devices and plans outlined below that will facilitate easy and mobile communication.

Applicability and Scope

This plan is applicable to all teaching staff on permanent rolls and would include Assistant Professors, Associate Professors and Professors or any other staff member to whom the policy has been extended, based on role requirement, by the SNU management.

Policy Overview

Communication Plan entitlements are as per the table below:

Communication Plan	Grade	Reimbursement Amount p.m. (INR)
CP0	Director, Registrar & above	3000
CP1	Professor / Functional Head / HOD	2000
CP2	Associate Professor	1400
CP3	Assistant Professor / Mgr. / Sr. Mgr.	1100
CP4	Executive / AM / DM / Other Enabling Staff	400

W.e.f. July 1, 2011

Corporate HR

The above limits include the following:

- Reimbursement for mobile phone usage (official calls and rentals)
- Reimbursement towards broadband connection and usage at residence (only if data card has not been issued by the University)*
- For employees using the university provided data card, the entitlement limit will be reduced by the limit fixed by the service provider, currently capped at -INR 700/- p.m.
 - E.g. Rs. 1100/- entitlement at CP3 level will have window of Rs. 400/- that can be claimed against official mobile rental / calls usage, Rs. 700 /- will be adjusted towards data card usage by default. *

* Applicable for CP0/CP1/CP2/CP3 only

Mobile / Data Card connections will not be extended to members of the enabling functions by default – the same will be extended only in the event of role requirement to execute official responsibilities and will have to be approved by the respective HOD/ Functional Head and Director.

Terms and Conditions

- The cost of equipment like mobile phones, landline phones at residence (for broadband connection) will be borne by the individual;
- **University owned mobile connections will not be provided to employee members. For all employee members the connection has to be in their individual name;**
- The connection for which reimbursement is claimed should be in the name of the employee member only and should not be a prepaid connection.
- It is assumed that the employee member will use the facilities provided under this policy for official purposes only;
- Also, this policy should not be construed as a perquisite but only as an enabler for meeting SNU academic deliverables depending on the role of the employee member and hence may be withdrawn with a change in role;

W.e.f. July 1, 2011

Corporate HR

- Employee members can claim the communication expenses through the **Expense Claim Form**. All communication expenses will be approved by the HOD and HR as appropriate;
- Since this policy has been designed for the reimbursement of expenses for official usage, all employees will have to indicate the bifurcation between personal and official usage for making a reimbursement claim - and claim reimbursement for official expenses only. Where no such bifurcation is made, the Finance/HR department is authorized to reject the claim;
- All bills pertaining to mobile / broadband usage should be claimed within three (3) months of bill date, after which they will not be considered for reimbursement;
- An employee member can own only one connection each for cell phone and broadband connection under the mentioned Communication Policy;

Exception Approval

- The eligibility and limits as defined in the policy have to be adhered to by all employee members. However, in case of any exception arising out of business requirements, the claims will have to be approved as per the following table:

Communication Plan	Approving Authority
CP0	Vice Chancellor
CP1	Director
CP2 / CP3 / CP4	HOD / Functional Head

Service Provider for Cell Phone Usage

(To be introduced in near future. Until such time all employee members are requested to change over to Airtel or Vodafone as service provider and claim for official calls as per entitlement – on inclusion of SNU in the CUG network, respective mobile plans will be made available.)

- AIRTEL and Vodafone have been chosen as the service providers and they have designed national corporate plans for SNU employees;

W.e.f. July 1, 2011

Corporate HR

- Employees will have to choose AIRTEL/Vodafone as their service provider and sign up for the National Corporate Plan category. The CUG benefit can be availed only if employees sign in for the National Corporate Plan. The details of these plans are available with the administration department.
- Employees have to necessarily choose VG_DL_MV_HCL150_New or VG_DL_MV_HCL85 National Mobile Plan with Vodafone and H 31 CUG 85 or H 32 CUG 150 with Airtel. All claim bills should have the new plans converted as mentioned above for getting comprehensive benefits of the plan. **The claim bill should clearly indicate the “Plan” for processing the claimed amount.**
- **In case an employee does not convert to the Corporate Plan with Vodafone (VG_DL_MV_HCL150_New or VG_DL_MV_HCL85) or Airtel (31 CUG 85 or H 32 CUG 150), only 70% of the amount claimed as official expense (inclusive of rentals) will be reimbursed;**
- Employees should raise a request for reimbursement at the beginning of each month for the billing cycle of the previous month.

Coverage of Policy

This policy is applicable to all schools / institutions of the Shiv Nadar University (SNU) unless specified otherwise.

The SNU Management reserves the right to alter, append or withdraw this policy either in part or in full based on management's discretion.

History of Changes in Policy

S. No.	Changes	Change Date	Effective date