Higher Education Policy for Tech Bees – India

Objective

At HCLTech we believe that learning is a continuous process. Our endeavor is to encourage employees to acquire higher knowledge and professional qualifications for self-development as well as for the growth of the organization. This policy describes the applicability, enrolment procedure and guidelines for availing opportunities for pursuing higher education. It is designed in a manner so that employee does not feel the added burden of education with HCLTech enabling access to financial aid as well as to the best Higher Education institutes in the country.

Applicability

The policy is applicable and mandatory for all Tech Bees who have completed 12 month of training and have become Full Time Employees of HCL Technologies Ltd.

We have empaneled 3 Universities for the purpose of the Higher Education program:

1) BITS Pilani (deemed to be University)
2) SASTRA (deemed to be University)
3) AMITY UNIVERSITY

The students who have completed graduation will be eligible for enrolling in the Master' s program as per eligibility criteria.

Policy Details

Our aim is to provide continuing education as work integrated learning, thereby helping the employee to manage education and professional priorities, as well as pay a nominal fee every year (partial funding from HCLTech depending on the University enrolled).

BITS Pilani will be in form of lectures that will be delivered by BITS Pilani faculty at HCLTech office locations (contact classes)- Noida, Chennai, Lucknow and Madurai using a combination of in-person (classroom) lectures and live, online sessions.

Sastra University: A blended learning with facilitators providing in person contact classes will be held in HCLTech office locations i.e. Madurai and Chennai. SASTRA will conduct virtual online classes (broadcasted live) for students across India. In an event if employee is transferred to locations where classroom facility is unavailable the virtual online classes will help in course continuity.

Amity University: It is India's leading private education group; AMITY will conduct virtual online and in person classes for students across India they focus on Integrated Learning Approach and their study materials are specially designed in Self Learning Format.

ENROLMENT METHODOLOGY:

A: The enrolment Details for BITS Pilani are mentioned as below:

Eligibility criteria

- Tech Bees can enroll into BSc Design & Computing course if they have 60% aggregate overall and 60% each in physics and math's.
- The enrollment for BSC. degree will take place 4 times a year that is January, April, July & November.
- The higher education fee will be partially funded   from the overall programme fee
- The Scholars who wish to enroll for the said course will have to sign a Consent form at the time of enrolment. The consent form essentially lays down the terms & conditions of program and has to be signed and uploaded along with the application.

For any queries please write to *Highereducation_BITS@hcl.com*

B: **SASTRA enrolment details for BCA and programs is given below:**

Eligibility criteria

- Tech Bees can enroll into BCA Programme if they have cleared there, 12th exam from recognized board.
- The enrollment for BCA degree will happen twice in a year that is July and November.
- Virtual online classes (broadcasted live) for students across India.
- The higher education fee will be partially funded from the overall programme fee.
- The candidates who wish to enroll for the said course will have to sign a Consent form at the time of enrolment. The consent form essentially lays down the terms & conditions of program and has to be signed and furnished along with the application form

For any queries, please write to *higheredu.sastra@hcl.com*

C: **AMITY Enrolment Details for BBA, BCA and B. Com programs are mentioned as below:**
Eligibility criteria

- Each should clear 12th or equivalent from State Board/CBSE/ICSE.
- Amity Online has four admission drives during an academic year. a. January b. July Session There can be change in Commencement of Session by University grant Commission.
- Individual Payment Provision to all HCLTech Employees with One-time Payment/ Year Wise Payment / Semester-wise Payment Option There will be 6 semesters for 3 Year Program and student needs to pay yearly fees at the start of every Year exercising 3/3 installments in total.
- The higher education allowance will partially fund towards the fees for the higher education program.
- The candidates who wish to enroll for the said course will have to sign a Consent form at the time of enrolment. The consent form essentially lays down the terms & conditions of program and has to be signed and furnished along with the application form.

For any queries, please write to HighereducationAMITY@hcl.com

SERVICE AGREEMENT

- There will be a service agreement of 2 years which needs to be signed at the time of enrollment for the Bachelor' s Degree. As per the service agreement, the employee will need to serve minimum 2 years with the company post completion of the course.
- Higher Education Programme Team will be responsible to manage the same and get the Service agreements signed.
- After completion of Bachelor' s Degree if a candidate opts for Master's Program, then no further service agreement will be signed for Master's Degree.

HIGHER EDUCATION ALLOWANCE:
BITS PILANI

	Programme	Eligibility	Semester/ years
1	B.Sc.(Design and Computing)	Employed professionals who have completed their 10+2 (in Science Stream Including Mathematics and Physics as subjects) or equivalent educational qualification with	8/4 years

		minimum 60% aggregate marks (including minimum 60% marks each in Mathematics and 60% in Physics)	

- For details about current fee structure please visit the university web site with the link- The Unstoppable Professional | Bits Pilani (bits-pilani-wilp.ac.in)
- Fee is subject to change as per university/AICTE Guidelines.
- There is no limitation to the number of attempts a student can make to clear backlogs/ reappear in the papers. The fees for the same as defined by the Institute has to be borne by self. The exams are conducted in the months of January, April, August and October. The student has to put forth a "makeup request" directly to BITS.
- In order to fund the higher education, HCLTech shall be providing necessary assistance in the form of Higher Education Allowance partially funded to all employees with a Performance rating of TP & above in their annual appraisal cycle.
- Any amount over and above below reimbursement table has to be borne directly by employee.

Applicable Maximum reimbursement – BITS Pilani

B Sc							
Year 1		Year 2		Year 3		Year 4	
Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Sem 7	Sem 8
15000	15000	15000	15000	15000	15000	25000	25000

Procedure to claim the higher education allowance is detailed in the FAQ section of the Policy.

SASTRA UNIVERSITY

	Programme	Eligibility	Semester/ Years
1	BCA	10+2 from recognized board/ school	6/ 3years

- For knowing the fee structure please visit the university web site with the link- SASTRA - ONLINE MODE
- Fee is subject to change as per university/AICTE Guidelines.
- A maximum time limit during which a student can complete the respective course is 5 years including clearing the back logs.
- In order to fund the higher education, HCLTech shall be providing necessary assistance in the form of Higher Education Allowance partially funded to all employees with a Performance rating of TP & above in their annual appraisal cycle.

- Any amount over and above below reimbursement table has to be borne directly by employee.

Applicable Maximum reimbursement – SASTRA UNIVERSITY

BCA					
Year 1		Year 2		Year 3	
Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6
15000	15000	15000	15000	15000	15000

Procedure to claim the higher education allowance is detailed in the FAQ section of the Policy.

AMITY UNIVERSITY

	Programme	Eligibility	Semester/ Years
1	BCA	10+2 from recognized board/ school	6/ 3years

- For knowing the fee structure, please visit the university web site with the link - HCLTech (amityonline.com)
- Fee is subject to change as per university/AICTE Guidelines.
- The fee may please be paid through any of the following three modes: –
- Online Mode – The option to make the online payment is available in Online Payment tab in student zone. (By coordinating with the assigned person from Amity University) i. Through Credit Card / Debit Card after logging into your Student Zone OR ii. Through Net Banking
- Demand Draft – The Demand Draft should be in favor of "AMITY UNIVERSITY ONLINE" payable at Noida / Delhi. Please write your name, enrollment number and program name at the back of the Demand Draft and mail it / deliver it to: - Amity University A/C Amity University Online AMITY University Campus Sector 125, NOIDA (UP) INDIA. PIN: 201303
- Electronic Data Capture (EDC) machine available at all Delhi & NCR Centers
- If the program fee is not paid, Amity University Uttar Pradesh shall have a right to discontinue the student from the program or suspend the program, inform HCLTech for records keeping. Penalty on late payment of the yearly fee will be applicable as per the university norms and will be recovered from the candidate directly
- In order to fund the higher education, HCLTech shall be providing necessary assistance in the form of Higher Education Allowance payable to all employees with a Performance rating of TP & above in their annual appraisal cycle.
- Any amount over and above below reimbursement table has to be borne directly by employee

Applicable Maximum reimbursement – AMITY University

BCA / BBA / B.com		
Year 1	Year 2	Year 3

Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6
15000	15000	15000	15000	15000	15000

Procedure to claim the higher education allowance is detailed in the FAQ section of the Policy.

MASTER PROGRAMME WITH SASTRA

Eligibility:

MCA can only be done by techbees who have completed their graduation and have no backlog.

Sl number	Name of the Program	Eligibility Criteria	Years/ Semesters
1	MCA	Bachelor degree	2 years/4

- For knowing the fee structure please visit the university web site with the link- SASTRA - ONLINE MODE
- Fee is subject to change as per university/AICTE Guidelines.
- A maximum time limit during which a student can complete the respective course is 5 years including clearing the back logs.
- In order to fund the higher education, HCLTech shall be providing necessary assistance in the form of Higher Education Allowance partially funded to all employees with a Performance rating of TP & above in their annual appraisal cycle.
- Any amount over and above below reimbursement table has to be borne directly by employee

Applicable Maximum reimbursement – SASTRA University

MCA				
Fee Reimbursement	Year 1		Year 2	
	25000	25000	25000	25000

EMPLOYEMENT SEPARATION

- In case of TechBee separation (voluntarily or in-voluntary) during the period of graduation, Techbee also have to necessarily drop out of the course.
- The remaining terms and conditions of any signed Service Agreement will be binding.
- Higher education allowance payout will also cease to continue. Further, the reimbursement amount paid to TechBee till then will be recovered by HCLTech in the Full and Final Settlement.

PROGRAMME DROPOUT

- The Reimbursed amount will be recovered if the employee discontinues the course, while continuing employment with HCLTech.
- If the college decides to debar the students under disciplinary actions the reimbursed amount will be recovered.

MISAPPROPRIATION

- Any misappropriation of allowances / usage for purposes other than intended, any malpractice activities will be considered as a Policy violation and will be penalized as per the Disciplinary Policy of the Company.
- If the employee / candidate has been debarred from taking any course by any University in the past while being employed at HCLTech, then employee cannot apply for any higher education program under the HCLTech Higher Education Policy.

My Claims (SAP Concur) Reimbursement

- The Higher Education allowance will be remitted to the Techbees Bank Account as an Advance and the payment needs to be directly remitted by them to the university as per Payment Schedule.
- Please note the first semester Fee has to be paid by the TechBee itself, later can get it reimburse after signing the service agreement.

The Advance that has been remitted in Techbees account has to be settle within 15 days with uploading college fee receipt. In case of non- settlement of the advance, the same will be deducted from employee's payroll.