



Higher Education Policy - India

Policy

History

 Expand All |  Collapse All

Objective

At HCL 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 HCLT enabling access to financial aid as well as to the best Higher Education institutes in the country.

Applicability

The policy is applicable to all full-time employees aligned to Apps & SI, ERS and Infrastructure divisions of the Company in India who are Engineers with 2 years' experience in HCL.

Policy Details

The aim of the Policy is to provide continuing education spread over 2 years as work integrated learning, thereby helping the employee to manage education and professional priorities, as well as pay a nominal fee every year (fully funded by HCL).

ENROLMENT METHODOLOGY:

The enrolment Details for BITS Pilani are mentioned as below:

Eligibility criteria:

- An employee should have completed 2 years with the Company.
- An employee should have a B.Tech/ B.E/ MCA/ M.Sc. Degree.
- An employee should hold relevant degree with at least 60% aggregate marks or more in their last qualifying exam (Refer table below)
- An employee should have received the rating as "Good Performance" and above in the last available annual performance appraisal cycle. The rating confirmation to be obtained from respective HR.

| Programs | Eligibility Criteria |
|--|------------------------|
| M. Tech - Data Science and Engineering | B.E./B.Tech./MCA/M.Sc. |
| M. Tech – Software Systems | B.E./B.Tech./MCA/M.Sc. |
| M. Tech - Computing Systems & Infrastructure | B.E./B.Tech./MCA/M.Sc. |
| M. Tech – Embedded Systems | B.E./B.Tech./MCA/M.Sc. |
| M. Tech - Microelectronics | B.E./B.Tech./MCA/M.Sc. |
| M.Sc. – Business Analytics | B.E./B.Tech./MCA/M.Sc. |

The admission process:

- **Frequency of enrolment:** Four times a year (batches will commence in October, January, April and July every year). Admissions will be open 8-12 weeks prior to batch launch to ensure timely completion of the admission process and education delivery preparation. The admission cycle will be January to April.

How to apply: Please visit the link to the application center to complete the admission process: <https://bits-pilani-wilp.ac.in/hcl/>.

Whom to contact: Please reach out to the helpdesk number: 040 – 67874646 from 10 AM to 7 PM, 7 days a week for assistance or write to hcl.prog@wilp.bits-pilani.ac.in

HCL Helpdesk: Aspiring candidates from HCL can write to below email ids with their queries:

ü Highereducation_ERS@hcl.com

ü Highereducation_Infra@hcl.com

ü Highereducation_Apps@hcl.com

Class Delivery: Online batch delivery across locations, wherein lectures will be delivered through interactive Sessions and examinations will be conducted at respective HCL premises.

Examinations: All exams (Mid-semester regular, Mid-semester make-up, comprehensive regular, comprehensive make-up) will be conducted as per the Semester Calendar shared at the start of every Semester. Mid-semester exams will be held on 9th and 10th week (post first 8 contact sessions), and Comprehensive exams will be held on 19th & 20th week (post 8 contact sessions after Mid-semester examinations).

- Completion of master's program from BITS Pilani may not guarantee a role change for the employee from his current responsibilities
- It is the responsibility of the Employee to manage the additional effort required to prepare for the program, in addition to his/her project responsibilities.

FEES STRUCTURE (Table A)

BITS PILANI*

| Sr. No: | Program Name | Number of Semesters (D) | Application Fee (INR) One Time (A) | Admission Fee (INR) One Time (B) | Semester Fee (INR) (C) | Total (INR) X= (A+B)+ (C*D) |
|---------|---|-------------------------|---------------------------------------|-------------------------------------|------------------------|--------------------------------|
| 1 | M. Tech Software Systems | 4 | 1500 | 16500 | 50000 | 218000 |
| 2 | M. Tech. Computing Systems and Infrastructure | 4 | 1500 | 16500 | 50000 | 218000 |
| 3 | M. Tech Embedded Systems | 4 | 1500 | 16500 | 50000 | 218000 |
| 4 | M. Tech. Microelectronics | 4 | 1500 | 16500 | 50000 | 218000 |
| 5 | M. Tech. Data Sciences and Engineering | 4 | 1500 | 16500 | 50000 | 218000 |
| 6 | M. Sc. Business Analytics | 5 | 1500 | 16500 | 50000 | 268000 |

*The above fee structure is valid for academic year 2019-20. Kindly note that a new fee structure is released by BITS Pilani every academic year. In addition to the above fees, students would be expected to purchase recommended textbooks for each course they are registered for. Fees subject to be revised as per Institute discretion. GST to be charged extra as applicable.

Tuition Assistance:

- The maximum tuition assistance that can be availed under this Policy will be INR 218,000.
- The tuition fees will be paid by the employee directly to BITS Pilani and the applicable tuition assistance amount will be claimed as an advance from HCL by the employee.
- Any additional amount over and above the maximum tuition assistance amount will be borne by the employee for any reason whatsoever.
- If an employee separates from the Company, he/ she will not be eligible to continue the course.
- The tuition assistance will only comprise of the tuition fees charged by the educational institution. The remaining amount of the fee/charges like books or course materials, late fees, registration fees, form fee, examination fees, transportation costs etc. is to be paid by the Employee and is not eligible for advance through this policy.
- If some employee fails in a semester, then he must bear the extra cost for repeating the semester. No disbursement shall be done from our end for repeating a semester with BITS.
- With regards to tuition assistance, the decision is completely discretionary and HCL owes no liability towards the Employee.

Service Agreement:

For B.E./ B. Tech/ MCA/ M.Sc. graduates (2 Years Master's):

- The advance tuition fees disbursement will be done prior to every semester through Global Claims System for 2 years course duration.
- The employee must serve the Company for a period of two years post completion of the Program. Service Agreement of a duration of 4 years will be initiated from the date of advance received by employee (i.e 2 Years for the course duration and 2 Years post completion of the course).
- Any deviation to the service agreement for whatsoever reason will lead to the recovery of the entire tuition assistance paid to the employee.

- For M.Sc. – Business Analytics course Service Agreement of a duration of 4.5 years will be initiated from the date of advance received by employee (i.e 2.5 Years for the course duration and 2 Years post completion of the course). The total tuition fees disbursement will be INR 218,000 for four semesters through GCS and employee has to bear the tuition fees for the 5th semester.

Tuition Assistance in case of Separation:

Employee separating from the organization in between the program or post completion of the program will not be eligible to continue the higher education program with BITS Pilani and no reimbursements will be entertained by HCL.

Criteria to avail Tuition Assistance

The following criteria are to be fulfilled by the Employee to avail tuition assistance

- The Employee should complete the enrolled program without interruption within the defined duration of the course.
- The Employee should maintain the minimum passing criteria of the enrolled program.
- The employee needs to submit the requisite documents like proof of grades/GPA, original invoices/fee slips to EHS through Global Claim System ("GCS").
- The Employee applying for tuition assistance under this Policy will be eligible for paid tuition leave for 2 working days per semester. The Tuition Leave can be carried forward if the duration of the course is more than one year. Any unused Tuition Leave post completion of the course will elapse. These leaves cannot be encashed.
- Employee should inform his / her Reporting Manager ("RM") at least 15 days in advance for availing Tuition Leave. Leave is approved at the discretion of the RM.
- Apart from the above paid Tuition Leave, any leave taken to complete the course will be deducted from the leave balance of the Employee. In case the Employee does not have enough leave balance, Leave Without Pay ("LWP") will be considered.
- Employee to self-nominate for the program/course -- > RM approval -- > L4 Business Head approval -- > HR Approval
- After the Employee has received necessary approvals the enrolment formalities of the educational body / course can then be initiated by the Employee.

Leave Policy during the program

Approval Workflow

Misappropriation: Any misappropriation of allowances / usage for other purposes other than intended will be considered as a Policy violation and penalized as per the Disciplinary Policy of the Company.

Any/ All the claims pending for approval at any level in GCS/ not approved by ES for more than six (6) months from the date of submission will be automatically deactivated if not action upon

Exceptions

Any exceptions to the Policy must be approved by L2 Head and LOB HR Head.

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

This application is best viewed on Microsoft Internet Explorer (7.x through 10.x) at a screen resolution of 1024 x 768 or higher.