

GLOBAL EDUCATION TRUST'S

IFEEL

INSTITUTE FOR FUTURE EDUCATION,
ENTREPRENEURSHIP AND LEADERSHIP

PGDM

B-School

Lonavala, Pune

Karla, Lonavala, Maharashtra | Approved by AICTE | Recognised by DTE, Maharashtra

SERVICE RULE BOOK

for Faculty and Staff

Recommended by the Academic Council
Approved by the Governing Body

PEOPLE
PURPOSE
PROGRESS

TOGETHER
FOR A BRIGHTER
TOMORROW



EDUCATE
FOR IMPACT



EMPOWER
FOR OPPORTUNITY



NURTURE
FOR LEADERSHIP



BUILD
A BETTER TOMORROW

*Shaping
Future
Leaders*

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About the Institute:

Institute for Future Education, Entrepreneurship, and Leadership, a cutting-edge management institution located off Karla Phata, Ekveera Devi Gramasthan Road, Maval, Pune, Maharashtra.iFEEL. The Institute for Future Education, Entrepreneurship & Leadership (iFEEL) was established in 2010 at its Lonavala campus, with a clear goal: to build industry-ready managers rather than just degree holders. The institute runs a single, focused programme — the Post Graduate Diploma in Management (PGDM) — with an intake of 120 students, approved by the All India Council for Technical Education (AICTE), New Delhi, with specializations in Marketing, Finance, Human Resource, and Operations. It is recognized for integrating industry-certified certifications, experiential learning, and an innovation mindset.

Rather than spreading itself thin, iFEEL has built its reputation around depth in this one programme, blending classroom learning with live projects, industry immersion, and case-based teaching. The curriculum is aligned with the National Education Policy (NEP) 2020, keeping it current with how management education is evolving across the country. Faculty bring a mix of academic grounding and real corporate experience, and the institute's placement record reflects the strength of its industry connect — a steady stream of recruiters returning year after year for its PGDM graduates.

iFEEL strives to nurture responsible global citizens and future leaders through rigorous academics, research, and a sustainable knowledge base. Hosting this conference aligns with iFEEL's mission of bridging management education with emerging technologies, research, and social impact.

VISION

To develop and nurture leadership and entrepreneurial excellence by transforming students into visionary leaders and empowering them to achieve entrepreneurial prowess in a rapidly evolving global business landscape.

MISSION

- To impart management education of global standards to students and professionals, making them responsible global citizens.
- To continuously involve ourselves in innovative processes and use the best practices of governance.
- To build an intellectual pool of students, faculty and alumni through innovative processes, development programmes and networking.
- To undertake research and consultancy for the betterment of industry and society

PROGRAM EDUCATIONAL OBJECTIVES

PEO 1: Develop graduates into effective and ethical leaders who can navigate dynamic business environments and contribute responsibly to society.

PEO 2: Equip graduates with advanced managerial competencies and an entrepreneurial mindset to drive sustainable value creation across diverse organizational settings.

PEO 3: Instil in graduates a commitment to lifelong learning, innovation, and adaptability to address evolving professional and societal challenges with integrity.

Preface

iFEEL is committed to producing future-ready, ethical business leaders, innovators and entrepreneurs through its AICTE-approved PGDM programme. A growth-oriented Institution requires the co-operation of its stakeholders. This commitment rests on the people of the Institute — its faculty and staff — and on a clear, fair and consistently applied set of service rules.

This Service Rule Book sets out the terms of appointment, service conditions, leave entitlements, conduct expectations, and research and development support applicable to all faculty and staff of the Institute. This Service Rule has been prepared to assist all in carrying out your duties and to make you aware of privileges and responsibilities that are yours as an employee Of the Institution. A variety of information has been assembled here.

Every employee is expected to read and be familiar with these rules. Questions on interpretation should be directed to the Head of Department, and unresolved matters to the Director.

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Chapter 1 — Title, Applicability and Definitions

1.1 Short Title and Commencement

- These rules shall be called the ‘Service Rules of iFEEL- Institute for Future Education, Entrepreneurship and Leadership’.
- These rules shall come into force with effect from the date of approval by the Governing Body, or as otherwise notified.

1.2 Extent of Applicability

- These rules apply to all full-time and adjunct faculty and to all administrative and support staff of the Institute.

1.3 Definitions

- ‘Institute’ means iFEEL — Institute for Future Education, Entrepreneurship and Leadership, Lonavala.
- ‘Trust’ means Global Education Trust, the sponsoring body of the Institute.
- ‘Governing Body’ means the supreme governing authority of the Institute constituted under applicable norms.
- ‘Director’ means the Head of the Institute.
- ‘Academic Council’ means the body responsible for academic oversight and for recommending policy revisions.
- ‘Faculty’ means teaching staff of the Institute, full-time or adjunct.
- ‘Staff’ means administrative and support employees of the Institute.
- ‘Employee’ means any faculty member or staff member covered by these rules.
- ‘Probation’ means the initial period of service during which performance is observed before confirmation.
- ‘Appraisal’ means the annual review of performance.
- ‘Privilege Leave (PL)’ means earned leave credited to permanent staff for completed service.
- ‘Maternity Leave (ML)’ means paid leave for confirmed women employees around childbirth.
- ‘Leave Without Pay (LWP)’ means unpaid leave availed when no other leave is available.
- ‘Compensatory Off’ means a working-day off earned for working on a public holiday or weekly off.
- ‘Leave Year’ means the calendar year, January to December.

1.4 General

- Every employee shall be made aware of this Service Rule Book on joining the Institute.
- In case of doubt on interpretation, the decision of the Director shall apply in the first instance, subject to reference to the Governing Body where necessary.

Chapter 2 — Cadre, Qualifications and Pay

2.1 Cadre Structure

The teaching cadre of the Institute is:

- Director
- Professor
- Associate Professor
- Assistant Professor

Non-teaching cadres include the Registrar, Administrative Officer, Accountant, Librarian, and such other administrative and support positions as the Institute may create from time to time.

2.2 Minimum Qualifications

The minimum qualification for each cadre and position shall be as prescribed by AICTE from time to time. The Institute shall not appoint any faculty member below the minimum qualification so prescribed.

2.3 Pay Scales and Allowances

- Pay scales shall follow the scale prescribed by AICTE and as approved by the Governing Body from time to time.
- Dearness Allowance and House Rent Allowance, where applicable, shall be as announced by the Governing Body from time to time.
- Provident Fund shall be applicable in accordance with the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the scheme framed thereunder.

2.4 Superannuation

The age of superannuation shall be as prescribed by the Governing Body from time to time, in line with applicable AICTE norms.

Chapter 3 — Recruitment and Selection

The Institute does not maintain a separate human resource department. Recruitment and people matters are handled directly by the Director, with the Governing Body ratifying appointments of senior faculty.

3.1 Principles

- Recruitment shall be on merit and through open competition.

- The Institute shall provide equal opportunity without regard to caste, religion, gender, marital status, disability, or similar grounds.

3.2 Process

- A job description shall be prepared for each vacancy.
- Positions shall be advertised through suitable channels.
- A selection panel shall interview candidates and record its assessment. For direct recruitment of teaching faculty, the panel shall include a subject expert, in keeping with AICTE norms for faculty selection.
- Recruitment shall be coordinated by the Director.

3.3 Appointment

- The selected candidate shall be issued a letter of appointment stating the position, terms and remuneration.
- Appointment shall follow the applicable AICTE norms for qualification and experience.

Chapter 4 — Probation, Induction, Confirmation and Appraisal

4.1 Probation and Confirmation

- A newly appointed employee shall serve a period of probation as specified in the letter of appointment.
- Performance during probation shall be observed by the reporting Head / Director.
- On satisfactory completion of probation, the employee shall be confirmed in writing.
- Where performance is not satisfactory, probation may be extended, or the appointment may be ended, after giving the employee a fair opportunity to be heard.

4.2 Induction

A newly appointed employee shall be given orientation to the Institute, its policies, its academic calendar, and its way of working, before or promptly after joining.

4.3 Performance Appraisal

- Faculty and staff shall be appraised each year, in the format prescribed by the Institute.
- Appraisal shall cover, at minimum: teaching load and feedback, research and publication output, contribution to institutional and co-curricular activities,, MDP & consultancy activities and a self-assessment by the employee.
- Appraisal outcomes shall inform decisions on confirmation, increments, and career progression.
- The reporting officer shall record an overall rating and forward it through the Head of Department to the Director.

Chapter 5 — Working Hours, Workload and Attendance

5.1 Working Days and Hours

- The Institute's working days, working hours and teaching days per semester shall be as notified in the academic calendar approved by the Director each year, and shall not be less than the minimum prescribed by AICTE.
- Teaching workload for each cadre — the balance of teaching, research, and administrative hours per week — shall be fixed by the Director in line with AICTE workload norms and notified at the start of each trimester.

5.2 Identity Card

An Employee Identity Card shall be issued to every employee on joining and must be carried during working hours and at official engagements. Loss of the card must be reported to the Administrative Officer for reissue.

5.3 Attendance

- Attendance shall be recorded through the biometric system and the manual attendance register; monthly salary shall be reckoned on the attendance so recorded.
- Faculty and staff shall punch in and punch out on the biometric device and also sign in and out in the attendance register.
- Any outstation official duty ('on tour' / outdoor duty) requires prior approval of the Director; without such approval it shall not be treated as duty.

Chapter 6 — Leave Rules

6.1 General

- Sanction of leave rests with the management and depends on the exigencies of work and the merits of the case.
- Leave that is unauthorised, uninformed, or unsanctioned shall be treated as absence and as leave without pay.
- The leave year runs from 1 January to 31 December. For an employee joining during the year, leave is computed on a pro-rata basis from the date of joining.
- Prior intimation of leave is mandatory for all employees. Requests made through SMS or WhatsApp shall be treated as intimation only, and not as an approved leave application.

6.2 Privilege Leave (PL)

- PL is credited to permanent staff on completion of one year of service, at the rate of 5 days for every completed year, subject to a minimum attendance of 240 days (including paid leave) in the preceding calendar year.
- PL is credited in two instalments — half in January and half in July.
- PL must be planned in advance and applied for with a minimum of 15 days' notice. The smallest unit of PL is 3 days and the largest single spell is 30 days.
- Holidays and weekly offs falling within a PL spell count as PL (sandwich rule).
- PL shall not be granted during the notice period on resignation. Accumulated PL shall not be encashed.

6.3 Maternity Leave (ML)

- A full-time, confirmed woman employee is eligible for paid maternity leave for a continuous period of 26 weeks, on completion of one year of service in the Institute.
- The employee shall apply at least one month in advance, with a doctor's certificate, and submit a fitness certificate on rejoining.
- Public holidays and weekly offs falling within the leave period count as part of it

6.4 Leave Without Pay (LWP)

- LWP may be granted, with prior sanction, for the employee's own medical reasons where no other leave is available. No pay or allowance is due during LWP.
- A maximum of three months of LWP may be availed with prior sanction. LWP days shall not count toward PL eligibility.
- If the employee does not report for duty on the due date after sanctioned LWP, it shall be treated as abandonment of service.
- The Director may sanction LWP up to 15 days; beyond 15 days, approval of the management is required. Management may also impose LWP on disciplinary grounds relating to attendance.

6.5 Casual Leave

- Employees are entitled for 8 days Casual Leave in a calendar year
- If due, only three 3 consecutive CL can be availed at a time.
- Maximum 5 CLS Can be taken in a month (subject to prior approval)
- CL cannot be clubbed with any other leaves except compensatory leave.
- Accumulated CLs cannot be carried forward to the next year These leaves shall lapse on 31st December

6.6 Medical Leave (ML)

- Maximum 8 medical leaves can be availed in a calendar year on full pay. The leave balance against ML Shall be carried forward for next calendar year,

- Employee availing such leaves beyond three days, will be required to send information to Director with a medical certificate from the registered medical officer/doctor immediately on resuming his/her duties, failing which the said leave shall be treated as absent.
- No other leaves are adjustable with Medical Leave

6.7 Academic Leave (AL)

- Academic Leaves are granted only to faculty members on account of academic work like attending conference / seminars / delivering lecturer, etc. with prior permission of the Head of the Institute.
- It can be up to a maximum of 10 days in a year.
- For the purpose of further Studies (including Ph. D) duly approved leaves will be granted for important classes and exams.

6.8 Compensatory Off

- An employee required to work on a public holiday or weekly off, for at least six hours with prior official approval, shall be eligible for a compensatory off on another working day.
- At most two compensatory offs may be combined and taken together. A compensatory off shall not be clubbed with PL and shall not be encashed.
- No compensatory off shall be given for attending the flag-hoisting ceremony on 15 August or 26 January.

6.6 Recall and Absence from Duty

- The Director may recall any granted leave in the best interest of the Institute; refusal to report for duty on recall shall be treated as absence.
- An employee absent from duty for seven consecutive days without approval, or who fails to report for duty on expiry of leave, may be treated by the management as having abandoned service.

Chapter 7 — Research, Publications and Academic Development

7.1 Research Policy

Research and academic development of faculty are governed by the Comprehensive Research Incentives Policy, reviewed annually and approved by the Governing Body.

The key Objective of the Research Cell is innovation, knowledge creation, integration & dissemination of knowledge. Keeping this view in mind, iFEEL always tries to create, foster, inculcate and build up a research culture in various functional areas and allied disciplines of management education and research.

For this very same purpose, iFEEL provides an outstanding opportunity and the atmosphere for Research, Consultancy, and Training in all spheres. iFEEL emphasizes to motivate faculty members to showcase their

authentic intellectual contributions at all academic forums whether State, National or International levels. For this purpose, the institute has been implementing a well-rounded research funding policy and norms.

The Faculty members are expected to publish at least 02 research papers in International Journal of repute preferably in listed Journals, Scopus Indexed Journals or ABDC's ranked journals in a year or may get acceptance for the same.

The faculty has to publish a minimum of 03 research papers within 2 years of employment with iFEEL and out Of Which 01 research paper preferably in C Category Journals of ABDC ranking/ Scopus.

The Faculty members are also expected to publish cases, articles, Book chapter/ Books/ IPR during their employment with iFEEL. IPR and Seed Grants

7.2 Details of Incentives for Publishing papers/ Books / Attending Conferences/ IPR and Seed Grants

Monetary incentives are payable for research papers, cases, and book chapters, graded by journal / publication category (ABDC A & B, ABDC C & D, Web of Science / Scopus / Ivey / HBR, UGC-CARE, and newspaper articles), and separately for book chapters and publications. Rates in force are as set out and are revised from time to time by the Governing Body.

Intellectual property (patent, copyright, design) is incentivised for the first author only, at Rs. 25,000

7.3 Annual Ceiling

- Professor / Associate Professor cadre: maximum Rs. 1,00,000 per person per academic year across all research incentive categories.
- Assistant Professor cadre: maximum Rs. 50,000 per person per academic year.

A per-person annual ceiling applies to the total research incentives payable under this chapter, differentiated by cadre (Professor / Associate Professor and Assistant Professor),

Category	Incentive (Rs.)
Research Papers / Cases in Journals	
Scopus – A & B Category Journals	25,000
Scopus / Ivey Cases / HBR- C & D Category	15,000
Conduction of FDP / MDP / Training by Faculty	5% of the amount
Book Chapters	
Scopus	10,000
Publication of a book	20,000

7.4 Conference Support

- Associate Professor / Professor cadre: reimbursement for two national conferences and one international conference per calendar year, covering full registration fee, train (or equivalent economy air/1st class rail) fare, and daily allowance at authorised rates for the period of stay.

- Assistant Professor cadre: reimbursement of registration fee only.
- Air travel must be booked at least 15 days before the date of travel. Institute affiliation with iFEEL must appear on the paper.

Chapter 8 — Performance appraisal

8.1 POLICY PURPOSE:

The purpose of this policy is to establish criteria and procedures for the annual appraisal & evaluation of Teaching/ Non-teaching staff.

8.2 APPRAISAL GUIDELINES:

In conducting and using Teaching/ Non-teaching staff evaluations, iFEEL embraces:

- Evaluations of educators should promote sound educational principles, fulfilment of institutional mission, and effective performance of job responsibilities, that the education needs of the student, community and society are met.
- Evaluations Shall be constructive so that they help the institution develop human resources and encourage and assist those evaluated to provide excellent service.
- Measurement procedures should be chosen or developed to assure reliability so that the information Obtained Will provide consistent indications of the performance of those evaluated,

8.3 PROCEDURES:

- **Appraisal Parameters — Teaching Staff**

- Each faculty is required to fill the prescribed proforma in four parts as follows

- a) Details of courses taught,
- b) Extra-curricular, co-curricular activities handled & additional responsibilities,
- c) research papers published, details of seminars, conferences etc, attended, activities arranged,
- d) Consultancy, sponsored projects & Awards, recognitions received during the last year should be provided.
- e) Details about improvements in professional & Academic Competences achieved, contribution in function of iFEEL, should be provided

- **Performance Appraisal Process for Teaching staff-**

- **Self-Assessment by Faculty**

Each faculty member reviews their own performance for the year and completes the Annual Performance Appraisal Form. The completed form, along with supporting documents, is submitted to the Head

- **Evaluation by the Evaluating Authority**

The submitted form is evaluated by the Evaluating Authority (EA) the concerned Head of Department or

reporting authority. Once evaluated, the EA forwards the form to the Reviewing Authority for further recommendation.

- **Review and Recommendation by the Reviewing Authority**

The evaluated form is reviewed by the Director, who acts as the Reviewing Authority (RA). Based on this review, the RA recommends the annual increment or promotion, as applicable.

- Annual increments shall range between 3% and 5%, in line with applicable AICTE norms and at the discretion of the management based on the performance of the employee.

Appraisal Parameters — Non-Teaching Staff

The Annual Performance Appraisal Form for non-teaching staff shall assess performance under the following heads:

- a) **Job Knowledge and Role Competence** –(ERP, accounting tools, library systems, etc., as applicable)
- b) **Quality and Timeliness of Work** –
- c) **Initiative and Process Improvement** –
- d) **Compliance and Documentation Support** – support extended toward audits, accreditation processes (NAAC/NBA/AICTE),
- e) **Additional Responsibilities** – any extra duties or special assignments undertaken beyond the routine job

Performance Appraisal Process for Non-Teaching staff-

- **Self-Assessment by Staff**

Each non-teaching staff member completes the Annual Performance Appraisal Form for their own role, along with any supporting documents, and submits it to the Head.

- **Evaluation by the Evaluating Authority**

The submitted form is evaluated by the Evaluating Authority (EA) — the concerned Section In-charge / Head of Department. The EA then forwards the form to the Reviewing Authority.

- **Review and Recommendation by the Reviewing Authority**

The Director, as the Reviewing Authority (RA), reviews the evaluated form and recommends the annual increment, as applicable.

- Annual increments shall range between 3% and 5%, in line with applicable AICTE norms and at the discretion of the management based on the performance of the employee.

Chapter 9 — Code of Conduct and Professional Ethics

9.1 General Conduct — All Employees

- Be punctual, sincere and regular; devote working hours to the progress of the Institute.

- Refrain from any form of harassment or unlawful discrimination on grounds of gender, sexuality, age, marital status, pregnancy, disability, or medical status.
- Maintain confidentiality regarding the Institute's affairs and those of its students, faculty and staff, and not divulge confidential information except as required by law or a competent authority.
- Cooperate and collaborate with colleagues across academic and administrative functions to achieve institutional goals.
- Take reasonable steps to protect Institute property — physical, movable and immovable — from theft, misuse or damage.
- Refrain from anti-institutional, anti-national, communal, or political activity within the campus.

9.2 Conduct for Teaching Staff

- Report to the Institute in good time before the commencement of college timing, and be present on campus during working hours unless assigned official work outside.
- Prepare a lecture-wise lesson plan and course file for each subject allotted, and maintain an academic record book.
- Engage the entire lecture, use ICT effectively, encourage questions, and give special attention to slow learners.
- Show no partiality toward any individual student or segment of students.
- Seek and act on student feedback to improve teaching; report chronic absentees or matters of concern to the Head of Department.
- Obtain leave sanction in advance and make proper alternate arrangements for classes, labs or invigilation.

9.3 Conduct for Administrative and Support Staff

- Maintain accuracy, confidentiality and timeliness in records, accounts, and student documentation handled in the course of duty.
- Take on additional responsibilities as assigned by the Head of Department or Director.

9.4 Professional Ethics

- Act with the highest standards of honesty and ethical conduct on campus and at any offsite location — workshop, seminar, or social event — where the employee represents the Institute.
- Treat students, parents and colleagues courteously, and respect their dignity, rights, opinions, and cultural, ethnic and religious differences.
- Avoid any activity, including outside consultancy or employment, that is not in compliance with this Service Rule Book or that conflicts with the interests of the Institute.

- Report any act of ragging, harassment, bullying or indiscipline involving students in accordance with the Institute's Code of Conduct for Students and applicable law, including the Maharashtra Prohibition of Ragging Act, 1999.

Chapter 10 — Grievance Redressal and Prevention of Sexual Harassment

10.1 Grievance Redressal

Work-related grievances of faculty and staff shall be handled under the Institute's Faculty and Staff Grievance Redressal Policy. An employee with a grievance should first raise it with the concerned forum, Head of Department, and if unresolved, with the Director.

10.2 Prevention of Sexual Harassment (POSH)

The Institute maintains an Internal Committee constituted under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. All employees are expected to be familiar with the Institute's POSH policy and reporting channel, and to cooperate fully with the Internal Committee in any inquiry.

Chapter 11 — Exit Process

- On resignation, retirement, or end of appointment, the employee shall serve the notice period specified in the letter of appointment, or such other period as is mutually agreed.
- The employee shall complete an orderly handover of charge, including academic records, institute property, and pending work, to the Head of Department or nominee.
- Full and final settlement of dues shall be made only after submission of the duly completed No Dues Form and Exit Interview Form.
- All Institute property, including the Identity Card, library materials, and equipment issued, shall be returned before settlement of dues.

Chapter 12 — Powers and Responsibilities

12.1 Director

- Handles recruitment, appointment, appraisal, and leave sanction, and is the primary authority for people matters.
- Oversees academic quality, the academic calendar, examinations, and discipline of students and staff.
- Is responsible for budgetary planning and utilisation, and for reporting significant people and academic matters to the Governing Body.

- Ensures the Institute's people practices remain in line with AICTE norms.

12.2 Governing Body

- Is the supreme authority of the Institute; approves policy, ratifies appointments of senior faculty, and approves amendments to this Service Rule Book.

12.3 Academic Council

- Recommends revisions to this Service Rule Book and to related academic and HR policies.

12.4 Heads of Department / Coordinators

- Support the appraisal process, sanction routine leave, and manage people matters day to day within their areas.

12.5 Administration and Accounts

- Maintain attendance and leave records, and handle pay, dues and settlements in coordination with the Global Education Trust.

Chapter 13 — Amendment, Review and Approval

- The Governing Body has absolute power to insert new rules, amend existing rules, or delete any provision of this Service Rule Book, with prospective or retrospective effect. Until such change is notified, the existing rule shall prevail.
- This Service Rule Book shall be reviewed once every three years, or earlier if AICTE norms or other applicable regulations change.
- The Academic Council shall recommend revisions; the Governing Body shall approve them; and the Director shall implement them.

Recommended by: Academic Council

Approved by: Governing Body

Implemented by: Director, iFEEL

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ABOUT iFEEL

iFEEL Institute for Future Education, Entrepreneurship & Leadership (iFEEL), located in Lonavala, is a contemporary residential B-school that nurtures future-ready leaders and entrepreneurs.

Our PGDM programme blends strong academic foundations with experiential learning, industry exposure and value-based education to develop responsible global citizens who can create impact in a dynamic world.

We focus on holistic development, practical application of management concepts and leadership excellence to ensure our students are industry-ready across all domains.

At iFEEL, we believe in **Inspire, Empower, Transform** — individuals, organizations and communities for a better tomorrow.

GET IN TOUCH



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