

COMPENDIUM OF RULES AND POLICIES



**CHANDRAGUPT INSTITUTE OF MANAGEMENT
PATNA**

CONTENTS

RULES / POLICIES

PAGE NO.

SECTION 'A' – ADMINISTRATION & HR

1.	General Conduct and Ethics	02-06
1.1	Speeches/ Presentations in Public Seminars/ Conferences	02
1.2	Communication to the Media	02
1.3	Protection & Proper Use of CIMP Assets	02
1.4	Drugs / Smoking / Alcohol / Weapons	03
1.5	Conduct Rules	03
1.6	Employee Arrested for Criminal Offence	04
1.7	Sexual Harassment	05
2.	Academic Staff Rules / Policies	07-30
2.1	Faculty Appointments	07
2.2	Leave Rules - Faculty	11
2.3	Rules & procedures for attending national / international conference	14
2.4	Faculty work load norms	16
2.5	Incentive for Publications	20
2.6	Sponsoring faculty for doctoral programme	21
2.7	Consulting / MDP / Study	26
3.	Non Academic Staff / Rules / Policies	31- 106
3.1	Non teaching employee recruitment policy	31
3.2	Recruitment criteria for various posts	35
3.3	Performance appraisal and review	39
3.4	Training and Development	53
3.5	Leave rules – Non teaching employee	58
3.6	Staff promotion policy	65
3.7	Medical facility	74
3.8	Allowance & benefits	80
3.9	Retirement and resignation etc.	102
4.	Rules on Disciplinary Action	107-116
4.1	Definitions	107
4.2	Classification of Employees	108
4.3	Misconduct	109

SECTION 'B' – FINANCE & ACCOUNTS

5.1	Accounting Manual	118
5.2	Corpus Fund Rules	179
5.3	Store & Purchase Manual	181
5.4	CIMP Welfare Fund	191

SECTION 'C' – RULES ON ACADEMICS

6.1	PGP Rules	194
6.2	Academic Rules and Regulations	197
6.3	Student Discipline	210
6.4	Refund of Fees	214
6.5	Hostel Rules	227
6.6.	Others	251
6.7	Library Resource Centre Rules	252

SECTION 'A'
ADMINISTRATION & HUMAN RESOURCE

1. GENERAL CONDUCT & ETHICS

All employees, both permanent and contract, of the CIMP will be expected to strictly follow the rules and regulations of the institute as promulgated and modified from time to time.

1.1 SPEECHES/ PRESENTATIONS IN PUBLIC SEMINARS/ CONFERENCES

1.1.1 All employees are required to seek prior approval from Institute for making speeches and presentations in public seminars and conferences mentioning following details:

- i. Date and venue of the Seminars / Conferences
- ii. Purpose and theme of the Seminars / Conferences
- iii. Brief outline of the proposed presentation / speech
- iv. Likely audience
- v. Reason for participation

1.1.2 After their participation in the seminar, they will be required to submit a report of their assessment of their speeches / presentations within a fortnight.

1.2 COMMUNICATION TO THE MEDIA

1.2.1 The Public Relations Department / Administration of the CIMP will manage all communications with the press, in co-ordination with Director. Direct interaction with the Press will be only handled by Director. All queries from the media either through their representatives or otherwise should be referred to the Public Relations Officer / Administration.

1.2.2 Employee will deal directly with media on CIMP related matters, only with proper authorization from the Director to do so.

1.2.3 Use of internet or any other medium to reveal sensitive information is not allowed

1.3 PROTECTION & PROPER USE OF CIMP ASSETS

1.3.1 All employees are expected to take good care of CIMP's assets and ensure their efficient use. All assets of the Institute shall be used only for legitimate business purposes.

1.3.2 Theft, carelessness, and waste of resources of any kind will be viewed seriously.

1.4 DRUGS / SMOKING / ALCOHOL / WEAPONS

1.4.1 Any employee taking drugs / consuming alcohol / smoking in offices or in possession of weapons except security staff will be committing a disciplinary offence, which will be dealt with in accordance with the Institute's Disciplinary Action Procedure.

1.4.2 An employee may be, on reasonable suspicion, asked to undergo drug / alcohol testing. Refusal to comply with the directive may result in termination of the employee's services with the Institute.

1.5 CONDUCT RULES

[DO's] – Every Employee Shall

- Maintain absolute integrity (at all times)
- Maintain absolute devotion to duty (at all times)
- Maintain punctuality. If one happens to be late due to some reasons beyond one's control, one must telephonically intimate the office to this effect. Non-intimation by the office start timing may be deemed as unauthorized absence from duty and may be dealt with accordingly.
- Those holding responsible posts maintain independence and impartiality in the discharge of duties.
- Maintain a responsible and decent standard of conduct in private life.
- Render prompt and courteous service to the public.
- Observe proper decorum on and off workplace.
- In case of any civil / criminal procedure against any employee, this may be reported to his / her supervisor and the circumstances connected with it
- Maintain political neutrality.
- Avoid habitual indebtedness or insolvency.
- Act in accordance with institute policies.
- Deal with public with courtesy.
- Maintain secrecy and fidelity with the institute.

[DON'Ts] No Employee Shall

- Make joint representations in matters of common interest.
- Indulge in acts detrimental to the interest of CIMP.
- Adopt dilatory tactics in his/her dealings with the public.

- Practice untouchability.
- Associate himself/herself with any banned organizations. Join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.
- Enter into any private correspondence with Foreign Embassies or Missions / High Commissions.
- Accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc., having official dealings with him/her
- Lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom he/she is likely to have official dealings.
- Approach subordinates for standing surety for loans taken from private sources either by him/her, relations, or friends.
- Appear in public place in a state of intoxication.
- Indulge in any act of sexual harassment of any kind.
- Keep away from demonstrations organized by political parties in the vicinity of the Institute

1.6 EMPLOYEE ARRESTED FOR CRIMINAL OFFENCE

1.6.1 An employee who is arrested on a criminal charge or is detained in pursuance of any process of law, may, if so directed by the competent authority, be considered as being or having been under suspension from the date of his detention, up to such date or during such other period, as the competent authority may direct.

1.6.2 Any payment made to an employee shall be subject to adjustment of his pay and allowances which shall be made according to the circumstances of the case and in the light of the decision as to whether such period is to be accounted for as the period of duty or leave:

Provided that full pay and allowances will be admissible only if the employee:

- a. is treated as on duty during such period; and
- b. is acquitted of all charges or satisfies the competent authority in the case of his release from detention or his detention being set aside by the Competent Judicial Authority that he/she had not been found guilty of improper conduct resulting in his detention.

- 1.6.3 An employee shall be liable to dismissal for any of the other charges if he/she is convicted to prison for a criminal offence or is convicted for an offence which in the opinion of the competent authority, either involves gross moral turpitude or has a bearing on any of the affairs of CIMP or on the discharge by the employee of his duties in the CIMP. The decision of the Director in this respect shall be conclusive and binding on the employee.
- 1.6.4 Where the absence of an employee from duty without leave or his overstay is due to his having been arrested on criminal charges or due to his having been detained in pursuance of any process of law, the employee shall be treated as having absented himself/herself without leave or, as the case may be, overstayed, otherwise than under circumstances beyond his control

1.7 SEXUAL HARASSMENT

The Institute's Committee for Managing Gender Issues (CMGI) has adopted the following guidelines of the Honorable Supreme Court of India for managing complaints of sexual harassment against women:

- 1.7.1 There will be an Internal Complaints Committee (ICC)* which shall consist of a woman President and not less than one half of its members should be women.
- 1.7.2 The ICC will nominate a representative of a non-governmental organisation or any other body which is working for the cause of upliftment of women and is familiar with the issue of sexual harassment.
- 1.7.3 A complaint may be lodged with any member of the ICC.
- 1.7.4 If a complaint is made to the Director it shall be forwarded to the ICC.
- 1.7.5 All the complaints shall be confidential and it shall be the duty of the members of the ICC to ensure confidentiality.
- 1.7.6 ICC will make investigations into a complaint made to it by a complainant, hold enquiries into such complaints, resolve the matter by amicable settlement if so requested by the complainant, and issue orders pursuant to the findings of the enquiry.
- 1.7.7 On receiving a complaint of sexual harassment, the ICC shall conduct an inquiry into the complaint by obtaining information from the complainant and the defendant and any witnesses, determining if there are individuals with direct or indirect information regarding

the complaint, and, if so, by interviewing them or by obtaining information from such other persons and making such inquiries as it thinks fit.

- 1.7.8 The ICC will record its findings and take appropriate action on the basis of the findings.
- 1.7.9 During the course of enquiry, if required, the complainant and the defendant shall be called separately.
- 1.7.10 The ICC shall be free to adopt its own procedure for carrying out the inquiry having regard to the sensitive nature of the complaint and the respective power position of the parties.
- 1.7.11 Any member of the ICC, if related to or known to be close to either the complainant or the defendant shall not participate in the deliberations or other activities of the committee related to that particular case.
- 1.7.12 The ICC shall deal with all issues expeditiously.
- 1.7.13 Composition of CMGI-The current members of CMGI would be notified by the Director from time to time.

2. ACADEMIC STAFF RULES / POLICIES

2.1 FACULTY APPOINTMENTS

2.1.1 THE QUALIFICATION FOR FACULTY POSITION IN DIFFERENT LEVELS WOULD BE AS UNDER:

Assistant Professors

For appointment as Assistant Professor, one should have a PhD with first class or equivalent in the appropriate branch with a very good academic record throughout and at least three years' industrial/research/teaching experience, excluding however, the experience gained while pursuing Ph.D.

In Exceptional cases entry level faculty position (Assistant Professor) may be offered to candidate possessing master degree from reputed national/international Institution like IIMs, IITs etc. with outstanding academic records. Such candidate should be encouraged to do PhD while serving in the Institute.

Associate Professors

For appointment as Associate Professor, one should have a PhD with first class or equivalent in the appropriate branch with a very good academic record throughout and a minimum of six years Teaching/Industry/Research experience, of which at least three years' should be at the level of Assistant Professors.

Professors

For appointment as Professor, one should have a PhD with first class or equivalent with a very good academic record and a minimum of 10 years' experience.

Regular Faculty

Appointments to the various regular faculty positions will be made through an open selection system.

Visiting (Contract) Faculty

With a view to obviate shortage of faculty and take care of special teaching and other academic needs, the Institute may have visiting faculty on contract for a period 6 months to two years depending upon the recommendation of the selection committee.

The visiting faculty appointments may be considered for the following persons.

- i. Bright potential faculty candidates who don't possess adequate experience for entry level faculty position or are awaiting award of doctoral degree.
- ii. Prospective faculty candidates based abroad.
- iii. Professionals/academicians of repute.

The identification and selection for the (i) above will be through the selection process prescribed for the regular faculty, described later.

The identification of the faculty for (ii) will be done by area faculty/Director/Dean and their selection will be done by the selection committee for regular faculty as (i) above, if they are interested for regular appointment in due course. If they are interested only up to one year, the selection will be done by the specially appointed selection committee as (iii) below.

Seminar requirements will apply only for visiting faculty candidates in category (i) only.

The identification of the faculty for (iii) will be done by faculty/Director/Dean, and their selection will be done by specially appointed selection committee, comprising a Professor of the Institute, an outside expert and the Director.

The compensation package for the visiting faculty will be decided by the respective selection committee. They will be provided with visiting faculty accommodation as decided by the institute from time to time. The visiting faculty will be given a consolidated salary only and will not be eligible for any terminal benefits, LTC etc. as applicable to regular faculty. Visiting faculty, other than (i) above, will also not be eligible to associate in any other paid activity of the institute applicable to the regular faculty.

The visiting faculty under category (i) will be eligible for medical benefits and participation in National Seminars/Conferences.

The requests of academicians wishing to spend sabbatical period at CIMP, or under such schemes like Fulbright scholarships will be treated as (ii) above.

Senior Fellows

The Institute may invite distinguished scholars/managers or civil servants as Senior Fellows for a period not exceeding one year on a consolidated honorarium. The emoluments will be fixed commensurate with the academic/professional standing of the invitees. The detailed negotiations in this regard will be done by the Director and offer will be made with the approval of the Board.

2.1.2 PROCEDURE OF SELECTIONS

- i. Applications will be invited through website and advertisement. Direct applications will also be entertained. Functional Areas will inform the Director/Dean about their requirements of Faculty by the first week of January every year.
- ii. Internal faculty of the Institute should also apply as per the eligibility requirements mentioned at 1.5.1 above.
- iii. The initial screening of the applications/biodata of the aspirants for faculty positions will be done by the respective areas. In case an area has only two or less members, the Director/Dean may include some senior faculty members from related areas in the screening committee for the first stage screening. For emerging/interdisciplinary areas not falling strictly within the framework of existing areas, the Director may solicit feedback from a group comprising the Area Chairman and Dean. He will however, have the freedom to call any candidate for the seminar presentation, if he deems fit.
- iv. For the internal candidates there will be no requirement of seminar presentation.
- v. Based on the inputs received or otherwise, the Director/Dean will finalize the shortlisted candidates for seminars. The Chairperson of the concerned area will convene and co-ordinate the seminar. All faculty members, students and other academic staff would be invited to attend the same. The faculty will provide feedback on the performance of the candidate in the seminar, which will be given to the selection committee.
- vi. The Selection committee will comprise the Dean / Senior faculty (Chairman), two external subject matter experts and the concerned area Chairman or Professor (in case the area Chairman is not a full professor) as the members. The area will help in

developing a panel of 5 or more experts, who are eminent faculty/professional in the field. The panel shall be updated every year as necessary, in consultation with the respective area. The criteria for selection would include the number as well as quality of publications, years and quality of teaching experience at different levels, experience in academic administration, etc. Care should be taken that the minimum eligibility criteria are adhered. The faculty candidate would meet other faculty members in the area on a one to one basis. The area faculty would share their feedback with the selection committee. The selection committee's decision would be of recommendatory nature on the final decision on faculty appointment would rest with the Director.

- vii. No Permanent Faculty appointment shall be made without a proper interview by a formally constituted selection committee.
- viii. Dean will assist the Director in the various stages of processing of applications and organizing of the faculty selection committee / meetings.

2.1.3 EVALUATION OF INTERNAL CANDIDATES

For evaluation of internal candidates, the following parameters shall be considered:

- a. Average annual teaching load and the student feedback on the PGP courses taught.
- b. Research and publications.
- c. MDPs conducted (including their evaluation in terms of number of participants, feedback, as also surplus generation).
- d. Assignments of academic administration undertaken and the performance in such tasks.

The PGP/MDP participant would be asked to give their feedback on each course through a structured proforma. The Chairman-PGP/MDP will be responsible for collecting, processing and reporting the feedback to the Director.

2.2 LEAVE RULES - FACULTY

The following types of leaves can be availed by faculty members.

2.2.1 CASUAL LEAVES

- i. Twelve days CL is admissible for one Calendar year.
- ii. Members joining during the middle of a year can avail Casual Leave proportionately.
- iii. Casual Leave can be taken for half-day also.
- iv. Casual Leave can not be granted for more than 5 days at a time.
- v. Casual Leave can be combined with special leave but not with any other kind of leave.
- vi. Sundays and holidays falling during the period of Casual Leave are not counted as part of Casual leave.
- vii. Sundays, Public holidays, Restricted holidays, weekly offs can be prefixed/suffixed to Casual Leave.
- viii. Casual leave can be taken while on tour but no D.A. will be admissible for the period.

LTC can be availed during Casual leave

2.2.2 RESTRICTED HOLIDAYS

Admissible two days only out of the declared Restricted Holidays, in one Calendar year.

2.2.3 VACATIONS

Academic Year will be from 1st July to 30th June annually. The guidelines for availing Vacation are as follows:

2.2.3.1 The academic staff of CIMP is entitled to vacation for 60 days every year as declared from time to time. For those who join the Institute in the middle of the academic year, and those who join the Institute after leave of absence of four months or more, the quantum of Vacation will be proportionate to the period of service preceding Vacation. The Vacation will be proportionately reduced in case of leave without pay availed during the academic year.

2.2.3.2 If a member of the academic staff is prevented from availing of the Vacation partially or fully in the academic year, he shall be entitled to Earned Leave on full pay and allowances in such proportion of 30 days as the number of days of Vacation not availed bears to the full vacation. Such leave should not, as far as possible, be accumulated.

2.2.3.3 Credit of Earned Leave consequent upon non-availing of Vacation will be admissible only in cases where a faculty member is prevented from availing Vacation or has been permitted by the Director not to avail the Vacation, wholly or in part, for valid reason. Members of the faculty who do not wish to avail themselves of the Vacation fully or partially, are required to fill up the proforma indicating the nature of work they will be doing during the period of Vacation and make a request for converting the Vacation into Earned Leave. This proforma duly filled up should reach the Director by the due date to be prescribed from time to time.

2.2.4 SPECIAL LEAVES

2.2.4.1 Extraordinary Leave (EOL) without Pay

Purpose: To take up full time employment in Industry/Academic Institutions either in India or a foreign country in the overall interest of Faculty Development and Research.

- a. The leave will be granted to a permanent faculty who has completed at least three years uninterrupted service at the Institute.
- b. The period of leave will be up to one year for every three years of completed service.
- c. The period of leave will not be counted for the purpose of three years of completed service.
- d. A Faculty member can be granted up to two years of extraordinary leave, if he has completed at least six years of uninterrupted service.
- e. A minimum of three years should elapse after return from one spell of EOL or Sabbatical Leave (SL) before another spell of EOL or SL is granted to him.
- f. The Faculty member can't undertake any assignment other than the one for which the leave has been granted.
- g. The leave will be granted only if it does not adversely affect the academic activities of the Institute.

2.2.4.2 Sabbatical Leave

Purpose: To provide opportunity for intensive research or literature development.

- a. Granted to a permanent faculty of the Institute, who has put in at least six years of uninterrupted service at the institute.
- b. Sabbatical Leave shall be granted up to a maximum period of one year at a time.
- c. Sabbatical Leave shall be granted up to a maximum of three times in one's entire career at CIMP.
- d. A minimum of six years should elapse between two sabbatical leave spells and a minimum of three years should elapse from the date of return from any extraordinary leave without pay.
- e. The Faculty member will get all the benefits to which he/she is otherwise entitled to, during the period of sabbatical leave.
- f. The Faculty member can't undertake any assignment other than the one for which the sabbatical leave has been granted.
- g. The Faculty member will have to execute a bond as prescribed by the Institute.

2.3 RULES & PROCEDURES FOR ATTENDING NATIONAL / INTERNATIONAL CONFERENCES

The Institute encourages Faculty to take up research activities and disseminate the same in academic and professional forums such as conferences/ seminars at national and international level. The entitlements are as follows:

2.3.1 NATIONAL CONFERENCE

A full-time faculty member of the Institute is entitled to participate every year in one National Conference/ Doctoral Consortium / Seminar of repute, for presenting a research paper.

A full-time faculty member holding the PhD/FPM is entitled to attend one additional (the 2nd national) National Conference/ Doctoral Consortium / Seminar of repute every year, for presenting a research paper wherein s/he should be the first author of the paper. In case of this second conference, the full-paper must be submitted to the office of the Institute Director for prior approval.

2.3.2 INTERNATIONAL CONFERENCE

A full-time faculty member of the Institute is entitled to participate in one International Conference/ Doctoral Consortium / Seminar once in a three-year block provided s/he is presenting a paper. The blocks will be announced by the Institute Director; the current block is April 2013 to March 2016.

Ordinarily, completion of a minimum of two years of service as a faculty member at the Institute is required to be eligible for this international conference entitlement. However, this condition may be relaxed in special circumstances and cases by the sanctioning authority (the Institute Director), subject to the condition that if the individual leaves the services of the Institute prior to completing 2 years of service then the total expenses incurred will be fully recovered from him.

Further, participation in one additional International Conference is permissible for a full-time faculty member holding the PhD/FPM in the same 3-year block, over and above the existing one International Conference, provided s/he is presenting a research paper. The request for the additional international conference is subject to review and recommendation by a Committee comprising of Director and an external expert. The Committee will consider the professional standing of the conference, demonstrated research capability of the faculty member, institutional commitments of the faculty member, and the availability of funds so as to make its recommendation. In order to make appropriate use of institutional resources, it is preferable that the additional international conference entitlement (if permitted by the Institute Director)) may be availed for a conference being held in a country in the region of Asia or Australia or Europe. Approval to attend the additional international conference will generally be based on the expectation that the faculty member concerned will work at the Institute until the end of the notified 3-year block period.

The policy of allowing two international conferences in a 3-year block was adopted by the Institute in order to ensure that the faculty time and Institute funds spent on attending such conferences are utilized in a better way so as to enhance the image of the Institute.

2.3.3 PROCEDURES AND GUIDELINES FOR NATIONAL/INTERNATIONAL CONFERENCE PARTICIPATION:

- All requests for conference participation will be routed through the Institute Director on prescribed format. Copies of the research paper and the paper acceptance letter, and the official registration information specifying conference dates and fees, are to be included with the request. The sanctioning authority for all Conferences will be the Institute Director. The decision of the Institute Director will be final and binding in this regard.
- It is expected that the concerned faculty member of the Institute will take the initiative to seek the formal permission from the Institute Director so as to avail the conference entitlement within a week after the date of paper-acceptance decision reaches the faculty member through email.
- The maximum number of days permitted for national/international conference travel related per-diem and the conveyance entitlement will be limited to a maximum of three conference days. In addition, the per-diem at the rate of 70% will be permitted for a maximum number of two traveling days. (These additional two days may be required to reach the conference venue, and departing once the conference gets over).
- The faculty member who avails the national/international conference entitlement is solely responsible for making the arrangements and necessary remittances for registration, air/train travel, local conveyance, accommodation etc.. It is mandatory that all these arrangements and necessary remittances are getting done through the Secretary to the Institute Director by following the prevailing rules and norms of the Institute.
- Two photocopies of the relevant pages of the conference proceedings (one for the personal file, and the second goes to the Institute library for mandatory display), wherein the faculty member's full-paper got published, should be submitted to the Office of the Institute Director within three working days of the arrival of the faculty member at the Institute premises. In case, the paper has got published as soft-copy conference proceedings in CD format, the original CD-proceedings may be submitted to the Director office for duplicating purpose – the original CD will be returned to the faculty member soon after recording the same at Institute library. In case, the paper is being published in the conference proceedings at a later date, a copy of the paper should be submitted at the Office of the Institute Director, soon after the release of the conference proceedings.
- In case attending a conference/ seminar does not require any financial support from the Institute, such as through external funding, the same may be permitted beyond the institute-funded conference-participation entitlements subject to “there being no effect on the individual's availability for academic activities at the Institute.
- For the purpose of availing all the above conference entitlements, the definition of the *year* will be taken as the financial year, i.e. from 1st April to 31st March.

2.4 FACULTY WORK LOAD NORMS

2.4.1 All faculty members are expected to earn a minimum of 180 credits in a year. Of this, at least 120 credits must be from teaching PGP/FPM courses. Similarly at least 30 credits have to be earned from the Research Activities-including Sponsored Research and self sponsored research. The remaining can be earned from other activities. The credits for various activities are given separately in the table below. In the case of young faculty members who are starting their career at CIMP, appropriate considerations may be permitted by the Director in the initial 2 years to allow them to settle down academically.

The specific credit points are given below.

Credits Points for Various Activities

Sl. No.	Activity	Credits	Remarks
1.	PGP Teaching	1 credit per hour of instruction	
	Project Course	15 credits for a 3 credit course and 10 credits for a 2 credit course	A maximum of 50 credits in 3 years block.
	Social Development Project (SDP)	1 course equivalent (30 credits) for coordinating SDP for one section (60 students) for two year.	It is recommended that separate co-coordinators may be appointed for different section for SDP.
2.	Training : Open MDP	1 Credit per hour of Instruction if not compensated monetarily. Co-ordination : 5+1 credit per day of the programme (subject to a maximum of 15 credits for co-ordination per programme per co-coordinator)	The credits for co-ordination will be divided by the number of co-coordinators.
3.	Research: International Journal Publication	60 Credits	The credits will be divided equally in case of more than

		one author.
National Journal Publication	40 Credits	-do-
International Conferences	20 Credits	-do-
National Conference	10 Credits	-do-
Chairpersonship in Conferences**	5 for national 10 for international per session	Subject to a maximum of 20 credits per annum.
Sponsored Research Project (except SGRP)	5 points on approval & 10 points in every year during the approved project duration.	
SGRP	2 points on approval	Publications arising Out of SGRP will Attract separate credits as due.
Working paper	10 Credits	Can be an output of SGRP. Some review Process and/or presentation in CIMP research seminar series may be initiated for the same.
Case Studies	20 Credits	The points are awarded once the case study is registered by Institute (after proper review process) or by any external clearing house. (Cases without undergoing the review process will get points only as in the working paper).
Articles in Magazines, Newspapers, Non-referred Journals etc.	5 Credits	
Presentations in symposia,	2 Credit	Maximum of 10 Credits per annum.
Invited Journal Editor**	60 credits for International Journal (20 credits will be	International Journal

		counted for PDF only)** and 40 for national journal.	
	Doctoral Thesis Evaluation/Book review/Article review**	5 Credits	Maximum 20 credits per annum
	Book Publication	60 Credits	If book is published by a publisher of national significance, only 30 credits will be given.
	Membership in Editorial Boards**	5 Credits per journal	Maximum of 20 credits
	Chapter in an edited volume	20 Credits	
	Proceedings of conference	10 Credits	
	Conducting Conference in campus	30 Credits	
	Editing and Publication of Conference Proceedings by a reputed publisher	20 Credits	
	Fellowships for conferences, Invited Speakership etc.**	20 Credits for international and 10 for recurring national Conference 2 for symposia etc.	Subject to a maximum of 30 credits per annum.
4.	PGP, Admissions, Placements Chairmanship.	50 Credits	It is recommended that Institute should provide adequate Officer level support for the Chairman. Till that time, the credit may be increased at least by 10 credits.
	FPM*, MDP/FDP, Student Activities	30 Credits	

	Chairmanship		
	Other Functional Chairmanship	15 Credits	
	Area Chairmanship**	15 Credits	
	Chairmanship of Committees**	5 Credits	Maximum 15 credits
	Membership in Committees*	2 Credits	Maximum 15 credits
	Activities related to CIMP PGP/FPM Admissions	1 credit per day of Admissions work	Includes Test Construction, CAT Conduct and Interviews.
5.	PGP/FPM/IDL Course Coordination 'Z'	5 Credits per course	Maximum of 30 credits
6.	Introduction of New course subscribed by students	10 Credits	Maximum 10 credits per annum.
7.	Individual professional development activities like external work, talks, examiner ship, membership in boards, citations etc.**	1 point for every instance provided no monetary compensation is received for such activity.	Maximum of 20 credits per year.

There will be option available to compensate the sessions taught in MDP monetarily or to add it along with the total work load of the faculty. Where no payment will be made for customized programmes. While the minimum teaching and other activities amounting to 180 credits (excluding the paid MDPs) is the minimum expected from a faculty any additional credit would be compensated monetarily as per the norms of the Institute, or decided by the Director from time to time.

*If FPM activity is clubbed with other research activities, 50 credits can be awarded.

**Will be counted only for Professional Development Fund purpose (discussed in incentive section)

+Maximum credits from 5 are 60 credits. Also the ex-officio presence will not be getting any credits.

2.5 INCENTIVE FOR PUBLICATIONS

2.5.1 It is proposed that an article in Category A journal would attract a monetary incentive of Rs. 2.5 lacs and category B journals would attract a monetary incentive of Rs. 1.25 lacs. In case of publication in category C journals no monetary incentive will be provided.

2.6 SPONSORING FACULTY FOR DOCTORAL PROGRAMMS

2.6.1 PREAMBLE

To promote higher studies among young faculty members to continuously improve its faculty quality and research output, CIMP plan to sponsor faculty for Doctorate.

AICTE also mandates continuous faculty improvement.

Considering the extreme shortage of high quality faculty, good institutions in the country are recruiting faculty who have otherwise demonstrated competence but do not have PhD. The AICTE, the regulator of MBA education of India, has recognized this acute shortage and allowed to recruit people without PhD for the position of Assistant Professor. However they cannot get further promoted unless they earn PhD during the period. In this highly competitive world of management education the ranking and rating of institute significantly affects the admission, placement and academic standing of the institute. Therefore upgrading faculty academic profile is a competition imperative for B School.

Most of the faculties who have joined CIMP are MBAs from top national institutes like IIM, IRMA, XIM etc. They have joined the institute after leaving lucrative corporate jobs in Metro cities. These faculties should be encouraged to pursue higher studies like MPhil, PhD and Post Doc Fellow programs.

In case of part time PhD program, the candidate can pursue the PhD program while serving the institute. Faculty may be allowed to occasionally visit the campus to fulfill the academic norms.

Candidates joining reputed institutes for higher studies will enrich the global perspective of the institute.

It will encourage the young faculty and motivate them to serve the institution for a longer period.

2.6.2 ELIGIBILITY FOR DOCTORAL DEGREE

- i. Young faculty having served the institute for a minimum period of one year.
- ii. He / she may have obtained admission to any of the reputed institution in the country / abroad.
- iii. Willingness to serve CIMP after doctorate.

2.6.3 ELIGIBLE FINANCIAL ASSISTANCE

- i. An amount equal to course fees of the Institute and other incidental expenses as sanctioned by the director.

- ii. Leave of absence with pay for the period when required to visit the educational Institution where PhD is being pursued.

2.6.4. OBLIGATION OF THE FACULTY

- i. A bond in the prescribed form as per Annexure – I is to be executed by the faculty
- ii. Extra leave beyond the permissible leave as per the Institute rule shall be debited to leave account of the faculty

Course fee of the Institute

- A. The period of the bond will be as per the following: -
 - i. For a sponsorship up to Rs. 8 lakh: The bond period will be PhD + 1 year that effectively amounts to 5-9 years.
 - ii. For a sponsorship above Rs. 8 lakh: The bond period will be PhD + 3 years that effectively amounts to 7-11 years.
- B. The bond will be considered as fulfilled if either of the two conditions detailed below is satisfied by the bounden.
 - i. The bounden has served the bond period and the Institute has recovered 60% of sum paid towards sponsorship. In that case, 40% of the sum paid towards sponsorship will be considered as retainer incentive.
 - ii. The bounden returns the outstanding amount with the prevailing interest rate for the outstanding period. Interest rates on Education Loan of the State Bank of India will be considered as the reference.
- C. The Institute will recover the sponsorship amount by adjusting the incentives for national and international publications due to the faculty on account of projects, consulting, MDPs, training, and incentives for national and international publications.
- D. The bond shall not be taken as an employment guarantee for the bond period. The Institute reserves the right to terminate the services of the faculty on disciplinary grounds. In the case of termination, the bounden will be liable to pay back the outstanding amount as per B (i) or B (ii), as the case may be.
- E. In case, the bounden has served the bond period and the Institute has recovered more than 60% of the sum paid towards sponsorship, then the Institute will reimburse the money in such a manner that the faculty gets the 40% of the sum paid towards sponsorship as retainer incentive as per B (i).



CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA

Pharneeswar Nath Renu Hindi Bhawan, Chajjubagh, Patna-800 001(Bihar), India

Annexure – ‘1’

SPONSORSHIP BOND FOR PART TIME DOCTORAL PROGRAM

KNOW BY ALL MEAN THESE PRESENTS THAT I (Name of the Faculty Member availing sponsorship) of do hereby bind myself and my respective Heirs, Executors, and Administrators to pay to the **Chandragupt Institute of Management Patna** (hereinafter called the “Institute”) on demand the sum equal to the fee for executive – F P M (Part Time Doctoral Program offered by.....(name of the institution selected for PhD) from the Institute including the travelling costs during the PhD period together with interest thereon from the date of demand at the rates detailed here in below for the time being in force.

DATED this (Month)

Whereas the above bounden is granted by the Institute to pursue for .
..... vide Inter Office Memo dated

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT IN THE EVENT OF the above bounden being an employee of this Institute.

A. The period of the bond will be as per the following: -

1. For a sponsorship up to Rs. 8 lakh: The bond period will be PhD period + 1 year that effectively amounts to 5-9 years.
2. For a sponsorship above Rs. 8 lakh: The bond period will be PhD period + 3 years that effectively amounts to 7-11 years.

B. The bond will be considered as fulfilled if either of the two conditions detailed below is satisfied by the bounden.

1. The bounden has served the bond period and the Institute has recovered 60% of sum paid towards sponsorship. In that case, 40% of the sum paid towards sponsorship will be considered as retainer incentive.
2. The bounden returns the outstanding amount with the prevailing rate of interest for the period from the date of commencement of sponsorship bond to the date of breach of the bond. Interest rates on Education Loan of the State Bank of India will be considered as the reference.

- C. The Institute will recover the sponsorship amount by adjusting the incentives due to the faculty on account of projects, consulting, MDPs, training, and national and international publications.
- D. Outstanding amount for the calculation of interest shall be considered as the sponsorship amount reduced by the amount retained as defined in Term (C) calculated on quarterly intervals.
- E. Incentives for national and international publications will be adjusted as per the publication policy of the Institute.
- F. The bond shall not be taken as an employment guarantee for the bond period. The Institute reserves the right to terminate the services of the faculty on disciplinary grounds. In the case of termination, the bounden will be liable to pay back the outstanding amount as per B1 or B2, as the case may be.
- G. In case, the bounden has served the bond period and the Institute has recovered more than 60% of the sum paid towards sponsorship, then the Institute will reimburse the money in such a manner that the faculty gets the 40% of the sum paid towards sponsorship as retainer incentive as per B1.
- H. Extra leave beyond the permissible leave as per the Institute rule, shall be treated as leave without pay.

THE ABOVE BOUNDEN.....
 (Name of the faculty member) shall forthwith refund to the Institute on demand all monies paid by way of sponsorship advance from the Institute during the PhD period together with the interest thereon from the date of demand at the rate referred to in Clause B(2) here in above.

AND WHEREAS UPON the bounden.....
 failure to reimburse the required sum hereinbefore stated the Institute shall be at liberty to recover the said sum from the amount of the bounden's Provident Fund or any other amount standing at the credit of the bounden.

AND UPON the said making such refund the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS that the liability of the said amount in terms of salary and travelling expenses hereunder shall not be impaired or discharged by reason of time being granted by any forbearance, act or commission of the Institute or any person authorized by it whether with or without the consent or knowledge of the said.....
 nor shall it be necessary for the Institute before suing the said..... for the amounts due hereunder.

Provided further that this Bond shall in all respects be governed by the Law of India.

SIGNED AND DELIVERED BY the above bounden.

(Signature of the faculty member)

In the presence of Shri

(Signature of Witness)

2.7 CONSULTING/MDP/STUDY

2.7.1 GENERAL

The Government of India has allowed consulting in Government sponsored technical institutions including the Indian Institutes of Management. Similar facilities are available at CIMP also. The object of consulting in these institutes is to allow the individual to keep in touch with the world of practicing management by working on specific problems for a client in the field of the consultant's specialization. Consulting facility is allowed to the faculty and research/project employee/ outside experts as per the requirement. In the exercise of this facility, the individual will conduct herself/himself in a manner befitting a faculty/member of this Institute. The faculty member's primary obligation is to the institute and it is expected that she/he will not, in any way, financially or otherwise, transgress the spirit on which the consulting privilege rests. Consulting/study is envisaged as an activity which entails assistance to an organization in finding solution to specific managerial problem(s), or performing a task for it in return for pecuniary consideration in whatever form.

Normally consultancy projects are of two types - one is of advisory role and second is the customised training program for the organisation.

Management Development Programme (MDPs) are the open ended programmes offered to practicing executives. Faculty members are obliged to teach in this programme like PGP. Revenue arising out of these types of programmes will not be shared with faculty members.

2.7.2 PERMISSION TO UNDERTAKE CONSULTING/STUDY

All consulting shall be in the name of the CIMP the Director's permission in writing is required for every project. This is so whether a client's initial approach is to an individual or to the Institute. Where the client approaches the Institute, the Director will be the project/MDP head and nominate a faculty member as the chief coordinator and other group members, if required; to undertake the project provided it does not in any way adversely affect their core activity of teaching/ other works. These decisions will be based on the interests and capabilities of faculty, their areas of specialisation, and, as far as possible, equity in the distribution of consulting work. If directly approached by clients, individual faculty should not commit themselves orally or in writing until the Director's explicit permission has been obtained. The Director reserves the authority to grant or regret permission to anybody and the decision taken by the director shall be final.

2.7.3 CONSULTING TIME

The total time allowed to each member of the faculty for consulting is 52 days per annum including vacation, holidays, and paid leaves provided that the consulting time for a faculty member, being on the payroll for less than a year, would be pro-rata reduced. Director may allow a faculty to exceed the 52-day limit in cases of excessive work load and shortage of faculty/

resource persons. However this is a notional number of days for billing purpose in any particular year. Unutilised days in a particular year cannot be carried over to the next year. Director may announce the per day consulting rate of the institute periodically.

The accounting year for this activity will be the year, from April 1st to March 31st

2.7.4 CHOICE OF CONSULTING

The Director, in considering a consulting proposal, will normally view it from the point of view of its importance and relevance to the work of the Institute and the consultant's area of specialisation, the nature of the problem and the time involved, and its implication for the consultant- client relationship.

While permission might not necessarily be refused, consulting arrangements which generally are without problem or time definition, or accredit a faculty member as consultant to an organization on a retainer basis will be discouraged.

The clientele of the Institute and their problems should be of a wide variety. Faculty members are encouraged to aim at diversity in their consulting work.

2.7.5 INSTITUTE ASSISTANCE

The Institute will, subject to its commitments, provide assistance to team involved in consulting. The major types of assistance will be in the form of research and secretarial assistance. This will have to be approved from the Director.

2.7.6 INSTITUTE OVERHEAD

It is desirable to include 20% of the project cost (10% in case of Government funded projects) as institute overheads to take care of the overhead expenses of the institute for the project. It should be considered at the time of preparation of budget for the project. However, the director has the discretion to reduce the overhead cost in deserving cases.

Director's prior approval for participating in all activities will be necessary for all consulting assignments.

2.7.7 ACCOUNTING AND REPORTING SYSTEM

Accounting and reporting shall be based on the rules framed in the Accounting Manual.

Procedure

All MDP and projects shall be initiated by the institute through Director as MDP/ project head and an appointed MDP/Project Co-ordinator by the Director.

The role of Chief Co-ordinator may be assumed by a faculty of CIMP including the Director. The faculty coordinator of each programme would work with the MDP/ Prject officer and his / her staff and coordinate each programme.

The director in consultation with the project/MDP Coordinator would select the project/MDP team.

The Project/MDP Coordinator shall be authorized to operate on behalf of the institute for the following

- a. Proposal preparation/submission and other negotiations with the client.
- b. Making interim presentations and answering all queries of the client
- c. Final report submission and presentation to the client
- d. Resource mobilization and all other activities incidental to carry out the project/MDP.
- e. Raising bills and other documentary requirements to get the payment from the client.

Operation of bank account

- a. The amount received on account of the Project/MDP shall be deposited into bank account designated only for the project funds.
- b. All the payments shall be made out of this account. In case of delayed receipt of funds, amount required for project/MDP implementation may be transferred from the institute main account to this project account which shall be reimbursed as and when the project funds are received.

Maintenance of Records and Accounts

- a. All the vouchers and records relating to the projects shall be kept by the Project Accountant under the control of MDP/ Project Coordinator. All theses vouchers and records shall be submitted to accounts section of the institute after completion of the project along with the audited accounts and utilization certificate.
- b. The advance to incur the expenditure for the project shall be taken by the MDP/Project Coordinator from the accounts section subject to the approval of the director of the institute.
- c. A copy of all reports & presentations generated and submitted to the client would kept with the director's office and another copy would be made available to the institute library subject to the secrecy policy of the client.

It is imperative that all funds generated and disbursed during the course of any MDP/ Project should be done following the prescribed accounting principles.

To ensure this, if the faculty feels that an independent audit firm should perform audit of all the transactions conducted during a project/ MDP on a mandatory basis, it may be allowed.

Furthermore, a utilization certificate may be procured from such an independent audit firm as and when required.

2.7.8 INVOLVEMENT OF FINANCIAL EXPERT

In order to facilitate the proper financial / budgetary / project preparation and accounting of the project/MDP, the project/MDP team can also take the professional help of an independent audit firm/ consultant.

2.7.9 SURPLUS

Surplus in consultancy/projects/MDP will be calculated as follows

- a. Calculation of surplus generated by the project/MDP/consultancy may be done by the independent auditor after taking into account all expenses incurred by the project team for the project into consideration
- b. A sum equivalent to 5% of the Surplus thus generated would be deposited into the “*CIMP Welfare fund*” account of the institute. The funds generated in this account would be used as per the guidelines sanctioned by the institute.
- c. A sum equivalent to 10% of the Surplus would be deposited into the “*CIMP research fund*” account of the institute before sharing between the institute and the faculty. The funds generated in this account would be used to encourage research activities as per the approval of the Director.
- d. In MDP the amount payable to Chief Coordinator shall be restricted to 20% of the surplus thus generated subject to approval of the Director.

2.7.10 SHARING OF SURPLUS

CIMP encourages its faculty to assist the corporate as well as other academic institution in consulting / to serve in the Board.

Sharing of the Surplus between the institute and the faculty would be as under

- a. 40% of the surplus as calculated after considering the contribution to CIMP Welfare Fund and CIMP Research Fund would be transferred to the institute’s account.

- b. The remaining 60% would be distributed among the consultancy/ project team as agreed by them and recorded in the minutes of the relevant project team meetings. The Project Head, CIMP will receive equal amount which all team members involved in project receive in the capacity of project head.

2.7.11 DISTRIBUTION OF SURPLUS (TIME AND AMOUNT)

Determination and distribution of the surplus shall take place only after the closure of the project / consultancy and the surplus determined to be divisible among the team members shall be done in the following manner:

First Phase - Fifteen thousand per day, as the case may be, shall be paid to each of the team members of the project/consultancy subject to availability of funds in the project/consultancy. This will also be applicable in case of MDPs for involvement of team members other than training sessions.

and

Second Phase - The residual surplus is to be distributed after the closure of the project which shall take place quarterly/ half yearly/ annually depending on the nature of the project

MDP – 15% of the surplus after deducting all expenditure for the MDP including faculty remuneration will be received by the MDP/ Project head, CIMP. All faculty involved will receive two thousand to six thousand per taught session subject to availability of fund, level of participants in MDP and approval of Director. Level of participants in MDP is categorized into three levels as follows:

Level 1: Senior Management (For example – Top Management Team, Bihar Administrative Officers, Indian Administrative Officers etc)

Level 2: Middle Management (For Example – District Level Officers like DEOs, DPOs etc)

Level 3: Lower Management (For Example – Block Level Officers and below like BEOs, CDPOs etc)

Faculty remuneration for all the repeat sessions in the MDP of Lower Level Management will be restricted to two thousand only. Concept of sharing of surplus is not applicable in MDP. Single faculty share would be restricted maximum to 20 to 25% of the session. If a faculty takes more session due to unavoidable reason, his payment would be restricted to maximum for 20 to 25% session (unless specially approved by the Director, CIMP) and rest amount of his share would go in CIMP Research Fund.

However, in case a member of the MDP team / project team leaves the Institute before the closure of the project/MDP, he shall only be entitled to get the first phase of surplus as defined above and second phase of surplus i.e. residual share of the concerned team member shall be transferred to CIMP Welfare Fund. However, Director may have discretion to make payment to person who has left the Institute. No of sessions of such member shall be certified by the MDP/Project Coordinator.

All the study/MDP guidelines proposed above would be subject to review from time to time.

3. NON ACADEMIC STAFF / RULES / POLICIES

3.1 NON TEACHING EMPLOYEE RECRUITMENT POLICY

3.1.1 CATEGORY OF EMPLOYEE

The institute would have the following category of manpower:

- a. Employees taken on permanent basis (Roster will be maintained as per Govt. policy)
- b. Employees on contract of different durations.
- c. Outsourcing of certain services

The policy below deals with process of appointment in permanent cadre as per sanctioned strength.

3.1.2 MANPOWER REQUISITION

1. Planning for manpower requirement is initiated by the concerned department and a proposal duly approved by the concerned Head of Department or Academic Head, wherever applicable, sent to Administration.
2. The proposal would have a brief description of job to be assigned to the position and justification of the position.
3. The HR Department / Administration would discuss the proposal with the Director and obtain his approval for filling the position.
4. Once the approval is granted, the Administration would initiate the recruitment process.

3.1.3 ADVERTISEMENT

Advertisement inviting applications will be released in the newspaper / website of the institute. The advertisement copy will be placed on the notice board of the institute.

3.1.4 PROCESSING OF APPLICATIONS

1. The administration will be responsible for segregating the resumes received against the advertisement.
2. The compiled statement showing the details of the applicants will be sent to the concerned department for short listing.

3. The concerned department does the short listing. HR Department / Administration is informed about it and fixes the date and time for interview in consultation with the Administration.

3.1.5 INTERVIEW PANEL

Interview Panel for selection of candidates will be constituted by the competent authority. Members belonging to minority community or SC/ST shall be included in the interview panels as far as possible wherever required.

3.1.6 INTERVIEW & SELECTION PROCESS

1. Candidates short listed for test/interview will be notified along with the date and time.
2. The interview structure may involve skill test, personal interview, and/or group discussion/debate/quiz.
3. HR department / Administration will ensure that after the interview, each of the panel members give their feedback in writing about the performance of the candidates.
4. HR department / Administration will also play an active role in salary negotiation & fixation.
5. The HR department / Administration will also collect feedback from referees as needed.

3.1.7 CONVEYANCE REIMBURSEMENT

1. Candidates are reimbursed II class non-AC train fare by the shortest route provided they are coming from a distance of more than 50 kms from Patna, against production of satisfactory proof of incurring the expenditure.
2. Request for reimbursement should be submitted in the prescribed form by the Candidate.

3.1.8 FINAL SELECTION

Final selection is made upon acceptance of the selection committee's recommendations approved by the Director and the selected candidate is offered the position subject to medical examination and fitness.

3.1.9 MEDICAL EXAMINATION

For the recruitment of permanent employees, the selected candidates are sent for medical examination as prescribed by the institute.

3.1.10 JOINING PROCESS

Joining process involves the following:

1. Collection of primary details in the prescribed form, 'Candidate's Statement & Declaration along with oath of secrecy and fidelity.
2. Verifying with the originals of the following certificates and testimonials of which photocopies are submitted by the candidate:
 - a. Mark sheets from 10th to last qualified exam (educational & professional)
 - b. Passing certificates of exams
 - c. Birth certificate
 - d. Permanent address proof
 - e. Reliving letter and latest salary slip of the last organization served, if any
 - f. Medical certificate for fitness
 - g. Three photographs
3. Collection of joining report.
4. Issuing of 'Joining Memorandum'.
5. Formal introduction to Administrative Officer and announcement to other concerned departments about the candidate's appointment.
6. Issuing I Card.

3.1.11 APPOINTMENT OF CONTRACT STAFF

Since CIMP is in the initial stage, employees may be placed on contract. As and when the institute moves to its campus, permanent staff may be recruited through open competition given full opportunity to the existing contractual staff of CIMP.

3.1.12 OUTSOURCING OF MANPOWER

Services as required by institute shall be outsourced after following the due process as mentioned in the store and purchase manual. However, the persons working in the Institute on the basis of the outsourcing contract shall not be treated as an employee of the Institute.

3.2 RECRUITMENT CRITERIA FOR VARIOUS POSTS (LONG TERM)

3.2.1 The qualification, experience, age criteria for various posts are as under:
(Grade pays are indicated in bracket).

Sr. No	Name of the Position	Qualification	Experience	Age	Nature of Duty
1	Chief Administrative Officer 15600-39100 (7600)	Master's Degree preferably with MBA / Post Graduate Diploma in Management	Minimum 5 years experience in Administration position	40-45	General Administration, Finance, Engineering & Estate Maintenance. Secretary to Board of Governance
2	Head, Computer Centre 15600-39100 (7600)	Master of Computer Application/B.Tech with computer	10 years experience senior level in data processing field.	40	Computer Centre administration
3	Manager – HRD/HRM 15600-39100 (5400)	Master's Degree/Diploma in Management or Human Resources	Minimum 5 years of experience in officer level	35-40	HR initiatives, Recruitment, Wage, Training & Development, Union related matters
4	Public Relations Officer 9300-34800 (5400)	Master's Degree/Diploma in Management or Degree/Diploma in Mass Communication	5 years	30-35	Public Relations & Media handling
5	Executive Engineer 15600-39100 (6600)	Bachelor of Civil Engineering	7 years experience in civil construction work.	35-40	Construction and general maintenance
6	Stores & Purchase Officer 9300-34800 (5400)	Bachelor / Master's Degree/Diploma in Management preferably with Diploma in Materials Management	7 years experience in stores & purchase, materials management.	30-35	Procurement, stores and issue of materials, Disposal accounting of stores
7	Estate Officer 15600-39100 (6600)	Retired Military/Police Officer not below the rank of "Major" or	10 years experience of estate maintenance function.	40-45	Estate Maintenance, Security, Transport,

		equivalent			Communication
8	Deputy Librarian	Post-graduation in Library Science	10 years experience.	40	Library administration
9	Chief Accounts Officer 15600-39100 (6600)	CA / ICWA / Cost Accounting/M.Com with MBA	10 years experience in Finance, Banking, statutory compliance and accounts related work	40	Finance, Banking, statutory compliance and accounts related work
10	Manager, MDP 15600-39100 (5400)	Bachelor Degree/Diploma in Management or equivalent	10 years experience in Diploma in Hotel Management	40	Management of MDP & MDC
11	Hindi Officer 15600-39100 (5400)	Master's Degree in Hindi/English as Compulsory subject or as Medium at Degree level or MA with exp. in any sub with Hindi & English as sub at degree level.	Minimum 5 years experience and through knowledge of government policies on Hindi	40	Implementation of Official Language.
12	Programmes Officer, House Keeping Officer, Public Relations Officer, Admissions Officer 15600-39100 (5400)	B.A (Hons) in Arts / Science	At least 7 years experience in supervisory level	30	Managing of various activities
13	Assistant Librarian 15600-39100 (5400)	Bachelor's Degree in Library Science	At least Bachelor's degree in Library Science, at least 7 years experience.	30	Library work
14	Accounts Officer 15600-39100 (5400)	M.Com. (Accountancy) or CA/Cost Accounting	7 years supervisory experience.	30-35	Accounts work
15	Establishment Officer	Graduate, Degree in Law preferred	At least 7 years supervisory experience.	35	Establishment work

16	Site Engineer (Sr)	Degree in Civil Engineering	At least 7 years experience.	35	Supervision of Construction work
17	Editorial Associate	MA or a Degree in Journalism or Mass Communication	At least 5 years experience	35	Editing the Institute publications
18	Editorial Assistant	MA or a Degree in Journalism or Mass Communication	At least 2 years experience	30	Editing the Institute publications
19	Accountant	Bachelor's Degree in Commerce	5 years experience in the next below grade.	30	Accounts work
20	IT Supervisor	Bachelor's Degree with IT Course	At least 8 years experience and knowledge in IT	30	Supervision of IT
21	Computer Operator (Sr)	Bachelor's Degree in Arts/Science/Commerce with Diploma in Computer Application	Minimum 5 years experience as Computer Operator.	30	Console operation
22	Stenographer	Bachelor's Degree	2 years experience, 100/40 shorthand/typewriting.	30	Secretarial work
23	Office Assistant	Bachelor's Degree in Arts/Science	5 years minimum service in the next below grade.	30	General office work
24	Professional Assistant	Bachelor's Degree in Library Science.	At least 5 years experience	30	Library professional work
25	Accounts Assistant	B.Com in English medium with minimum 50% marks in graduation	5 years experience.	30	Accounts work
26	Counter Assistant (Library)	Degree/Diploma in Library Science.	3 years experience	30	Managing Library counter
27	General Duty Staff	Graduate preferably experience in Hotel reception.	At least 5 years experience	30	Counter duty at MDC
28	Steno-typist	HSC, 80/40 w.p.m. shorthand/typewriting	1 year experience	30	Secretarial work
29	Accounts Clerk	Second Class English Medium Commerce Graduate	At least 3 years experience	30	Accounts work
30	Jr. Hindi Translator	Master's Degree in Hindi/Eng with	Minimum 5 years experience in	30	Translate documents from

		Hindi/Eng as Optional subject at Degree Level or BA in Hindi/Eng as Optional subject	translation work. Excellent Communication skill in Hindi & English with computer skill		English to Hindi, preparing documents, notes in Hindi
31	Hindi Typist	SSC – 30 w.p.m. typing	2 years relevant experience	30	Hindi typing
32	Classroom Attendant; Hostel Attendant; Peon	SSC.	2 years relevant experience	30	General work
33	Gardener	SSC	2 years relevant experience	30	Gardening work

Note: CIMP, being an upcoming institute, its staff requirement and competency level may undergo changes.

3.3 PERFORMANCE APPRAISAL AND REVIEW

3.3.1 The effective use of manpower resources of any organization depends to a considerable degree, upon an effective Performance Management Program there. Evaluating people's performance is a complex process - which needs to be timely. Fair and consistent, performance management is critical and effective tool in the development and optimization of human resources in an organization. It helps people in the organization to consciously aim at improving upon the individual performance and thus increase organizational effectiveness.

- The process of performance appraisal will start with exercise of distribution of Performance appraisal forms of the employee to the concerned HoD twice in a year during March and September or as and when an employee completes his/her term either as a probationer or otherwise.
- Employees who have completed minimum six months of service are identified for performance review.
- The Performance appraisal forms shall comprise of self appraisal form (to be filled in by the appraisee) and appraisal /review form (to be filled in by superior) and reviewed by Reviewing Officer/ functional head.
- The appraisee is called by his/her supervisor for a performance review meeting where the performance of the appraisee is discussed at length and the discussions recorded. The appraisee is required to make an honest self appraisal before having the discussion with the supervisor.
- The Reviewing Officer/ HoD may make recommendations regarding priorities based on the performance of the person. It is mandatory for HOD to give at least THREE justifications for their rating. While rating, there must be an attempt to differentiate the various members of the team based on their performance.
- The performance review forms compiled by HR/Establishment Office are submitted to SEDC (Staff Evaluation and Development Committee) for its review and recommendations
- The SEDC recommendations will be implemented accordingly

3.3.2 PERFORMANCE APPRAISAL FOR OFFICERS - GUIDELINES

- The performance of every officer is appraised annually.
- The appraisal aims at documenting

(i) the nature of work done, (ii) quality of work done, (iii) outstanding contribution made, (iv) conditions under which various tasks have been performed, (v) suggestions for improvements (appraisee's as well as appraiser's), and (vi) developmental needs.

- The appraisal also aims at an assessment of the extent to which certain qualities (managerial and behavioral) considered as desirable for effective functioning as an officer at CIMP, are exhibited by the candidate. Such an assessment along with a performance review discussion by each appraiser with the appraisee officer is expected to help the appraisee officer to strengthen his competencies as officer.
- The annual performance appraisal of officers requires a high degree of involvement of the officers in the form of listing his/her tasks, accomplishments, difficulties, developmental needs, etc. and discussing with the appraiser support requirements, etc. during the review period.
- On the basis of the assessments made in the appraisal form, rewards (as and when applicable/possible) and development decisions (training, field visits, job-rotation, etc.) may be taken from time to time. Besides this, the appraisal process itself is intended to provide an opportunity for improving one's own effectiveness on the job through better planning, communication, and insights about job-performance.
- Review of appraisal format may be done at a reasonable time interval by a committee constituted by the Director.



CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA

Pharneeswar Nath Renu Hindi Bhawan, Chajjubagh, Patna-800 001(Bihar), India

Self Appraisal Form

Group B & C Employees

as on _____

(Kindly return the filled in appraisal forms within two weeks)

Part A: Self Appraisal Form for Group B and C Employees

Year:

Name of the Appraisee : Department :

Date of joining Institute :

Present Position : Qualification :

Key to rating scale : Excellent/Outstanding – 80% & above
 Good – 60 to 79%
 Average – 40 to 59%
 Poor – Below 40%

Note to the Appraisee : Self appraisal is one of the most important segments in the process of appraisal. 15% weightage is given to this segment. You may lose the weightage given in this section if you do not fill this up.

I. Self Appraisal: Total Weightage : 15%

(i) Main tasks assigned: Weightage 10%

Please list the main tasks assigned to you by your supervisor and how well you have done each task	My Performance			
	Excellent	Good	Average	Poor
01				
02				
03				
04				
05				

Weightage for the rest of Part A is 5%

(ii) How the work done by you is different from that done by your colleagues / counterparts.
(iii) Skill enrichment: What steps have you taken during the year to enrich your skills, get additional educational qualifications, etc.?

(iv)	Description of any work related innovations/improvements done by you during the year
(v)	How have you, if you have, helped your colleagues/subordinates in performing their duties more effectively

II. Strengths & Weakness

(i) Please give your major strengths and weakness as an employee of the Institute	
Strengths	Weakness

(ii) How best can the Institute help you to overcome your weaknesses and use your strengths?

(iii) Please specify your development needs

III. Please give names of three employees other than your supervisor, who have closely observed your work during the year.

01.
02.
03.

Signature of the Appraiser

Evaluation Form – Supervisor

Part B: Performance Indicators (To be filled in by the Supervisor concerned)						
Weightage: 20%				Year:		
<i>Please substantiate extreme assessment</i>						
Name of the person being evaluated:						
Key Performance Indicators (in order of importance)	Weightage for each indicator (high, medium, or low)	Excellent 4	Good 3	Average 2	Poor 1	Remarks
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
Total						
Excellent : 80% above; Good : 60 to 79%; Average : 40 to 59%; Poor : Less than 40%						

Part C: Personal Attributes
(To be filled in by the Supervisor concerned)

Weightage : 20%

Please substantiate extreme assessment

Name of the person being evaluated:

Personal Attributes	Excellent	Good	Average	Poor	Remarks
01 Commitment to work, willingness to work					
02 Regularity / Punctuality					
03 Flexibility					
04 Dependability / Reliability					
05 Integrity / Honesty					
06 Team spirit / Cooperation					
07 Efficiency / Competency					
08 Quality orientation					
09 Hard work / Sincerity					
10 Innovativeness					

Excellent : 80% above; Good : 60 to 79%; Average : 40 to 59%; Poor : Less than 40%

Part D

(To be filled in by the Supervisor)

Name of the person being evaluated:

Please indicate the major strengths and weaknesses of the appraise:

Strengths

Weaknesses

What suggestions do you have for the employee to overcome his/her weaknesses and better utilization his/her strengths?

Development needs: Please make specific comments. Your comment will help in designing appropriate training and development activities for the appraise and your unit.

01. What job knowledge does the appraise need to increase?
 - a.
 - b.
 - c.

02. Considering the strengths and weaknesses of the appraise what training can you suggest?
 - (i) Skill Development
 - a.
 - b.
 - c.

(ii) Behavioral/Attitudinal Training

- a.
- b.
- c.

Kindly provide the names of three staff members, who have observed the work of the appraisee and can objectively assess the appraisee.

- 1.
- 2.
- 3.

Date:

Signature of the Supervisor

Designation

Reviewing Officer's Remarks (In the case of non-faculty Supervisors)

Weightage : 30%

Name:

Signature:

Designation:

Date:



CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA

Pharneeswar Nath Renu Hindi Bhawan, Chajjubagh, Patna-800 001(Bihar), India

ANNUAL SELF PERFORMANCE APPRAISAL FOR OFFICERS

Self Appraisal Form

(To be filled by Personnel Department)

Name of the Officer:	Date of Joining:
Present Position :	Department :
Education :	Pay Band :
Year of Review :	Grade Pay :

Part I

(To be filled in by the Appraise Officer)

01 Task Performance

1.1 Tasks performed during the year

1.2 How well do you think you performed these? (Comment on each of the tasks)

1.3 Difficulties faced and your suggestions for improvement

02 Please state below if you have made any contributions in your job that can be considered as outstanding or out of the way (e.g. developing new systems, solving a recurring problem on a permanent basis, innovations in work etc.)

--

03 Kindly provide names of three employees who have observed your work and can objectively assess you.

3.1
3.2
3.3

Signature of Appraise



CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA

Pharneeswar Nath Renu Hindi Bhawan, Chajjubagh, Patna-800 001(Bihar), India

ANNUAL PERFORMANCE APPRAISAL

(For Officers)

(To be filled by Personnel Department)

Name of the Officer:	Date of Joining:
Present Position :	Department :
Education :	Pay Band :
Year of Review :	Grade Pay :

Part II

(To be filled by the appraiser after discussion with the Officer concerned and also after considering his self appraisal. In case the self appraisal is not received by the stipulated time, the appraiser may give his own feedback without waiting for the self appraisal of the Officer.)

- 01 Please give your assessment of the overall task performance of the candidate. You may use terms like Excellent, Very Good, Good, Acceptable, Needs to Perform better or Needs to Improve Considerably, etc. Whenever the comment indicates that there is scope for improvement, please state the nature of improvement you expect.
- 02 Please give your assessment of the officer using the following parameters. You are free to use any other/additional parameters. You may comment on the strengths and any shortcoming of the officer so that the evaluation committee can use these for evaluation and development.

(a) Understanding of the Institute goals

Poor	Average	Good	Very Good	Excellent
------	---------	------	-----------	-----------

(b) Planning & organising work

Poor	Average	Good	Very Good	Excellent
------	---------	------	-----------	-----------

(c) Problem-solving ability

Poor	Average	Good	Very Good	Excellent
------	---------	------	-----------	-----------

(d) Willingness to take up additional responsibility

Poor	Average	Good	Very Good	Excellent
------	---------	------	-----------	-----------

(e) Subordinate development

Poor	Average	Good	Very Good	Excellent
------	---------	------	-----------	-----------

(f) Coordination/cooperation with other departments

Poor	Average	Good	Very Good	Excellent
------	---------	------	-----------	-----------

(g) Communications (oral and written)

Poor	Average	Good	Very Good	Excellent
------	---------	------	-----------	-----------

(h) Cost-consciousness

Poor	Average	Good	Very Good	Excellent
------	---------	------	-----------	-----------

(i) Commitment to excellence

Poor	Average	Good	Very Good	Excellent
------	---------	------	-----------	-----------

(j) Work motivation (willingness to work hard)

Poor	Average	Good	Very Good	Excellent
------	---------	------	-----------	-----------

03 Overall Assessment

Poor	Average	Good	Very Good	Excellent
------	---------	------	-----------	-----------

04 Please give below your recommendations in terms of

4.1 Development needs of the appraise officer

4.2 Support requirements to help the officer contribute better

4.3 Award/Rewards/Job-rotation

05 Kindly provide names of three employees who have observed the work of the appraise and can objectively assess the appraise.

(1)

(2)

(3)

Signature of Reporting Officer

Part III

(For use by the Performance Review Committee)

Name of the Officer:	Date of Joining :
Present Position :	Department :
Education :	Pay Band :
Year of Review :	Grade Pay :

Review comments and recommendations

Signature of Review Committee Members

1.

2.

3.

3.4 TRAINING & DEVELOPMENT

3.4.1 For sharpening the skill and updating the knowledge regular training of employees are needed. Here the employees considered are staff & officers.

The training to be provided to employees may be categorized as:

1. INDUCTION TRAINING :

Induction for newly recruited personnel shall cover all departments, as appropriate

2. INTERNAL TRAINING :

Internal training shall cover topics relevant to current job requirements and other related training

3. EXTERNAL TRAINING

It includes training through external faculty based on specific need identified by the concerned HoDs

3.4.2 DETAILS OF DIFFERENT TRAINING

1. INDUCTION TRAINING

- HR cell / Deptt. shall impart induction training to new employee immediately on their joining the Institute.
- New employees shall be briefed among other things on relevant areas during induction training.

2. INTERNAL TRAINING

- The HR Department shall, in consultation with HoD identify the training needs of staff and bring out a training calendar for the year.
- In addition to the programs, listed in the training calendar special training program may be conducted as per the instruction of Director.
- The HR Department shall in consultation with Director identify faculty for internal training programme and maintain a list of such faculty.
- The HR Department will arrange for all the necessary logistic support for the training programme.

3. EXTERNAL TRAINING

- Concerned departments may identify external training needs for the staff and send a proposal for organizing such programme to the SAO.
- Employee participating in the training shall provide a feedback on the programme to the HR Department.
- HR shall maintain records of all external training programme.

3.4.3 GENERAL

- HR Department will ensure the full details of the training programme for the employee are sent to the concerned HoDs well before the commencement of the programme.
- Re-training may be organised, in consultation with the concerned HoD for employees whose performance in the training programme is found to be below average.

3.4.4 TRAINING REPORT / SUMMARY

HR Department shall maintain records of all the training programmes organised which will have information on topics covered, training methodology, list of participants and faculty. Wherever appropriate feedback report and evaluation of participants shall also be maintained.

TRAINING ATTENDANCE SHEET

Name of Training		Date	
Name of Faculty		Time	

Sr. No.	Employee Code	Name of Employee	Department	Signature

TRAINING FEEDBACK FORM

Personal / Programme Details

Employee Name		Training Topic	
Designation		Faculty Name	
Department		Date	
Employee Code		Duration	

1. Please mention below three ideas you have learnt and would like to apply in the next one month at your workplace.

a. _____

b. _____

c. _____

2. What is your assessment of the overall effectiveness of the programme?

5	4	3	2	1
Excellent	V. Good	Good	Average	Poor

3. Please rate various aspects of the programme in general:-

	5 Excellent	4 V. Good	3 Good	2 Average	1 Poor
Usefulness of Training in my work					
Information on course contents					
Relevance of Cases / Exercises Used					
Quality of Course Material					
Preparation by Faculty					
Level of Interaction					
Overall Learning from the Programme					

4. How will you implement the training provided in your work? (give specific examples)

5. Any Suggestions / Comments / Areas of improvement*:

* In case of more comments, please use additional sheet.

Date: _____

Signature of Trainee: _____

3.5 LEAVE RULES – NON TEACHING EMPLOYEE

The kinds of leave available to the employees of the Institute are as follows:

3.5.1 CASUAL LEAVE

- a. Casual leave admissible to an employee is twelve days for a calendar year, subject to the condition that not more than five days casual leave may be allowed at any one time.
- b. Casual leave cannot be combined with leave of any other description.
- c. Casual leave cannot be accumulated, and leave not availed of during any particular calendar year shall lapse at the end of that year.
- d. If a person joins in the middle of the year, leave will be granted to him proportionately.

3.5.2 EARNED LEAVE

- a. Administrative staff is entitled to 30 days of Earned Leave. Fifteen days will be credited to leave account on 1st of January and 15 days on 1st of July.
- b. The existing ceiling on accumulation of EL is 300 days.
- c. Employees rejoining after availing of earned leave/medical leave etc. should inform the Director's office in writing.

3.5.3 HALF PAY LEAVE

- a. Half pay leave is credited in advance at the rate of 10 days on the 1st of January and 1st of July every year. The advance credit for the half-year in which an employee of the Institute is appointed will be at the rate of 5/3 days for each completed calendar month of service he / she is likely to render in the half-year.
- b. The half pay leave to be credited every half-year will be reduced at the rate of one-eighteenth of the period of *dies non*/suspension treated as *dies non*, during the previous half year, subject to a maximum of ten days.
- c. The credit for the half-year in which an employee of the Institute is due to retire/resigns will be afforded at the rate of 5/ 3 days for each completed calendar month in that half-year up to the date of retirement/resignation.
- d. The credit for the half-year in which an employee is removed/dismissed from service or dies in service will be afforded at the rate of 5/3 day per completed calendar month up to the end of the calendar month preceding the calendar month in which he/she is removed/dismissed/dies.

- e. Half pay leave can be availed either with or without medical certificate.
- f. Half pay leave can be converted into full pay leave by taking it as 'commuted leave' if the leave applied for was on medical certificate.
- g. While affording credit of half pay leave, fraction of a day shall be rounded off to the nearest day.

3.5.4 COMMUTED LEAVE

- a. Commuted leave not exceeding half the number of half pay leave due can be taken on medical certificate.
- b. Commuted leave up to a maximum of 90 days can be taken during the entire service without medical certificate where such leave is utilized for an approved course of study certified to be in the interest of the Institute.
- c. Commuted leave up to a maximum of 60 days can be granted to a female employee of the Institute in continuation of maternity leave without medical certificate.
- d. Commuted leave up to a maximum of 60 days can be granted without medical certificate to a female employee with less than two living children, on adoption of a child less than one year old.
- e. Commuted leave can be granted only when the leave sanctioning authority is satisfied that there is a reasonable prospect of the employee returning to duty on its expiry. So it cannot be granted as leave preparatory to retirement.
- f. If commuted leave is taken, twice the number of days availed should be debited in the half pay leave account.
- g. When an employee, granted commuted leave, quits service voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the excess leave salary recovered. If the retirement is by reason of ill-health incapacitating him/her for further service or in the event of death, recovery should not be made.
- h. Commuted leave may be granted at the request of the employee even when earned leave is due to him/her.

3.5.5. EXTRA ORDINARY LEAVE

The Institute may grant an extra-ordinary leave without pay to an administrative staff on following terms & conditions:

- a. The Extra-ordinary leave without pay can be applied on personal ground only and the sanction of this leave will be at the sole discretion of the Director.
- b. If sanctioned, the extra-ordinary Leave without pay will be for the duration of maximum one year only.
- c. Sanction of this leave is not automatic, but is subject to the exigencies of work at the Institute.
- d. The leave will be available only to those administrative staff who are confirmed in the service, and who have put in a minimum of eight years service in the Institute.
- e. This leave cannot be combined with any other type of leave.
- f. The leave can be availed at most on two occasions, but the total duration of leave availed on both the occasions put together should not exceed one year.
- g. Three months' advance notice is to be given to the Institute to avail of this leave.
- h. For administrative purposes the absence from duty will be treated as extra-ordinary leave without pay as understood in leave rule in vogue for Government of India employees.

This grant of this Extraordinary Leave is on the specific understanding that if the employee does not rejoin duty on the expiry of his leave, his appointment at the Institute will be treated as terminated.

3.5.6. MATERNITY LEAVE

- a. Admissible to permanent female employees during:
 - i. *Pregnancy*: 180 days. - Admissible only to employees with less than two surviving children.
 - ii. *Miscarriage/abortion (induced or otherwise)*: Total of 45 days in the entire service. Application should be supported by a certificate from a Registered Medical Practitioner.
- b. The leave is not debited to the leave account.
- c. It is granted on full pay.
- d. It may be combined with leave of any other kind.
- e. Any leave (including commuted leave up to 60 days and leave not due) may be taken without medical certificate up to one year in continuation.

- f. Counts as service for increments.
- g. Not admissible for 'threatened abortion'.

3.5.7. PATERNITY LEAVE:

Permanent male employees of the institute with less than two surviving children are eligible for Fifteen days at the birth of his child.

The salary would be equal to last pay drawn.

Paternity leave will not to be debited to the leave account and can be sanctioned only in a single spell. This leave may be combined with any other kind of leave except casual leave as in the case of maternity leave.

Note:

- A. Leave a matter of privilege and not right of the employee
- B. Grant of leave to employee shall depend upon exigency of work and shall be at the discretion of the Department Head or any officer authorised to grant leave by the Director in this behalf. Ordinarily leave will not be granted to the academic staff in the middle of the academic term except on medical grounds
- C. Application for leave shall be made in the prescribed Leave Application Form (Annexure-I) and sent to the Personnel Department / SAO through the concerned supervisors. Leave has to be applied for before 15 days of date from which the leave is required but this condition may be waived in special circumstances. Where the leave is refused or suggested to be postponed, the employee shall be informed accordingly.
- D. If an employee after proceeding on leave desires extension thereafter he/she shall sufficiently in advance make application for the purpose to the SAO in writing. No extension of leave shall be deemed to have been granted unless order to that effect has been passed by the director and communicated to the employee concerned.
- E. If an employee absents himself / herself without leave for more than ten consecutive working days, beyond the period of leave originally granted or subsequently extended, he/she shall be deemed to have abandoned his appointment with the Institute unless-
 - a. He/she returns within three days of expiry of the said absence of ten consecutive days and
 - b. Explains in writing to the satisfaction of the Director, reasons for his / her so remaining absent or reasons for his / her inability to return before the expiry of leave of absence, as the case may be.

If the extension is to the satisfaction of the Director, absence shall be converted to leave without pay and allowance.

- F. Employee shall while making application for leave or at any time thereafter before proceeding on leave, intimate to the authority sanctioning leave his address and telephone number while on leave and shall keep the said authority informed of any changes in his address during leave. The address of the employee furnished to the Institute may be considered as his address for communication and any communication sent to the said address, shall be deemed to have been sent to the employee and duly received by him/her.
- G. Leave is not to be utilised for taking up any other work for monetary consideration. Violation of this principle shall be viewed as misconduct.

3.5.8 LEAVE ENCASHMENT RULES:

- a. The ceiling for availing of the benefit of encashment of unutilized earned leave shall be 300 days in respect of the following categories:
 - i. Retirement on attaining the age of Superannuation;
 - ii. Voluntary/Premature retirement;
 - iii. Where the services of a permanent employee / contracted employee appointed for a period of three years or more are terminated by notice or by payment of pay and allowances in lieu of notice;
 - iv. In the case of death of an employee while in service, to the family of the deceased;
- b. A confirmed employee who resigns or quits service shall be entitled to cash equivalent in respect of earned leave at credit on the date of cessation of service to the extent of half of such leave at his credit subject to a maximum of 150 days.
- c. The benefit of encashment of 10 days earned leave at the time of availing of Leave Travel Concession subject to the conditions that:
 - i. the total leave so encashed during the entire career does not exceed 60 days in the aggregate;
 - ii. earned leave of at least an equivalent duration is also availed of simultaneously by the employee;

- iii. a balance of at least 30 days of earned leave is still available to the credit of the employee after taking into account the period of encashment as well as leave; and

3.5.9 PUBLIC HOLIDAYS

The Institute will observe public holidays and restricted holidays in a calendar year as decided by the Director based on list of holidays declared by the Government of Bihar every year.



CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA

Pharneeswar Nath Renu Hindi Bhawan, Chajjubagh, Patna-800 001(Bihar), India

LEAVE APPLICATION FORM

Nature of leave	From	To	Number of Days	Type of leave
-----------------	------	----	----------------	---------------

Reason for Leave

Weekly Off

Signature of applicant

Section

Name

Date

Designation

Address While on leave

Remarks by Supervisor

Leave for above period recommended / not recommended.

Signature of Supervisor

Approved

Date:

Competent authority

Note: The application form duly filled in should be sent to the Personnel Department 15 days before the date from which the leave has been requested.

3.6 STAFF PROMOTION POLICY

3.6.1 PREAMBLE

The Promotion Policy is a step in the direction of developing a comprehensive human resource framework for the institute. The Promotion Policy is one of the components of that framework to specifically address the issue of promotion of employees. For the Promotion Policy to be effective, it is important to develop a scientific appraisal system, staff training and development programme and link them with promotion. As promotion is a process of enabling personal growth of an employee, it is important that the institute takes up the responsibility of institutionalizing staff development and training so that the desire and aspiration of the employee is balanced with the interest of the Institute.

3.6.2 THE POLICY IN BRIEF

3.6.2.1.1 The pay band and the grade pay of various employee would be as under:

Sr. No.	Pay Band	Pay Band	Grade Pay	Group
1	4440-7440	- 1S	1300	D
2	4440-7440	- 1S	1650	D
3	5200-20200	PB-1	1900	C
4	5200-20200	PB-1	2400	C
5	5200-20200	PB-1	2800	C
6	9300-34800	PB-2	4200	B
7	9300-34800	PB-		

The policy is based on the principle of Seniority-cum-merit-cum-background (SMB).

At lowest level the promotion is entirely based on seniority and merit, with seniority getting reasonable weightage. At higher grades, merit and background gain weightage.

The policy is applicable up to the grade pay band of Rs. 4440-7440, 5200-20200 & 9300-34800, PB-2, GP 4600 for staff.

In the case of professional and technical positions in Computer Centre, Library, Dispensary, Executive Engineer's office and any other post present or to be created in future which requires specific professional qualification and/or technical skills the same will be filled up with employees who possess such professional qualification or skill or technical competence. For recruitment and promotions to such posts preference weightage, as and when permissible, for internal candidate shall be evolved.

3.6.3 POLICY IN DETAIL

An employee obtaining certain level of score as enumerated in this policy becomes eligible for regular promotion. Actual promotion is subject to the availability of vacancies.

This policy may be first reviewed two years after implementation and the second review should be held three years after the first review to remove any difficulties or discrepancies. Subsequent review of the policy may be held after every five years.

Regular promotions are subject to vacancies and sanctioned strength of the Institute.

Following are the entry points in the Institute:

Sr. No.	Pay Band	Pay Band	Grade Pay	Group
1	4440-7440	- 1S	1300	D
2	5200-20200	PB-1	1900	C
3	5200-20200	PB-1	2400	C
4	9300-34800	PB-2	4200	B

Regular promotion under this policy covers the following grades:

Sr. No.	Pay Band	Pay Band	Grade Pay	Group
1	4440-7440	- 1S	1300	D
2	4440-7440	- 1S	1650	D
3	5200-20200	PB-1	1900	C
4	5200-20200	PB-1	2400	C
5	5200-20200	PB-1	2800	C
6	9300-34800	PB-2	4200	B

3.6.4 Parameters for Promotion: Following are the parameters for promotion.

- 01 Seniority
- 02 Merit
- 03 Background
- 04 Qualification
- 05 Gradation
- 06 Overall evaluation by the relevant SEDC.

3.6.4.1 Seniority

Seniority means number of years spent by a staff in a particular substantive scale/position. One point is given for every year's service. Every time a promotion is granted, the seniority gained so far is nullified and it starts afresh in the new position/grade.

3.6.4.2 Merit

Merit is one of the important ingredients in the proposed scheme of promotion. Merit score is derived from the ratings received by individual staff members after each year's performance appraisal. A staff member undergoes an annual performance appraisal. This annual performance appraisal has the following components with certain weightage attached to each component.

	weightage
01 Self appraisal	15%
02 Appraisal by others *	15%
03 Appraisal by Supervisor	40%
04 Appraisal by Reviewing Officer	30%

	100%

*Obtained from the nominees of appraise and appraiser

Once this exercise is over, the actual score obtained by an individual staff is converted as follows:

Performance Appraisal Score	Ratings	Merit Score
> 85	Excellent	2.00
75-85	Very Good	1.60
55-74	Good	1.20
40-54	Average	0.80
< 40	Poor	0.40

3.6.4.3 Process for Appraisal

- i. Self appraisal forms will be handed over to the employees (appaisees) by the Personnel Department clearly specifying the date by which the same should be returned to the Personnel Department. Care will be taken to ensure that employees get fair opportunity to fill the self appraisal forms.
- ii. After the due date the Part II of the appraisal (to be written by the appraiser) is sent to the appraiser

- a. along with the filled-up self appraisal form, if received from the appraiser.
 - b. without the filled-up self appraisal form, if not received from the appraisee. Appraiser would be informed accordingly.
- iii. In case a staff member opts not to fill up the self-appraisal form during the year, he/she will be awarded zero points against the self-appraisal weightage.
 - iv. Unless adequate justification is given, extreme rating like Poor/Excellent will be treated as Average/Very Good respectively.
 - v. In case the peer appraisal has not been provided / received by the Personnel Department, the points against it shall be awarded by the SEDC.
 - vi. In case the appraiser is unable to write the appraisal form or refuses to do so in spite of repeated reminders, 40 points of appraiser will be awarded by reviewing after and SEDC equally i.e. 20 each.

However, approval of SEDC/CAO should be obtained for each such case who will ensure that adequate effort to obtain appraisal report from the appraiser was made.

3.6.5 Background

An individual employee's exposure to certain work situation or experience or possession of certain knowledge relevant to the position for which he/she is being considered for promotion is taken as background. SEDC may grant points ranging from 0-10 to an individual employee based on or evaluation of his/her aptitude for the job.

3.6.6 Qualification

Institute has specified required qualifications for all jobs. A maximum of 5 points are earmarked for qualification for the purpose of promotion. Depending on a candidate's achievement in terms of qualifications, the SEDC may grant him/her points from 0 to 5.

3.6.7 Gradation

All jobs are not alike, although the pay scales of many of the jobs may be the same. Some of the jobs are more stressful than others and jobs have been graded based on the degree of stress and strain. The gradation list is given as annexure.

There are two parameters in which an employee accumulates points every year after the annual evaluation: (i) Seniority; (ii) Merit. Personnel Department will maintain the cumulative score card for all employees coming under the purview of this policy. As and when an employee crosses the required cumulative point score for a category, his/her case

may be taken up to the SEDC based on his total score. SEDC in turn awards score on qualification, background and confirms the score on gradation. Candidates for promotion for each designation are ranked by SEDC. Based on the availability of vacancies the selected candidate(s) as per their ranking shall be given promotion by the Institute. While this exercise of promotion may be undertaken once in a year most probably in the month of April-May the effect of the promotion would be given from the date as decided by the SEDC and based on vacancies available for promotion. However, any administrative delay in decision making may not have any bearing on the effective dates as decided by SEDC. An employee who is unable to get promotion after he/she has been considered by the Committee, will have to wait till the next year when a similar exercise is undertaken.

All employees shall be informed of the score earned every year after the process of awarding the score has been completed.

Any employee whose rating on merit parameter in a particular year is appraised as poor, shall be informed about it and given an opportunity to represent his/her case to the SEDC for review.

3.6.8 PROMOTION CRITERIA FOR VARIOUS SEGMENTS OF EMPLOYEES

3.6.8.1 Promotion from the grade pay of Rs.1300 to Rs.1650 in the pay band of 4440-7440 (PB: -1S)

This is the first promotion for an employee who is in the lowest grade at the Institute. As there is virtually no technical skill involved in the existing scale and the little skill needed for the promotion can be easily acquired, for promotion from Rs.1300 to Rs.1650, only the following parameters are taken into account.

01 Seniority	:	01 point every year
02 Merit	:	0.4 to 2.0 points every year as per appraisal
03 Gradation	:	1/3/5

When an employee crosses a cumulative score of 18 points from seniority and merit, he/she becomes eligible for consideration of promotion subject to vacancy and other conditions given above. The total score from all three components must be at least 20 for SEDC to recommend promotion.

3.6.8.2 Promotion from the pay band of 4440-7440 (PB: -1S) to pay band of 5200-20200 (PB:1) grade pay of Rs.1650 to Rs.1900.

For a person who has joined the Institute in pay band Rs.4440-7440 (PB: -1S) grade pay Rs.1300, this is the second promotion. Positions in this grade are LDC Typist, technicians, head cook, etc. These positions require some

technical competence to do the work. The competence and ability to perform the desired work can be assessed on the basis of relevant background. This background needs to be determined by the SEDC. Points ranging from 0-10 may be granted by the Committee to the candidate for background. The points will be awarded as under:

01 Seniority	:	1 point per year of completed service
02 Merit	:	0.4 to 2.0 point per year as per appraisal
03 Background	:	Maximum 10 points
04 Gradation	:	Maximum 5 points (1/3/5)

When an employee in the pay band Rs.4440-7440 (PB: -1S) grade pay Rs.1650 crosses a cumulative point score of 23 in his substantive scale vis-a-vis seniority, merit, and gradation, his/her case shall be brought to SEDC for awarding score on other segments for consideration of promotion to the grade pay band of 5200-20200 (PB:1) grade pay of Rs.1900. The total score from all these components above may be at least 30 for SEDC to recommend his/her case for promotion. However, promotion will be subject to vacancy and other conditions specified earlier.

3.6.8.3 Promotion from the pay band of 5200-20200 (PB:1) grade pay of Rs.1900 to grade pay of Rs.2400.

This could be the third promotion for promotee staff and the first promotion for direct entrants in the pay band of 5200-20200 (PB:1) grade pay of Rs.1900. The positions in this grade require a reasonable technical competence supported by formal qualification so that the first level promotee may be taken care of. Hence, a new dimension of relevant qualification is included in the promotion exercise. Points ranging from 1 to 5 are provided for qualification.

The points may be awarded as under:

01 Seniority	:	01 point for every year of completed service
02 Merit	:	0.4 to 2.0 points per year as per the appraisal
03 Qualification	:	Maximum 05 points
04 Background	:	Maximum 10 points
05 Gradation	:	Maximum 5 points

All cases where cumulative score from seniority, merit, gradation, and qualification is 20 and above shall be brought to SEDC's consideration for promotion. However, a staff member who does not possess minimum qualification will not be sent for consideration. The total score from all above five components must be at least 30 for SEDC to recommend

promotion. Promotion will be subject to vacancy and other conditions specified earlier.

3.6.8.4 Promotion from the pay band of 5200-20200 (PB:1) grade pay of Rs.2400 to grade pay of Rs.2800.

Criteria for promotion will be seniority, merit, qualification, gradation and background. Background may have a maximum of 10 points. Background of 10 points may be divided into three:

3 points	Reserved for background
3 points	Actual interest
4 points	Future potential

The points may be awarded as under:

01 Seniority	:	01 point for every completed year of service
02 Merit	:	0.4 to 2.0 points per year as per the appraisal
03 Qualification	:	Maximum 05 points
04 Gradation	:	Maximum 05 points
05 Background	:	Maximum 10 points

When an employee crosses 26 points from seniority, merit, qualification and gradation, he/she may be considered for promotion to the scale of pay band of 5200-20200 (PB:1) grade pay of Rs.2800. The total score from all five components above must be at least 33 for SEDC to recommend promotion.

3.6.8.5 Promotion from the pay band of 5200-20200 (PB:1) grade pay of Rs.2800 to pay band of 9300-34800 (PB:2) grade pay of Rs.4200.

The positions in this grade are filled by regular promotions. For filling up of these positions the scoring will be:

01 Seniority	:	01 point for every completed year of service
02 Qualification	:	Maximum 10 points
03 Merit	:	0.4 to 2.0 points per year as per the appraisal
04 Background	:	Maximum of 10 points
05 Gradation	:	Maximum of 5 points

When an employee crosses a cumulative score of 26 point seniority, merit, grading and qualification, he/she may be considered for promotion by SEDC. The total score from all five components above will be at least 35 for SEDC to consider promotion. Promotion will be subject to availability of vacancy and other conditions specified earlier.

3.6.9 IMPLEMENTATION AND REVIEW

Majority of the staff are enjoying Personal Promotion, i.e. one step higher than the substantive scale

Grievances Arising out of Promotion Exercise:

All the grievances arising out of the promotion exercise need to be submitted to the Personnel Department as per Grievance Redressal Mechanism.

3.6.10 SEDC AND ITS ROLE

Functions of SEDC will be as approved by the Director from time to time. These will be brought out in a separate document.

3.6.11 MISCELLANEOUS

- a. The computation of score, etc is done by the Personnel Department for the staff. In case, certain segment of the appraisal form is not filled, the appraiser's assessment for example, and the employee stands to lose points on that count, it should be brought to the notice of the SEDC. Also, where the external evaluation scores is not available, or the supervisor leaves before writing the appraisal form etc.
- b. The Personnel Department submits the list of candidate who becomes eligible for consideration by SEDC for promotion. The SEDC grants points on the other segments in the following manner.

01 Background	:	0 to 10
02 Qualifications	:	0 to 5
03 Gradation	:	It approves or modifies the gradation points given by the Personnel Department.
- c. SEDC also approves or draws up training/development programmes for the respective staff coming under its purview.
- d. SEDC considers for promotion all those that are eligible as per the Promotion Policy, interviews them as well as others as per need, and recommends to Director for promotion where vacancies are available.

The Management and SEDC will develop appropriate training and development programme for equipping the employees for promotion from lower cadre post to the next higher cadre post.

3.6.12 THIRD GRADE CHANGE OF GROUP 'D' EMPLOYEE.

As a special consideration, a third grade change is allowed to the group D staff members who on their own merit are unable to get to the grade of **Pay Band of 5200-20200 with Grade Pay of Rs.2400**, subject to the following conditions:

1. The grade change will be in line with the existing Personal Promotion and Special Promotion. For regular promotions, the norms which are in vogue in the Institute will be followed.
2. A special review will be undertaken on completion of 27 years of Service in the Institute.
3. The staff member under consideration should have obtained a good cumulative score during the last five assessment years and should have a track record of excellent service in the Institute.
4. He/She should not have indulged in any serious indiscipline at the Institute.
5. Staff members may be moved from one section to another depending on the need of the Institute. Such staff members may also be required to undergo relevant training as per present or future requirements of the Institute.

3.6.13 GROUP 'D' 4TH PROMOTION

As a very special consideration a Group D employee who completes 33 years of service in the Institute may be considered for a grade change to **Pay Band of 5200-20200 with Grade Pay of Rs.2800** in the last year of his/her service in the Institute before superannuation, on compassionate ground.

This is subject to the condition of good performance, good conduct, and non-involved in any cases of indiscipline of a serious nature.

3.7 MEDICAL FACILITY

3.7.1 GENERAL

- 3.7.1.1 The Employees of the Institute are eligible for medical facilities in the Hospital identified by the Institute time to time.
- 3.7.1.2 In all situations needing medical attention the initiative for appropriate medical treatment shall be with the employee or his / her family members. The institute's involvement is mainly to facilitate medical treatment.

3.7.2 MEDICAL FACILITIES ON THE CAMPUS

- 3.7.2.1 The Institute has a dispensary on the campus whose timings presently are as follows:

Working days	Monday, Wednesday, Friday
Working Time	3.0 PM to 5.00 PM

This shall be reviewed by the Director from time to time.

- 3.7.2.2 Doctors may also refer a patient to a hospital or to an expert if the situation so warrants.

For the purpose of reimbursement of medical expenses, the hospitals recognized by the Institute in Patna shall be modified by the Institute.

- 3.7.2.3 Reimbursement of medical expenses will be as per the norms laid down by the Government and limited to charges at the hospitals recognized by the Institute.
- 3.7.2.4 Reimbursement of medical expenses (non hospitalisation expenses) will be allowed restricted to maximum limit of Rs. 30,000/- (Rs. thirty thousand only) which shall be reviewed by the director time to time.

3.7.3 MEDICAL EMERGENCIES

- 3.7.3.1 In a medical emergency where Institute doctors could not be contacted, an employee can consult any of the doctors identified for the purpose or doctors of his/her choice. The employee should report such cases to the Institute doctor the very next day and be guided by his/her advice. The expenses incurred on the treatment for the first day will be reimbursed by the Institute to the extent admissible.
- 3.7.3.2 The Institute vehicle will be available for taking a patient to a hospital in medical emergencies.

3.7.4 REIMBURSEMENT OF MEDICINES

Only medicines which are not included in the Government of India's list of inadmissible medicines will be reimbursed. Ayurvedic / Homeopathic medicines will be reimbursed provided they are prescribed by the Homeopathic / Ayurvedic doctor. For reimbursement of medical expenses the employees are required to submit their claims in the prescribed form, shown in annexure, with all the details including cash memos, prescriptions etc. and duly certified by the institute doctor.

Balance in medical facilities should not be carried forward to the next year. The limit prescribed will laps at the end of financial year.

3.7.5 MEDICAL INSURANCE

Institute will endeavor to take medical insurance to cover the hospitalization expenses of the employees and their dependent family members. In such an event the employees should make use of the cashless hospitalization service provided by the Insurance company. Only in respect of cases not covered by the Insurance policy and also specific expenditure disallowed by the Insurance company shall be considered for reimbursement by the Institute. In case disallowance /rejection of the claim by the Insurance company is due the procedural lapse/neglect/delay on the part of the employee concerned, such cases will not be considered for reimbursement by the Institute.



CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA

Pharneeswar Nath Renu Hindi Bhawan, Chajjubagh, Patna-800 001(Bihar), India

MEDICAL REIMBURSEMENT APPLICATION

Examined by _____ :

Name of the Patient _____ :

Patient's relation with the Employee _____ :

Name of the Employee _____ :

Designation _____ :

A. STATEMENT OF MEDICAL EXPENSES INCURRED:

S.N.	Head-wise details of medical expense(s) incurred	Receipt No.	Receipt Date	Name of the Diagnostic Centre/Hospital/Laboratory	Amount (In Rs.)
1.	X-Ray/USG/MRI/CAT-scan/Laboratory Test(s)				
2.	Consultation Charge				
3.	Operation/Surgery Charge				
4.	Accommodation Charge				
5.	Other Charges, if any				
TOTAL "A"					

B. MEDICINE(S) PURCHASED (Please enclose Payment Receipts):

S.N.	Payment Receipt No.	Payment Receipt Date	Name of the Medical Shop	Amount (In Rs.)
TOTAL "B"				
TOTAL "A+B"				

Declaration

I certify that the details furnished above are true and that the person for whom the above medical expenses are incurred is wholly dependent upon me.

Date: _____

(Signature of the Employee)

For Office Use only

The patient was suffering from _____ from _____ to _____
(Disease) (Date) (Date)

Present Ceiling : Rs. _____ Amount Availed till date : Rs. _____ Balance Payable : Rs. _____ Passed for payment : Rs. _____	I certify that the Consultation/Laboratory Tests/Medicines as claimed above were essential for the treatment of the patient.
Accountant F&AO SAO/Director	Medical Officer, CIMP

NOTES

1. The bill should be certified the Institute doctor.
2. Only the cost of medicines not included in the list of inadmissible medicines as prescribed by the Government of India from time to time would be reimbursed by the institute.
3. Medical expenses incurred by the members or their families in Govt. hospital outside Patna are also reimbursable provided the request for reimbursement is accompanied with a certificate from the hospital that the treatment was taken there.
4. Diet charges are not reimbursable.
5. Cash memos should be countersigned by the doctor.
6. A copy of prescription should be attached to the bill.
7. Medical expenses must be claimed within a month of reporting to duty.

Declaration by employee for claiming reimbursement of Medical Expenses and LTC for dependant parent/minor brother/sister

Name of employee :

Emp. Code :

Pay Band with Grade Pay :

Designation :

Department :

Present Address :

Mobile No. :

Family details are given below:-

Sl. No.	Name of dependant	Date of Birth/Age	Relationship with the Employee	Marital status	Whether staying with you ? If not, with whom ? Please give name & address of the person and his/her relationship with the dependant	Whether earning? If yes, state monthly income [₹]	Name & address of employer #	Property owned by the dependant (Yes/No)
1								
2								
3								
4								
5								
6								

* Salary/Wages/Pension/Dividend/Interest/Property.

Whether Private / Public Sector / Autonomous Body / Govt. Service.

I hereby certify that,

1. I am unmarried / a widower / a widow.
2. I am married and have one living spouse.
3. My father/mother is/are dependent / not dependant on me and their monthly income from all sources is not more than Rs.3500/-. They are residing/not residing with me.
4. My wife / husband is working in _____ and his/her gross monthly salary is Rs._____ (if he/she is employed with any Private / Public Sector / Autonomous Body / Govt. Service, please produce the certificate from his / her employer that he / she is not availing Medical/LTC facility there.)
5. I solemnly affirm that the above declaration is true and correct.

Note: Strike out, whichever is not applicable, from above.

Date: ____ / ____ / ____

Signature of employee: _____

3.8 ALLOWANCE & BENEFITS

The various allowances and benefits to the employees are as under:

3.8.1 TRAVELLING ALLOWANCE

Travelling Allowance for domestic travel is as follows as per travelling allowance rules:

1. For Employees (Faculty and Staff) appointed on Pay Scales:

Mode and Class of Travel

Grade Pay	Air	Rail	Road
>= Rs.9,500	Economy Class	AC 1-class	AC Taxi/ordinary Taxi/ Auto-rickshaw/ Public Bus including AC Bus
Rs.7,600, 8,700 & 8,900 7600-9000	--do--	AC 1-class	--do-- (except AC Taxi)
Rs.5,400 & 6,600	--do--	AC 2-tier class	--do--
Rs.4,200, 4,600 & 4,800	Not admissible	--do--	--do--
< Rs.4,200	--do--	First class/ AC 3-tier/ AC Chair Car	Auto rickshaw/ Any public bus except AC Bus

Daily Allowance*

Grade Pay	Entitlement for Actual claims supported by bills/receipts			Rates of D.A. without bills/receipts
	Hotel Accommodation (Rs.) <=	Food Bill (Rs.) <=	Total Actuals (Hotel + Food) (Rs.)	
>= Rs.10,000	5,000	500	5,500	550
Rs.7,600, 8,700, 8,900 & 9,500	3,000	300	3,300	350
Rs.5,400 & 6,600	1,500	200	1,700	250
Rs.4,200, 4,600 & 4,800	500	150	650	200
< Rs.4,200	300	100	400	150

2. For Staff appointed on Consolidated Pay:

Mode and Class of Travel

Consolidated Pay	Air	Rail	Road
Rs.44,000 & above	Economy Class	AC 1-class	Ordinary Taxi/ Autorickshaw/ Public Bus including AC
Rs.32,500 & above but less than Rs.44,000	--do--	AC 2-tier class	--do--
Rs.20,000 & above but less than Rs.32,500	Nil	--do--	--do--
< Rs.20,000	--do--	First class/ AC 3-tier/ AC Chair Car	Autorickshaw/ Any public bus except AC Bus

Daily Allowance*

Consolidated Pay	Entitlement for Actual claims supported by bills/receipts			Rates of D.A. without bills/receipts
	Hotel Accommodation (Rs.) <=	Food Bill (Rs.) <=	Total Actuals (Hotel + Food) (Rs.)	
Rs.44,000 & above	3,000	300	3,300	350
Rs.32,500 & above but less than Rs.44,000	1,500	200	1,700	250
Rs.20,000 & above but less than Rs.32,500	500	150	650	200
< Rs.20,000	300	100	400	150

1. In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC 2-Tier and above by train and by Deluxe/ordinary bus for others is allowed.
2. In case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class.
3. If a person travels by a higher class than the one for which he is eligible, he will be reimbursed only fare for the entitled class.
4. Diem allowance for foreign visit should be calculated on the basis of night spends on foreign country. Diem allowance will start from reaching the foreign country and will end at the time of departure from the country.

5. Officers visiting for tour should submit TA will within a month from the return of tour. If tour bill is not submitted within three month, the advance given should be recovered. In case of LTC, recovery should be with penal rate of interest.

***Daily Allowance:**

Rate of D.A. without bills / receipts will be calculated as follows for the date of departure from / arrival to Patna:

Departure	Eligible D.A.
Forenoon	Full
Afternoon	Half
Arrival	Eligible D.A.
Forenoon	Half
Afternoon	Full

3.8.1.2 Prof of Travel

Mode of Travel	Requirement
By air	Boarding pass & air-ticket
By train	Train ticket/ticket no., train no., class of travel
By public transport	Ticket

3.8.1.3 CONVEYANCE

For local travel (within city) on official duty, conveyance will be reimbursed on actual basis.

3.8.1.4 PROCEDURE FOR TRAVEL

Prior sanction is required for any travel. The sanctioning authorities are as follows:

Travel by	Sanctioning Authority
1. Admn. Staff	: 1) Section Head 2) Senior Administrative Officer

For obtaining travel sanction, a travel request form (Annex) required to be filled.

Besides the actual ticket fare, the following charges are also reimbursable.

1. Reservation charges
2. Tatkal Seva charges for official trips and in special circumstances
3. Internet / e-ticketing charges for tickets booked through the website of Indian Railways.
4. Conveyance charges by public transport for collecting tickets
5. Agency charges by the Traveller's service agents recognized by the Zonal Railways
6. Cancellation charges for official journeys.

3.8.2 LEAVE TRAVEL CONCESSION

- a. Leave Travel Concession is admissible to any employees of the Institute with one year of continuous service on the date of journey and his/her family for journey performed by self or by the family as the case may be. The concession is admissible once in a period of two calendar years for visiting home town or once in a period of four years for visiting a place anywhere in India to be specified before availing of the concession on each occasion. The block years for the purpose of this calculation shall be calendar years 2006-09, 2010-13 and so on.
- b. The employees and their families, who are unable to avail themselves of the concession in a block of two years, may be permitted to avail of the concession before the end of the first year of the next block. In the event of the return journey falling in the succeeding calendar year, the concession should be counted against the year in which the outward journey commenced.
- c. Home town means the permanent home town as given in the applications of the employees or such other place as declared by them supported by reasons such as ownership of immovable property, permanent residence of near relatives. The declaration of home town once made shall be treated final but in exceptional case the Institute may allow one change during the career of an employee on the individual merits of the case.

- d. "Family" for the purpose of leave travel concession means an employee's wife or husband, as the case may be, two surviving children or step children irrespective of whether they are residing with the employee or not. In addition, it also includes parents, step mother, unmarried sisters, brothers and married daughters who have been divorced, abandoned or separated from their husbands and widowed daughters who are residing with and wholly dependent on the employee. Widowed sisters are also included, if residing with and wholly dependent upon the employee (provided their father is either not alive or is himself dependent on the employee).
- e. The restriction of two surviving children as indicated above shall not apply in respect of existing children of an employee and a child born within one year of the restrictions coming into force and also in case of multiple births after one child.
- f. Not more than one wife is included in the term "family" for the purpose of leave travel concession.
- g. In respect of places which are not connected by rail, the employees may travel by steamer/air where an alternative means of travel is either not available or is more expensive. In such cases the Institute bears the same proportion of cost as in the case of rail journeys.
- h. The liability of the Institute for the cost of railway fare between Patna and the home town or a specified place other than the home town is limited to the share of the fare by the shortest route calculated on a through ticket basis.
- i. The concession is restricted to journeys within India.
- j. The concession is admissible only in the case of journeys performed by the employee during regular leave or casual leave as the case may be, irrespective of their duration. In the case of the faculty and the research staff, vacation is treated as leave for the purpose of this concession. The condition of leave shall not apply to the journeys performed by the members of the families of the employees. The concession is not admissible to an employee who proceeds on regular leave and then resigns the job without returning to duty.
- k. Employees who are entitled to travel by Air under LTC may choose to travel by any airline provided that the fare does not exceed the fares offered by NACIL under LTC 80 scheme. Sectors covered under the scheme are given in the Annexure.
- l. For sectors not covered by the LTC 80 scheme of NACIL, the entitled employees may ensure that cheapest economy tickets by the shortest route are purchased by either booking through internet / airlines directly / Institute's Travel Agency.
- m. Transport department will co-ordinate with Institute's Travel Agents to issue the cheapest fare ticket in the shortest route for LTC air booking with an upper limit of LTC 80 fairs. In case of fare of some sectors are not provided, the Institute travel desk would download from the respective airlines sites and book the ticket and inform the employee concerned.
- n. The employee should inform the Group Head - Finance and Budget before undertaking journey for which the concession under this scheme is claimed. They should produce evidence of their having actually performed the journey as claimed by them.
- o. To enable the employees to avail of the concession, they may be granted an advance limited to 90% of the estimated amount which the Institute would have to reimburse in respect of the cost of journey both ways to the home town or any specified place and back. Where the employees and members of the family avail themselves of the concession separately, the advance also may be drawn separately. The advance shall have to be refunded if the outward journey is not commenced within 60 days of the grant of advance. The travelling allowance claimed in adjustment of the advance should be sent to the accounts department within one

month of the completion of the return journey.

- p. If the tickets for air travel booked by the Institute's travel agent, there is no need to submit boarding passes for any travel undertaken for which the travel expenses are settled by the Institute. In all other cases boarding pass need to be submitted for settling the account.
- q. In case of LTC, faculty / staff are entitled for LTC in a four year block. One home town and one all India visit by shortest route. Faculty and staff are entitled for LTC after completion of 1 year of service. In subsequent block any body is entitled for LTC from the first day of the start of the block.

3.8.3 MOBILE & INTERNET FACILITY

Staff members may be given mobiles as per the requirement decided by the Director. The Department Head can indent for mobiles for issue to staff working under him / her as and when required with the approval of the director.

- 1. The department / Section Head may certify the billing.
- 2. For all new connections, of any mobile service provider may be issued as the instrument is free and it is under CUG with CIMP mobiles.

- 3. The staff of CIMP may be allowed maximum permissible unit as decided by the director from time to time. Any amount exceeding this may have to be borne by the individuals concerned.

3.8.4 CHILDREN'S EDUCATIONAL ALLOWANCE

- 1. Employees of the Institute are entitled to reimbursement of tuition fee of their children as per the amount fixed under sixth pay revision applicable to IIMs.
- 2. Reimbursement of tuition fee in case of physically handicapped / mentally retarded child shall be permitted even if the institution in which the child is studying is not recognized by the Central / State Government or Union Territory Administration, as the case may be
- 3. The tuition fee is restricted to two children.
- 4. In the case of twins, the restriction that payment should be limited to only two children does not apply
- 5. Tuition fee is admissible for up to two years for a child in the same class but this rule is not applicable in the case of mentally / physically retarded children.

3.8.5 UNIFORM & LIVERIES

The staff in Group-B, C & D are provided liveries as per their eligibility criteria, as mentioned herein under:

Sr. No.	Item	Coverage	No of Set / pair	Duration
1	Uniform	Group B/C Group D	2 Sets [1 extra set for first year only] 3 Sets	12 Months 12 Months
2	Shoes	Group D	1 Pair	12 Months
3	Rainy Sandal	Group D	1 Pair	12 Months
4	Summer Cap	Group D	2 Caps	12 Months
5	Socks Nylon	Group B / C / D	3 Pairs	12 Months
6	Woollen Uniform	Group D	1 Pair	After 24 Months
7	Rain Coat	Group D	1 Pair	After 24 Months

Establishment department will submit a category and designation wise list of employee to Stores to enable them to procure the items and get them issued.

3.8.6 WASHING ALLOWANCE

Washing allowance at the rate of Rs.60 per month is paid to Group D employees and to employees performing technical duties. For this, Head of the department is required to send his/her recommendation in the prescribed form to the Establishment Office by 15th of every month.

3.8.7 EXTRA DUTY ALLOWANCE

Employees in the below supervisory level categories can be paid overtime as per the following criteria:

1. Weekly off, Public Holidays and leave taken by the concerned employee are taken into account while arriving at the eligible hours.
2. Eligible hours = Working days x 8/3
3. OT cannot be claimed for 1 hour immediately preceding or following the regular hours. But in the case of technicians, peons looking after classes, plumbers, mess staff they may be allowed one hour OT if they worked from 7-45 to 8-45 a.m.
4. If an employee has worked continuously for 8 or more hours, one hour will be deducted for lunch Break.
5. OT hours can be sought to be paid for in Cash or can be claimed as compensatory off. If the employee is willing to avail C/Off then it has to be availed within 3 months. The employee has to submit the C/Off report along with the OT statement.
6. OT statement for a particular month should reach the Accounts in the first week of the next month. The payment will be made on 10th of every month.
7. The rates for payment of OT are as below: Which shall be reviewed periodically and shall be enhanced as per price index increase.
8. Overtime can be permitted in genuine case to non supervisory level staff only.

Grade Pay	Rate per Hour
Rs. 1350 & Rs. 1600	Rs. 20/-
Rs. 1900 & Rs. 2400	Rs. 25/-
Rs. 2800	Rs. 30/-



CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA
Pharneeswar Nath Renu Hindi Bhawan, Chajjubagh, Patna-800 001(Bihar), India

Travel Request Form

To The Director

Date:

From :

(A) Travel Plan

Departure		From	To	Arrival		Model of Travel	Address in the touring stations
Date	Time			Date	Time		

(B) Please state briefly, the purpose of travel

(C) If the journey is required to be performed by a class higher than admissible, for instance, by air instead of rail, please state reasons in brief:

(D) Advance requested for fare

Daily allowance @ Rs _____ per day for day Rs _____

Total

(E) The head of account along with the computer code no. to which the expenditure is to be debited:

Date:

(Signature)

Tour plan as requested approved/not approved/to be discussed

Date:

DIRECTOR

In respect of Research Associates/Assistants, to be sent through the faculty members.



CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA

Pharneeswar Nath Renu Hindi Bhawan, Chajjubagh, Patna-800 001(Bihar), India

TRAVELLING CLAIM

Name:

Basic Pay Rs.

Designation:

Advance Taken Rs

Purpose of Tour:

I. Journey Details

Departure		Arrival		Mode of journey	Distance Traveled in Kms	Ticket No.	Fare Rs.
Date & Time	Station	Date & Time	Station				
						Total	

II. Local conveyance, if any

Date	From	To	Mode of Journey	Distance Traveled in Kms	Fare Rs.
				Total	

III. Boarding & Lodging

A.

Date	Name of the Hotel & Place Guest House & Place	Bill No. & Date	Lodging Rs.	Boarding Rs.	Fare Rs.
				Total	

B. Details of Boarding and Lodging:

Date on which free boarding and lodging availed

a. Boarding only

b. Lodging only

c. Boarding and Lodging (both)

Total

IV. Any other expenses

SI. No.	Details	To	Total Rs.
		Total	

V. Total Amount Claimed

CERTIFIED THAT:

1. I actually travelled by the class of accommodation for which the claim is made.
2. I was actually and not merely constructively in the Camp for the days for which DA has been clear and I did not avoid of any leave during the period
3. I was not provided with free boarding and lodging at the expenses of Government of state or organization financed from State funds during the days for which full daily allowance has been claimed.
4. I was not provided with any means of conveyance free for which claim is made.
5. I did not perform the road journey for which mileage allowance has been claimed at the higher prescribed in Rule 48 of S.R.s by taking a single seat in any public conveyance (excluding steam) which regularly plies for hire between fixed points and charges fixed rated. I also certify that the journey was not performed in any other vehicle without payment of its hire charging expenses.
6. The road mileage claimed in the bill is correct to the best of my knowledge and belief.
7. I have not claimed and will not claim the traveling allowance for the journey for which the claim pertains from any other source.

Date:

Signature:

Name:

Designation:



CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA
Pharneeswar Nath Renu Hindi Bhawan, Chajjubagh, Patna-800 001(Bihar), India

APPLICATION FOR LTC ADVANCE

(To be routed through Personnel / Administrative Department for Leave Purpose. To be paid 90 days before the commencement of rail journey)

1. Name _____ Grade Pay _____
2. Designation _____ Employee Code _____
3. (a) Period of leave
From _____ to _____
3. (b) Class in which the rail journey will be performed _____
4. Home Town/Place of visit (to be specified) _____
5. Details of members of family, including self, availing of the concession:

Sr. No.	Name	Relationship	Full (F) ticket	Children's Age
			Half (H) ticket	

6. Date of departure from Patna:
7. Date of return to Patna :
8. (a) I undertake to produce to Accounts Office, air/rail/bus tickets within ten days of drawal of LTC advance.
(b) I also agree to submit the final bill with complete details within one month of completion of the journey.

- (c) If I fail to produce the tickets for verification within ten days or fail to undertake onward journey as stated above, or fail to submit the final bill with the full details within one month from the completion of return journey, I agree that the amount of advance or balance, if any, will be refunded by me/may be recovered from my salary for the following month together with penal interest.
- (d) I am not availing of air ticket on credit through the Institute for this trip.
- (e) I also declare that family member/s as mentioned above, are fully dependent on me.

Date :

Signature of employee

1. LTC Register Page No.
2. Block Years
3. Advance due

No previous LTC advance is outstanding

Paid Rs. _____ Cheque No. _____ Date _____

Cashier

Accounts Officer

Dean/Director

Received the above cheque of Rs.

Date:

Signature



CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA
Pharneeswar Nath Renu Hindi Bhawan, Chajjubagh, Patna-800 001(Bihar), India

LTC CLAIM FORM

To be routed through Establishment Office for leave purpose
(Those who have not drawn LTC Advance)

Name of Employee				Employee Code		
Place visited :				Grade Pay		
Home Town / Anywhere				Persons traveled		
				(Indicate name, relationship, age of children)		
Onward Journey : No. of Tickets :				Full	Half	
Date of Travel	Place		Train No. / Other mode of Travel	**Ticket No.	Class	Fare Rs.
	From	To				
					Total	
Return Journey : No. of Tickets :				Full	Half	
					Total	
Return Journey : No. of Tickets :				Full	Half	

**Bus/Air ticket to be attached.

• I declare that family member/s as mentioned above, are fully dependent on me.

Date :

Signature :

For Office use only

A. Claim sanctioned	L. F. No.	Acctt. A/c. Officer
a) Onward	Block	
b) Return	Distance	
c) Total		
B. Less : Advance Taken		
C. Net amount to be paid/recovered		

Issued cheque No. _____ Dated _____ for Rs. _____

Accounts

Accounts Officers

Dean/Director

Received Rs. _____ (Rupees _____ Only)

By Cheuqe/Cash.

Date :

Signature _____



CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA
Pharneeswar Nath Renu Hindi Bhawan, Chajjubagh, Patna-800 001(Bihar), India

DECLARATION OF HOME TOWN

Name of Employee		Employee Code		
I hereby declare that :				
(i) a. My home town is _____ in the _____ Dist. State of _____.				
b. Nearest Railway Station is _____.				
(ii) The following person(s) is/are wholly dependent on me :				
Sr. No.	Name	Date of Birth	Relationship with employee	Whether staying with employee
Signature : _____				
Name of Employee : _____				
Designation : _____				
Date : _____				



CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA

Pharneeswar Nath Renu Hindi Bhawan, Chajjubagh, Patna-800 001(Bihar), India

REIMBURSEMENT OF CHILDREN EDUCATIONAL ALLOWANCE

1. Certified that the children/child mentioned below in respect of whom reimbursement of Children Education Allowance is claimed is wholly dependent upon me:-

Name of Child	Date of Birth	School and class in which studying	Monthly tuition fee actually payable	Tuition fee actually paid from _____ to _____	Amount of reimbursement claimed
01	02	03	04	05	06
01					
02					
03					

2. Certified that the tuition fees indicated against the child/each of the children have actually been paid by me. **(Certificate(s) from the Institution(s)/Cash receipts/Counterfoil of the Bank credit vouchers to be attached with the claim).**
3. Certified that:-
- my wife/husband is not an employee of the Institute/a Central Government servant ;
 - my wife/husband is a Central Govt. servant, but he/she will not claim reimbursement of tuition fee in respect of our child / children;
 - my wife/husband is employed with * _____ She/he is not entitled to reimbursement of tuition fees in respect of our child/children.
4. Certified that during the period covered by this claim, the child/children attended the school (s) regularly and did not absent from the school(s) without proper leave for a period exceeding one month.
5. Certified that the child/children mentioned has/have not been studying in the same class for more than two years.
- * Employer other than Central Government to be mentioned

(02)

6. Certified that I or my wife/husband have/has not claimed and will not claim the children's educational allowance in respect of the child/children mentioned above.

7. Certified that my child/children in respect of whom reimbursement of tuition fee is claimed is/are studying in the school(s) which is/are recognized school(s) (Not applicable to schools run by Central Government/State Government /Union Territory Administration/Municipal Corporation/Municipal Committee/Panchayat Samiti/Zilla Parishad).
8. In the event of any change in the particulars given above which affect my eligibility for reimbursement of tuition fees, I undertake to intimate the same promptly and also to refund excess payments, if any, made.

(Signature of Employee)

Name in block letters _____

Designation _____

Department _____

Dated _____

(Strike out what is inapplicable)

(FOR OFFICE USE ONLY)

Verified and passed on to Accounts Department for payment of Rs. _____

(Rupees _____)

Administrative Officer



CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA
Pharneeswar Nath Renu Hindi Bhawan, Chajjubagh, Patna-800 001(Bihar), India

WASHING ALLOWANCE FORM

Certificate given by the Supervisor concerned to the Manager (F & B) authorising the payment of washing allowance

I certify that the following staff members working in my Department/Section have attended the office wearing their uniform provided by the Institute on the number of days mentioned against their names out of the total _____ working days in the month of _____. They may be paid / may not be paid washing allowance as recommended.

Sr. No.	Emp. Code No.	Name of the Staff Member	No. of days wearing uniform	Recommendation for Washing Allowance

Signature of the Supervisor _____

Department/Section _____

3.9 RETIREMENT, RESIGNATION ETC.

3.9.1 RETIREMENT

- a. The age prescribed for retirement on superannuation is 65 years for faculty members and 60 years for other employees of the Institute.
- b. Retirement is effective from the afternoon of the last day of the month in which age of superannuation is attained.
- c. *Exception:* An employee whose birth date is the first of the month shall retire on the afternoon of the last day of the preceding month.
- d. The day of retirement on superannuation will be deemed as a working day.
- e. In case of premature/voluntary retirement, the day of retirement will be treated as a 'non-working day'; in all other cases it will be a working day.
- f. Employee's service record indicating nomination for retirement/death gratuity and the list of family members shall be maintained by the HR / Administrative department of the Institute.
- g. *Relinquishment of charge on a Holiday:* An employee retiring on superannuation should formally relinquish charge of office on the afternoon of that day itself even if it happens to be closed holiday. The cash, stores, etc., may be made over by the retiring officer on the close of the previous working day. The actual relinquishment of charge of office shall be made in the prescribed form on the last day of service for which the physical presence of the officer in the office need not be insisted.

3.9.1.1 QUALIFYING SERVICE

- a. Qualifying service of an employee commences from the date he/she takes charge of the post to which he/she is first appointed in a permanent capacity. Temporary service followed by confirmation without interruption will also qualify.
- b. *Periods not counting as qualifying service:* The following periods will not count as qualifying service:
 - i. Service rendered before attaining the age of 18 years.
 - ii. Service as Apprentice
 - iii. Unauthorized absence treated as '*dies non*'.
 - iv. Overstay on leave / joining time not regularized as leave with leave salary.

- v. Extraordinary Leave without medical certificate other than extraordinary leave on medical certificate and extraordinary leave without medical certificate granted due to inability of the employee to join/rejoin duty on account of civil commotion or for prosecuting higher technical and scientific studies.
- vi. Suspension followed by major penalty, if the reinstating authority does not order that it shall count as qualifying service.

3.9.2 RESIGNATIONS

- a. An employee is expected to give minimum three months notice or notice pay in lieu of such period to the Director.
- b. Acceptance of resignation would be communicated by the Institute to the concerned employee.
- c. It is the duty of the concerned employee to produce a no due certificate from different departments of the Institute.
- d. The concerned employee is expected to hand over the entire Institute properly to the Institute .
- e. The resigned employee would be entitled to the CPF benefits of the Institute.
- f. If the employee has completed 5 years of service, he/she is also entitled to the contribution of the institute.
- g. 50% of the EL remaining in his / her leave account can be encashed at the time of resignation.



CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA
Pharneeswar Nath Renu Hindi Bhawan, Chajjubagh, Patna-800 001(Bihar), India

CLEARANCE CERTIFICATE FOR STAFF

Mr. / Ms.

Designation:

-
- Certified that he/she has returned all materials.
 - He/she may be relieved of his/her duties w.e.f.

Date :

Supervisor / HOD/Chairman,

-
- Certified that no amount is outstanding against him / her.
 - The following amount may be recovered from him / her.

Date :

Librarian

-
- Certified that no amount is outstanding against him / her.
 - The following amount may be recovered from him / her.

Date :

Account Officer

-
- Certified that the P.C. and its accessories issued to him / her have been / not been received back.
 - The following amount may be recovered from him/her

Date :

Head, Computer Centre

-
- Effective date of his / her resignation / retirement is _____

- Identity Card No. _____ issued to him / her has been / not been returned.
- He / she has _____ days Earned Leave to his / her credit.
- _____ days salary may be recovered from him/her as he/she has availed of days advance leave.
- The following amount may be recovered from him / her.

Date :

HRD/Administration

PLEASE FILL THE FOLLOWING INFORMATION FOR RECORDS

Current Address with Phone No	Permanent Address with Phone No, E-mail ID
	Phone No. :
Phone No :	E-mail @

3.9.3 PENSION

There is no pension scheme at CIMP..

3.9.4 GRATUITY

- a. Retirement gratuity is admissible to all employees who retire after completion of 5 years of qualifying service @ 'one-fourth' of emoluments for each completed 6 monthly period of qualifying services subject to maximum of 16 ½ times of the emoluments or 10 lakhs Whoever is less.
- b. Death gratuity is admissible in the case of death in service of an employee at the following rates:

SI. No.	Length of service	Death gratuity payable to family
1.	Less than 1 year	2 times of emoluments
2.	1 year or more but less than 5 years	6 times of emoluments
3.	5 years or more but less than 20 years	12 times of emoluments
4.	20 years or more	Half of emoluments for every completed 6 monthly period of qualifying service subject to a maximum of 33 times of emoluments or 10 lakhs.

Emoluments for the purpose of calculation of gratuity includes D.A. on the date of Death.

Death gratuity is payable to nominee(s)/eligible members(s) of the family of the deceased employee. Minor's whole share of gratuity is to be paid to the natural guardian of the minor and in the absence of natural guardian, to the person who furnishes a guardianship certificate.

So far nominees and family members are concerned it will be determined as per GOI rules.

- c. Encashment of leave: The authority competent to sanction leave should automatically grant lump sum cash equivalent of leave salary admissible for the number of days for earned leave and half-pay leave at the credit of employee on the last day of service, subject to overall limit of 300 days in addition to the number of days for which encashment was availed along with LTC.

4. RULES ON DISCIPLINARY ACTION

4.1. DEFINITIONS

In these Regulations unless there is anything repugnant in the subject or context thereof-

1. 'Institute' means Chandragupta Institute of Management, Patna (CIMP)
2. 'Day' means calendar day beginning and ending at midnight but extends up to end of shift where the shift begins before the midnight or ends after midnight.
3. 'Employee' means any person employed in the Chandragupta Institute of Management, Patna (CIMP) to do any faculty (irrespective of the nature of appointment he/she holds at CIMP), professional, skilled or unskilled, manual or supervisory, technical or clerical work for hire or reward whether terms of contracts are express or implied, including part time workmen, and trainees other than apprentice appointed under the Apprentice Act, 1961
4. 'Month' means calendar month, but for the purpose of calculation of salary and for its payment, if the management prescribes another period in respect of any employee or class or classes of workmen, it shall be such other period.
5. 'Premises' means premises belonging to the Institute
6. 'Notice' means notice in writing required to be given or to be displayed on the notice board of the Institute for the purpose of these Regulations.
7. 'Notice Board' means display board or boards maintained for the purpose of displaying notices in the Institute premises and include any other board or boards maintained in the department/departments of the Institute.
8. The masculine gender mentioned alone, if there is any, in this rule includes the feminine gender also.

4.2 CLASSIFICATION OF EMPLOYEES

Employee shall be classified as Permanent, Probationers, Temporary, Part-time and Casual.

- (i) Permanent Employee: means employee who has been confirmed in his post and has received letter of confirmation from the Director or the Senior Administrative Officer or by the person authorised in this behalf by the Director after satisfactory completion of probation period of service with the Institute and whose name has been entered in the muster and who has been given identity card.
- (ii) Probationer : means an employee who is provisionally employed on trial basis to be considered for permanent vacancy or post and has not completed probationary period fixed for him in that behalf and who has not received letter of confirmation in service from the Director or any other functionary in the Institute in this behalf by the Director. Probationary period will be such as may be determined and on expiry of stipulated period of probation, the employee shall be deemed to continue on probation as a probationer. The probationer will not be entitled to any of the benefits and privileges of permanent employee. The Probationer shall be governed by the terms of his employment and by rules or orders expressly governing probationers. It is hereby expressly provided that benefit conferred under these regulations or any other rules framed by the Institute shall not apply to the probationer unless otherwise expressly specified. Rules as regards hours of work and other regulations applicable for discharge of his/her duty, shall, however, apply to probationer.
- (iii) Temporary employee: means an employee who is appointed for limited period of time for work which is essentially of temporary nature or is seasonal in nature or a person who is employed temporarily as additional employee in connection with any temporary increase in work of permanent nature. Period of temporary employment of temporary workmen may be extended from time to time at the discretion of the Director depending upon exigencies of work. It is hereby expressly provided that benefit of leave or provident fund or any other benefits conferred under these regulations or any other Rules framed by the Institute shall not apply to temporary workmen, unless otherwise expressly specified. Regulations as regards hours of work and other Regulations applicable for the discharge of his duties shall however apply to him.

(iv) Part-time employee: means an employee who has been employed to work for only part of the day or during the hours other than those fixed for employees in general.

If a permanent employee is employed as a probationer to new or higher post, he/she may, at any time, during the probationary period, be reverted to his original permanent post by an order in writing signed by the Director or a functionary as authorized by the Director.

The authority which appoints a member of the faculty and staff of the Institute, hereinafter referred to as 'employee' or person, may suspend, discharge, dismiss, or award any penalty prescribed in the Annexure I for the misconduct or for breach of the terms and conditions of his/her appointment. The respective appointing authorities for different categories of employees are listed in Annexure II.

4.3 MISCONDUCT

Any of the following acts of omission or commission on the part of an employee shall amount to misconduct.

- a. Willful insubordination or disobedience, whether alone or in combination with others to any lawful and reasonable order of a supervisor.
- b. Theft, or dishonesty in connection with the Institute' activities or property including academic dishonesty like plagiarism etc.
- c. Willful damage to or loss of the institute's goods or property.
- d. Taking or giving bribes or any illegal gratification.
- e. Habitual absence without leave or absence without leave for more than 10 days.
- f. Habitual late attendance.
- g. Habitual breach of any law applicable at the Institute.
- h. Riotous or disorderly behavior during working hours at the Institute or any act subversive of discipline.
- i. Habitual negligence or neglect of work.
- j. Frequent repetition of any misconduct or omission for which an up to a maximum of 2 per cent of emoluments in a month, may be imposed.

- k. Striking work or inciting others to strike work in contravention of the provisions of any law, or rule having the force of law.

Any other Act or omission or behavior of employee which amounts to misconduct as per the ordinary meaning of the term shall also be considered as misconduct for the purpose of these Regulations.

4. 3.1 Where a disciplinary proceeding against an employee is contemplated or is pending or where criminal proceedings against him/her in respect of any offence are under investigation or trial and the institute authorities are satisfied that it is necessary or desirable to place the employee under suspension, he/she may, by an order in writing, be suspended by the competent authority with effect from such date as may be specified in the order.

4. 3.2 An employee who is placed under suspension shall, during the period of such suspension, be paid a subsistence allowance at the following rate, namely:

- a. Where the enquiry contemplated or pending is departmental the subsistence allowance shall, for the first ninety days from the date of suspension, be equal to one half of the basic wage, dearness allowance and other compensatory allowances to which the employee would have been entitled if he/she was on leave with wages. If the departmental enquiry gets prolonged and the employee continues to be under suspension for a period exceeding ninety days, the subsistence allowance shall for such period be equal to three-fourths of such basic wages, dearness allowance and other compensatory allowance.

Provided that where such enquiry is prolonged beyond a period of ninety days for reasons directly attributable to the employees, the subsistence allowance shall, for the period exceeding ninety days, be reduced to one fourth of such basic wages, dearness allowance and other compensatory allowances.

- b. Where the enquiry is by an outside agency or, as the case may be, where criminal proceedings against an employee are under investigation or trial, the subsistence allowance shall, for the first one hundred and eighty days from the date of suspension, be equal to one-half of his basic wages, dearness allowance and other

compensatory allowances to which the employee would have been entitled to if he/she was on leave. If such enquiry or criminal proceeding gets prolonged and the employee continues to be under suspension for a period exceeding one hundred and eighty days, the subsistence allowance shall for such period be equal to three-fourths of such wage.

Provided that where such enquiry or criminal proceedings are prolonged beyond a period of one hundred and eighty days for reasons directly attributable to the employee the subsistence allowance shall, for the period exceeding one hundred and eighty days, be reduced to one-fourth of such wages.

- 4.4.1 In the enquiry, the employee shall be entitled to appear in person or to be represented by an employee of the Institute.
- 4.4.2 The proceedings of the enquiry shall be recorded in English. However, the Institute shall arrange for a Hindi translation of the proceedings at the request of the employee.

- 4.4.3 The proceedings of the enquiry shall normally be completed within a period of three months:

Provided that the period of three months may, for reasons to be recorded in writing, be extended by such further period as may be deemed necessary by the enquiry officer.

- 4.4.4 If on the conclusion of the enquiry or, as the case may be, of the criminal proceeding, the employee has been found guilty of the charges framed against him/her and it is considered, after giving the employee concerned reasonable opportunity of making representation on the penalty proposed, that an order of dismissal or suspension or fine or stoppage of annual increment or reduction in rank would meet the ends of justice, the competent authority shall pass an order accordingly.

Provided that where an order imposing fine or stoppage of annual increment or reduction in rank is passed under this clause, the employee shall be deemed to have been on duty during the period of suspension and shall be entitled to the same emoluments as he/she would have received if he/she had not been placed under suspension, after deducting the subsistence allowance paid to him/her for such period.

- 4.4.5 If on the conclusion of the enquiry, or as the case may be, of the criminal proceedings, the employee has been found to be not guilty of any of the charges framed against him/her, he/she shall be deemed to have been on duty during the period of suspension and

shall be entitled to the same wages as he/she would have received if he/she had not been placed under suspension, after deducting the subsistence allowance paid to him/her for such period.

4.4.6 The payment of subsistence allowance under these rules shall be subject to the employee concerned not taking up any employment during the period of suspension.

4.5.1 In awarding punishment under this rule, the competent authority shall take into account the gravity of misconduct, the previous record, if any, of the employee and any other extenuating or aggravating circumstances that may exist. A copy of the order passed by the competent authority shall be supplied to the employee concerned.

4.6.1 Order of discharge or dismissal

No order of discharge or dismissal shall be passed under the preceding rule unless the specific charges on which such order is to be passed, are framed against the person in writing, and given to the said person, so that he/she shall have reasonable opportunity to show cause why the proposed action should not be taken against him/her, and submitting an explanation in writing within such time as may be prescribed by the appointing authority; provided that the requirements may be waived if the facts on the basis of which action is to be taken, have been established in a court of law or where the person absconded remains absent without intimation for a period of not less than one month or where it is for any other reason impracticable to communicate with him/her. In every case where all or any of the requirements of this rule are waived, the reasons for so doing shall be recorded in writing.

4.7.1 Appeals

An employee who has been discharged or dismissed shall have a right to appeal against any order passed against him/her to an authority referred to as 'Appellate Authority' in Annexure II. Every appeal shall comply with the following requirements.

- a. It shall be written in English, or, if not written in English, it shall be accompanied by a translation in English and shall be signed.
- b. It shall be couched, in concise, polite language and be free from irrelevant matter.
- c. It shall contain all material statements and arguments relied on and shall be considered complete.

- d. It shall specify the relief desired.
- e. It shall be submitted to the authority which made the order appealed against within a period of three months from the date on which the Appellant receives a copy of the order appealed against provided further that a copy of the appeal may be submitted direct to the appellate authority.
- f. It shall not be addressed to the authorities listed in Annexure II or to any member of the Board of Governors by name, and any such action shall be deemed a breach of discipline.

4.7.2 Consideration of Appeals

In the case of an appeal against an order of discharge or dismissal, the appellate authority shall consider:

- a. Whether the procedure prescribed in the preceding paras has been complied with, and, if not, whether such non-compliance has resulted in a miscarriage of justice,
- b. whether the findings are justified, and
- c. whether the penalty imposed is excessive, adequate or inadequate and passes orders
 - i. setting aside, reducing, confirming, enhancing the penalty, or
 - ii. remitting the case to the appointing authority with such direction as it may deem fit in the circumstances of the case.

Provided that the appellate authority shall not impose any enhanced penalty unless the appellant is given an opportunity of making any representation which he/she may wish to make against such enhanced penalty.

4.7.3 Implementation of orders in Appeal

The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

4.8.1 Review of orders in disciplinary cases

The authority specified in Annexure II before which an appeal against an order imposing any of the penalties specified in Annexure I, may of its own motion or otherwise, call for

the records of the case in a disciplinary proceedings, review any order passed in such a case, and pass such orders as it deems fit, as if the employee had preferred an appeal against such an order, but no such review will be undertaken three months after the date of the order to be reviewed.

4.9.1 Board's power to review

Notwithstanding anything contained above, the Board of Governors may, on its own motion, after calling for the records of the case, review any order which is made or is appealable under these rules.

4.9.2 An employee who has been discharged or dismissed or imposed any of the punishments listed in Annexure I by an order passed by the Board of Governors can make a request to the Board for reconsideration of its decision, within one month from the date of receipt of the decision of the Board of Governors. The Board after reconsideration may arrange to communicate its decision to the employee concerned. Once such reconsideration is communicated the decision of the Board will be final and no further appeal will lie against such a decision of the Board.

4.10.1 Pay and allowances on acquittal: If an employee of the Institute has been discharged or dismissed and charges are not proved against him/her, the appellate authority may grant him/her for the period of absence from duty

a. if he/she is fully exonerated, the full pay to which he/she would have been entitled if he/she had not been discharged or dismissed, and by an order to be separately recorded, any allowance of which he/she was in receipt prior to his/her discharge or dismissal,

Or

b. if not fully exonerated such proportion of such pay and allowances as the appellate authority may prescribe.

The period of absence from duty will be treated as period spent on duty in case of (a) above and it will not be treated as period spent on duty in case of (b) above unless the appellate authority directs to the contrary.

ANNEXURE - I

List of Penalties

1. Censure.
2. Fine up to a maximum of two per cent of the employee's monthly emoluments.
3. Withholding of consideration of any promotion for a specific period.
4. Recovery from pay of the whole or part of any pecuniary loss caused by the negligence or breach of order.
5. Withholding of increments of pay for a specific period.
6. Suspension from service for a prescribed period.
7. Dismissal or removal or termination from service.
8. Reduction to a lower stage in time scale of pay or grade or post for a specific period.
9. Compulsory retirement.

ANNEXURE - II

LIST OF APPOINTING AUTHORITIES, PUNISHING AUTHORITIES AND APPELLATE AUTHORITIES FOR DIFFERENT CATEGORIES OF EMPLOYEES

Sr. No.	Pay Band of posts	Appointing Authority	Authority competent to impose penalty	Appellate Authority
1	Faculty	Director	Director	Board of Governors
2	Research Staff	*Dean) (authority delegated by the Director)	*Dean (authority delegated by the Director)	Director
3	Administrative Staff in Pay Band-3 of 15600-39100 in the Grade Pay of 6600 & 7600	Director	Director	Board of Governors
4a	Administrative Staff in Pay Band-3 of 15600-39100 in Grade Pay of 5400, Band-2 of Rs.9300-34800 in Grade Pay of 4200 & 4600	*Senior Administrative Officer (authority delegated by the Director)	*Senior Administrative Officer (authority delegated by the Director)	Director
4b	Administrative Staff in Pay Band-1 of Rs.5200-20200 in Grade Pay of 1900, 2400 & 2800 and Pay Band -1S in Grade Pay of 1300 & 1650.	*Senior Administrative Officer (authority sub delegated by the Director)	*Senior Administrative Officer (authority sub delegated by the Director)	*Director

* Till proper functionaries are appointed and authority delegated by the Director with the approval of the Board at CIMP, the Director would continue to exercise the power of appointment and act as the disciplinary authority.