GL BAJAJ
Institute of Technology & Management
FIND YOUR SPARK
Approved by AICTE & Affiliated to AKTU

Service Rule Book

(Approved in BOG meeting
dated 22-12-2019 - vide item No. 12)
(w.e.f. 2020)

G L Bajaj Institute of Management and Research PGDM Institute

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G L Bajaj Institute of Management and Research PGDM Institute

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🌐 **www.glbimr.org**

VISION

To be an Institute of Global Repute for Imparting Knowledge, Skill Set, Confidence and Values for being Self-reliant and Pleasantly Employable.

MISSION

- To create a sustainable learning ecosystem to build cognitive potential.

- To inculcate quality leadership, corporate understanding and global competence.

- To inculcate entrepreneurial skills & startup attributes for the spirit of self-reliance.

PREFACE

Welcome to the G L Bajaj Institute of Management and Research. PGDM Institute!

To those of you who are presently members of the faculty and staff of the Institute, I extend my sincere appreciation for your past loyalty and devoted service.

We are pleased that you have become a member of G L Bajaj Institute of Management and Research. PGDM Institute (GLBIMR.PGDM Institute) family and are confident that you will contribute your best to overall development of the Institute.

A growth-oriented Institution requires the co-operation of its stakeholders. Your position in the campus is important to our total effort, and your personal success will be determined by how well you understand and accept this paradigm. This Service Rule has been prepared to assist you in carrying out your duties and to make you aware of privileges and responsibilities that are yours as an employee of the Institution. A variety of information has been assembled here. If you have specific questions that are not covered in the following pages, please contact your Head of the Department.

AMMENDMENT IN SERVICE RULE
The Board of Governors have absolute power to insert new service rules, change the existing service rule and delete any provision of the service rule either from the current date or from retrospective effect. However, till such changes are made the existing rules shall prevail.

Contents

CHAPTER 1

1. **PREAMBLE**

These service Rules shall be called the "GLBIMR.PGDM INSTITUTE EMPLOYEES SERVICE RULE", and shall be applicable to all the Employees of GLBIMR.PGDM INSTITUTE, Greater Noida, Uttar Pradesh and shall come into force with effect from August 2020. This is the First Official version of the Service Rules. The Service rules shall be amended from time-to-time based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters which shall evolve over the time frame.

1.1 SHORT TITLE AND COMMENCEMENT

i. These rules shall be called the 'Service Rules' of G L Bajaj Institute of Management and Research. PGDM Institute.

ii. These rules shall come into force with effect from August 2020 or as amended from time to time.

1.2 EXTENT OF APPLICABILITY

i. These rules shall apply to all teaching and non-teaching regular employees including Group D employees who are in service of the Institute and to those who join their appointment subsequent to the promulgation of these rules except where separate rules are given for one or the other particular category of employees.

ii. What is said of male employees, shall apply to female employees unless it is repugnant to or inconsistent with the text or context; in as much as they do not in any way contradict its working.

1.3 DEFINITIONS

i. 'Institute' means G L Bajaj Institute of Management and Research.PGDM Institute or GLBIMR. PGDM Institute.

ii. 'BOG' means Board of Governors means the supreme body of the Institute.

iii. 'Director' means the Head of the Institute.

vi. 'Employee' includes all teaching and non-teaching employees.

vii. 'Competent Authority' in relation to exercise of any such powers under these Rules means any authority to whom such powers are delegated by the GOVERNING BODY.

viii. 'Employee' means a person employed for teaching or non-teaching work with GLBIMR.PGDM Institute, duly engaged by a letter of appointment. These include teachers, clerical staff, Group D staff or any other Staff as full time or part time, whether such employment be probationary /Temporary or permanent.

1.4 GENERAL

i. The Service Rules are confidential between the Institute and its employees and all employees are made aware about the Service Rule on joining the services of the Institute.

ii. In case of doubts regarding the interpretation of the contents of this Rule, the decision of the competent authority will be final and binding.

iii Any amendment to the terms and conditions of service recorded herein will require approval of the BOG.

iv. These Rules supersede all existing instructions on the subjects covered in this Service Rules.

CHAPTER 2

Pay Scales, Associated terms and conditions of service of Faculty members of the Institute

APPOINTMENT:

The appointment of faculty members at GLBIMR. PGDM Institute is based strictly on merit and by open selection. The advertisements for faculty recruitment are published in newspapers. Candidates are short-listed on the basis of cadre-wise qualifications, experience, and other eligibility criteria. Short-listed candidates are called to appear before duly constituted Selection committee comprising of subject experts,

CADRE STRUCTURE:

There shall be one post of "Director" who will act as "Head of Institution". The cadre structure in the Institute shall be as under:

CADRE STRUCTURE FOR TEACHERS

Level	Cadre
1.	Principal / Director
2.	Professor
3.	Associate Professor
4.	Asst. Professor

The required total strength of teachers in the Institute shall be determined on the basis of the student/ teacher ratio according to AICTE norms.

QUALIFICATION:

The minimum qualification of the faculty members shall be as prescribed by AICTE/ UGC.

PAY SCALES:

The institute follows pay scale prescribed by AICTE/ UGC from time to time. Presently following pay scale are being followed.

Designation		Pay Scales
1.	Professor	: Rs.37400-67000 with A.G.P. Rs. 10000 – 11000/-
2.	Associate Professor	: Rs. 37400-67000 with A.G.P. Rs. 9000/-
3.	Assistant Professor	: Rs. 15600-39100 with A.G.P. Rs. 6000 – 8000/-

ALLOWANCES:

i) Dearness Allowance: As announced by the Govt. and approved by Governing body of the Institute from time to time.

ii) House Rent Allowance: All permanent employees are covered by these rules that are not provided housing accommodation by the Institute. They will be entitled to House Rent Allowance as prescribed by the Institute from time to time. Any increase in the rate of HRA will require approval of the Governing Body/ Society.
HRA shall be paid together with monthly salary. In case of any employee who has been

provided leased, rented and/or own accommodation with or without furniture, no house rent allowance will be payable and the Institute will deduct 10% of his/her basic salary as his contribution towards house rent. All expenses of electricity, water etc. in such accommodation would be payable by the employee.

Provident Fund:
The Provident Fund shall be applicable in accordance with the provisions of the Employee's Provident Funds and Miscellaneous Provisions Act.1952 and the Scheme made there under, as prescribed and applicable from time to time.

OTHER BENEFITS:

Gratuity
A lump sum amount paid by GLBIMR to its employee as gratuity (under Gratuity Act 1972), when he/she leaves the institute due to his resignation, retirement or on his/her superannuation. An employee is eligible to receive the gratuity payment if he/she completes a minimum of five years of his/her service, provided there is no gap in his/her employment in those five years in the Institute.

Advance:
The Institute grants to its employee an amount equivalent to 2 months salary as interest free advance once in a financial year in case of any emergency on recommendations of the competent authority. The grant of advance is admissible to the employees having completed his/her one year of service in the Institute. This amount is recoverable from employee's monthly salary in 10 equal installments.

Apart from the above, an advance towards Travelling/tour for institutional purpose is also sanctioned and the advance amount depends on the eligibility of the employee.

For issuance for advance an employee is required to fill the Advance Form and submit to the office of the Registrar.

Incentives for Higher Qualifications:
A teaching staff shall be eligible for two increments in basic salary after the award of a Ph.D. degree in his/her tenure with GLBIMR.PGDM Institute.

CAREER ADVANCEMENT:
    i.   For movement in the higher cadre/grade, the minimum eligibility criteria would be a Ph.D. degree.
    ii.   An Assistant Professor with a minimum of eight years of service, and a Ph.D. degree, shall be eligible for consideration for appointment as Associate/Professor
    iii.   For every upward movement, a selection process would be evolved.

TEACHING DAYS:
The Institute shall have at least 180 full teaching days per year. "Teaching Days" shall mean actual class room/ Laboratory contact teaching days and shall not include days of examination/tours/event etc.

WORKING HOURS:
    i)   Teaching days: The Institute shall have at least 60 full teaching days per Trimester.
    ii)   The working hours in the Institute are 9.00 a.m. to 5.00 p.m. from Monday to Saturday with half an hour lunch.

    iii)   Institute shall remain closed on any two Saturdays. In case of any emergency, any employee may be called for duty on these Saturdays for which a compensatory leave shall be given.
    i)   Admission Department will be working on all Saturdays during March to July, keeping in view peak admission time.
    ii)   CRC, if required, will be functional on all Saturdays during the month of January to May, keeping in view peak placement activities.
    iii)   Two short leaves of 2 hours each in a month will be given to all the employees with prior approval from Director.

CONTACT HOURS:
As per adherence with Academic Calendar of every trimester.
Director/ Principal -   4 hours / week
Professor   -   8 hours / week
Associate Professor -   12 hours / weeks
Assistant Professor -   16 hours/ weeks

For the above stipulations two tutorial hours will be counted as one teaching hour.

The work load of teachers shall ensure in most productive manner the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Institution. Teachers shall be present in the Institute campus during the working hours unless engaged in official work outside as assigned by the competent authority. The teaching hours may increase, if required or in case of non-completion of the course.

Employee Identity Card:
    i.   An Employee Identity Card shall be issued to the employee after joining his/her duties at the Institute.
    ii.   All teaching & non-teaching staff are required to have the "Employee Identity Card" all the time while on duty or during the official visit to any location for any official engagements.
    iii.   An employee is required to contact the Administrative Officer for the procurement of new ID Card, in case it is lost. The new ID Card will be obtained on payment of Rs. 100/-.

Visiting Cards
The Employees in following cadre / department are eligible for visiting cards:
    I)   Director
    ii)   All Teaching Faculty Members (On request approved by Director)
    iii)   Registrar
    iv)   CRC department
    v)   Employees whose job descriptions include regular public interface. Transport and

Canteen/Mess Facilities
    i)   The Institute buses are available for employees from Delhi, Noida and Ghaziabad.
    ii)   The facility can be availed by writing an application to Registrar, on a monthly payment of a reasonable amount as decided by the authority from time to-time, subject to the availability of seats in the bus. The non-teaching staff can avail the facility free of charge.
    iii)   Canteen facility is also available for the employees for lunch and refreshments on payment basis.

CHAPTER 3

Powers of the Head of the Institute/Director

Academics:
1. To ensure that the Academic quality of the Institute is maintained. This would include keeping track of the targets as well as the positioning of the Institute.
2. To ensure that the academic calendar is prepared on time & is adhered to, discipline of students is maintained, reward & recognition takes place and there is a proper feedback mechanism.
3. To oversee examinations and to ensure proper invigilation with the support of Examination Controller and subsequently, ensure proper evaluation and result issuance takes place and corrective measures are undertaken.
4. To continuously encourage & facilitate the Program Chairperson to explore launching new value-added courses in curriculum.

Research/Projects:
To encourage faculty members for conducting research and publication.

Students Connect:
To ensure that Alumni relationship is strengthened and is an ongoing process through regular meets and that their database is maintained & updated regularly.

Corporate/External Bodies Relations:
1. To oversee placement of the students by the Corporate Resource Cell team and that the industry interface is maintained on an ongoing basis and towards this, oversees summer training gets managed smoothly. To ensure that the academic interface with industry by the Program Chairperson is maintained.
2. To oversee that Registrar prepares and sends data and reports on periodic basis to various accreditation & affiliating bodies e.g. AICTE, AIU & NBA. Also ensure they coordinate to ensure that there are no lapses.

People and Admin Management
To carry out performance review of the Faculty.

Financial:
1. Annual budgetary allocation to different areas of academic & co-curricular activities.
2. Responsible for budgetary allocation of training and academic purposes.
3. Responsible for IT & other related academic infrastructure.
4. Responsible for budgeting and allocation of funds to various clubs & committees.
5. Director may utilize a fund of Rs. 06 lacs per year.

Annual Budget is prepared for the purpose of implementing infrastructural development and teaching learning processes. Regular monitoring is done in order to know the deviations and to take corrective amendments. All income and expenditures of the college are effectively monitored by the Accounts Officer in co-ordination with the Director. The Institution monitors the effective and efficient use of financial resources through the system of internal audit. It has appointed a Chartered Accountant who on regular basis conducts the internal audits of all the transactions. Annual budget is prepared for the purpose of implementing infrastructural development and teaching learning processes. Regular monitoring is done in order to know the deviations and to take corrective amendments. All income and expenditure of the institute are effectively monitored by the Finance Committee on co-ordination with the heads of department and Director. On the basis of estimates received from the different authorities / departments, Budget is prepared before the start of the academic session or Financial Year. Budget so prepared is discussed with the Director. After that discussion, budget is amended to incorporate the changes as suggested by the Director and budget gets approved. After that approval, institute can use the funds within the budgeted figures. However, if the Director feels that there are reasonable reasons to increase the budget of certain expenditures, then after the approval such changes are incorporated in budget.

CHAPTER 4

Attendance and Leave Policy

1. **Marking of attendance**
   i. All employees shall mark their biometric attendance in the biometric machine at the reception both on arrival at the institute campus in the morning and at the closing hours in the evening.
   ii. In & out attendance must be marked in both Biometric Machine and in the respective attendance Register.
   iii. In case taking short leave during working office hours, in and out attendance shall be marked in biometric machine.
   iv. In case of late arrival, maximum 15 minutes of grace would be given seven times in a month to an employee. Beyond that, half day leave for every late arrival will be marked. This provision is not applicable to faculty members with 1st class schedule.
   v. In view of unforeseen circumstances such as late arrival of college buses, some leniency shall be permitted under the discretion of Director.
   vi. The employee individual attendance can be checked on daily basis at www.glbimr.org by clicking on websim icon below the GLBIMR.PGDM Institute webpage, by entering the username and password.
   vii. Outdoor duty: For any OD, prior approval from Director with the relevant documents is a must, failing which, OD shall not be granted and shall be considered as leave. Proceeding on outdoor duty in the morning hours direct from home, requires prior approval from Director.

2. **Leave Rules:**
   i) Leave cannot be claimed as right of the employee. Decision of Director shall be final and binding.
   ii) The computation of leave will commence from 1st January and end on 31st December each year. In the 1st year of service, it will be computed on a pro rata basis from the date of joining to 31st December.
   iii) For new employees: CL shall be credited to their Leave account after 15 days and Medical Leaves after 30 working days.
   iv) Except in case of emergency, no leave should be availed without prior sanction in a prescribed leave form.
   v) If employees fail to submit the leave application two days in advance or within two days of his/her return to duty then it will be treated as absent, even if the leave balance exists.
   vi) Leaves taken pre and post holidays (e.g. Saturday off, Sunday, GH, RH, Holi, Diwali and other holidays) will be sandwiched with holidays.
   vii) Employee seeking any further extension beyond sanctioned leave, he/she should take prior permission from the Director before the expiry of sanctioned leave.
   viii) An employee on leave may not return to duty before the expiry of the period of leave (other than CLs) granted to him / her unless permitted to do so by the Director.
   ix) Before proceeding on leave other than casual leave, an employee must furnish his / her address in the leave application form.
   x) An employee on leave shall not take up any outside assignment or accept any employment.

Types of Leave:

i)   Casual Leave (CL)   vii) Research Leave
ii)   Medical Leave (ML)   viii) Earned Leave
iii)   Academic Leave (AL)   ix) Half Day Leave (HDL)
iv)   Compensatory Leave (CPL)   x) Sabbatical Leave
v)   Maternity Leave   xi) Leave Without Pay (LWP)
vi)   Special Leave

i) Casual Leave (CL)

a)   Employees are entitled for 12 days Casual Leave in a calendar year (1 leave in a month).

b)   If due, only three 3 consecutive CL can be availed at a time.

c)   Maximum 5 CLs can be taken in a month (subject to prior approval)

d)   CL cannot be clubbed with any other leaves except compensatory leave.

e)   Accumulated CLs cannot be carried forward to the next year. These leaves shall lapse on 31st December every year.

f)   CLs will be credited to new joiner's account after completion of 15 days of service.

ii) Medical Leave (ML)

a)   Maximum 12 medical leaves can be availed in a calendar year on full pay. The leave balance against ML shall be carried forward for next calendar year.

b)   Any employee availing such leaves beyond three days, will be required to send information to Director with a medical certificate from the registered medical officer/doctor immediately on resuming his/her duties, failing which the said leave shall be treated as absent.

c)   No other leaves are adjustable with Medical Leave

d)   An employee on sick leave shall draw leave pay equal to half pay for the period of sick leave after one year of service.

iii) Academic Leave (AL)

a)   Academic Leaves are granted only to faculty members on account of academic work like attending conference / seminars / delivering lecturer, etc. with prior permission of the Head of the Institute.

b)   It can be up to a maximum of 10 days in a year.

c)   For the purpose of further studies (including Ph. D) duly approved leaves will be granted for important classes and exams.

iv)   Compensatory Leave (CPL)

a)   Employees are allowed to avail compensatory leave in lieu of working on holidays/Sundays.

b)   CPL is also allowed for working minimum 4 hours extra beyond normal working hours.

c)   CPL must be applied and availed during the successive week. Compensatory leave may be allowed to avail in proceeding month only with the prior permission of the Head of the Institute.

d)   Compensatory leave cannot be clubbed with any type of leave. (unless permitted by the Director)

e)   There will be no encashment of compensatory leave.

v)   Maternity Leave

a)   Female employees are entitled for maternity leave for a total period of 90 days, of which not more than 45 days shall proceed from the date of her expected delivery, sanctioned after submission of the certificate by the registered medical practitioner. Out of the sanctioned period, first 45 days will be paid along with the normal salary cycle. Next 45 days will be paid two months after joining the duty.

b)   Maternity leaves are applicable on successful completion of one year of service in the Institute.

c)   The Salary during maternity leaves shall be payable in 2 installments starting after 2 months of re-joining the duties, subject to the submission of undertaking to continue the service for a period of at least 6 months.

d)   The benefits of maternity leave shall not be applicable to those having 2 children or more.

vi)   Special Leave

Special leaves are granted up to 03 days in a calendar year in the case of self-marriage of an employee or birth of own child and death in the family.

iv)   Research Leave

Research leave plays a vital role in building a culture of research. With an objective to promote and improve the quality of research by faculty, Institute has provision of the research leave. The research leaves will enable faculty members to focus intensively on their research, and it shall facilitate in producing quality publications.

All teaching staff shall be entitled to avail a maximum of 2-days research leaves in a month for research work subject to publication of 2 research papers in UGC Care List/Scopus/ABDC listed journals. These leaves will be granted for visiting libraries and companies for data collection with prior approval of the Director. The research leaves shall only be sanctioned if there is no class/exam duty, meet or any event scheduled for the day. Faculty members will submit their leave applications to the Research Cell for further process.

viii)   Earned Leaves

Earned Leaves are not applicable in GLBIMR, instead summer and winter vacations are given to all the teaching and non-teaching employees.

Summer and Winter Vacations

a.   Faculty members may avail summer vacation up to a maximum of 15 days and winter vacation up to a maximum of 7 days in a calendar year as per its schedule.

b.   Non-teaching staff may avail summer vacation up to a maximum of 15 days and winter vacation up to 7 days as per the schedule with prior permission of Director.

c.   Summer and winter vacations are allowed at one stretch or in two slots as per the requirement of the Institute.

d.   Summer vacation and winter vacation are given on prorata basis to the employees who have not completed one year of their services with the Institute.

e.   Summer and winter vacations shall not be clubbed with other leaves.

ix)   Half Day Leave:

No leave other than Casual Leave shall be sanctioned / accepted as half day leave.

x)   Sabbatical Leave:

Sabbatical Leave may be granted for one or more of the following reasons:

a.)   To Conduct research or advanced studies in India or abroad.

b)   To write text books, standard works and other literature.

c)   To visit or work in a University, Industry or Government research laboratories in India or abroad.

d)   Any other purpose for the academic development of the faculty member, as approved by BOG.

Approval Process:

Concerned Faculty member shall submit an application addressed to Head of the Institute along with letter of acceptance from the Host Institution / University / Laboratory for under taking advanced study / research. Sabbatical Leave shall be sanctioned by the Head of the Institute with concurrence of BOG.

Eligibility & Other Rules:

a)   A faculty member with a continuous service of seven (07) years will be eligible for a Sabbatical Leave of a duration up to six (06) months and a member with a continuous service of ten (10) years will be eligible for Sabbatical Leave up to one (01) year.

b)   Sabbatical Leave cannot be clubbed with any other leaves.

c)   No carry over of Sabbatical leave (part or full) will be permissible.

d)   On completion of Sabbatical Leave, faculty member shall submit a detailed report on the work done and objectives accomplished.

xi)   Leave Without Pay (LWP)

a)   LWP may be granted in exceptional circumstance like prolonged illness, etc. when all admissible leaves are exhausted on the submission of medical certificate from Certified Medical Practitioner.

b)   During LWP, the employees shall not be entitled to any pay or benefits but retain a lien on their jobs.

c)   Director is authorized to sanction such LWPs for up to 15 days. Beyond 15 days, approval of the Management is required.

xii)   Recall from Leave

a)   The Director may recall any granted leave, in the best interest of the Institution.

b)   Refusal to report for duty on recall from leave shall be treated as absence.

xiii)   Absence from Duty

If an employee is absent from duty for a period of seven consecutive days without approval, or fails to report for duty either on expiry of leave or otherwise, the employee will be considered to be absent from duty. In such cases management may, at its sole discretion, remove him/her from employment. Management reserves the right to amend leave rules.

Approval of Leave:

i)   Prior intimation of Leave is mandatory for all employees.

ii)   An employee must request for taking leave to the following, through both, an email and leave application form; else it will be treated as absence from duty. Leave can also be applied online through WEB SIM ERP.

    a)   For Faculty Members: E-mail to Director @ director@glbimr.org with a CC to Registrar @ registrar@glbimr.org

    b)   For Non-teaching Staff: E-mail to Director @ director@glbimr.org with a CC to Registrar @ registrar@glbimr.org and Head of the Department.

    c)   For Peons: Leave application should be submitted to Registrar.

iii)   No Leave Requests sent through SMS or WhatsApp will be accepted, however, it will be treated as intimation on leave only.

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CHAPTER 5

Appraisal Policy

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1.   **POLICY PURPOSE:**

The purpose of this policy is to establish criteria and procedures for the annual appraisal & evaluation of faculty.

2.   **APPRAISAL GUIDELINES:**

In conducting and using faculty evaluations, GLBIMR.PGDM Institute embraces:

*   Evaluations of educators should promote sound educational principles, fulfillment of institutional mission, and effective performance of job responsibilities, so that the education needs of the student, community and society are met.

*   Evaluations shall be constructive so that they help the institution develop human resources and encourage and assist those evaluated to provide excellent service.

*   Measurement procedures should be chosen or developed to assure reliability

So that the information obtained will provide consistent indications of the performance of those evaluated.

3.   **PROCEDURS:**

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

Part 1:

Factual Data: Details of courses taught, additional responsibilities, research Papers Published, details of seminars, conferences etc. attended, activities arranged, Consultancy, sponsored projects & Awards, Recognitions received during the last year should be provided.

Part 2:

Performance Appraisal: Details about improvements in professional & Academic Competences achieved, contribution in function of GLBIR, self-rating etc. should be provided.

Part 3:

Potential Appraisal: future plans to enhance academic credentials, new areas etc. should be provided.

Part 4:

Overall Faculty appraisal / analysis among the given choices. Last page of the appraisal form is for the reporting office giving rating on a scale of 1 to 10.

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CHAPTER 6

Selection Policy Teaching Staff

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The selection of faculty members shall be executed though Selection Committee as approved by the Board of Governors (BOG).

1. **The Selection Committee shall be responsible for:**
   a) Provide recommendation for selection of suitable and qualified faculty members against sanctioned/ vacant positions as per AICTE norms.
   b) To assess the comparative merit of each applicant and to recommend the appointment of the best person for the job. The deliberations of the selection committee should at all times remain confidential.
   c) In addition to other parameters, the Selection Committee should also take into account for assessment of aptitude for teaching and research, ability to communicate clearly & effectively and ability to analyses and discuss.

2. **Selection Process:**
   a) Assessment of requirement of faculty is done by the Director in consultation with Registrar and Chairperson/ Coordinator of the basis of AICTE norms and teaching load. In case of any excess required beyond AICTE norms, the additional requirement shall be taken in to consideration after due approval of BOG.
   b) Publication of advertisement in national newspaper/ institute website inviting subject/ specialization/ area-wise application for various faculty positions as approved in section 2(a). The advertisement shall consist of minimum qualification, experience, pay scale, closing date of applications, address, email address, institute website and other contact details etc.
   c) Short-listing/ scrutiny of application by the Committee (Constituted by the Director) on the basis of Institute's requirement and qualification, experience & other credentials of the applicant. The committee will present the data of shortlisted candidates before the Director for approval.
   d) All shortlisted candidates shall be called to appear before Selection Committee for personal interview. Interview call letter should contain Date, Time, Venue of Selection Committee meeting, list of documents and all other specific requirement which has to be taken care by the candidate at the time of interview.
   e) Appointment of the candidates for employment shall be made on the basis of recommendation made by the respective Selection Committee and subject the approval of BOG.
   f) The Board of Governors shall be the appointing authority for all employees of the Institute. The Director shall place the matter of approval in the meeting of the BOG and accord the approval. If the meeting of the BOG is not scheduled in near future, the Chairman/ Vice-chairman – BOG shall provide approval and place the matter in the forthcoming BOG meeting for formal approval.
   g) The Director is authorized signatory to issue Appointment Letter/ Offer Letter for Appointment Letter subject to the fulfilment of section 2(a) 2(f).
   h) Notwithstanding anything contained in rule above, appointment may also be made on any post/ category of posts on the Institute on special contracts/ part-time/ visiting hour basis for specific periods subject to such terms and conditions as the Board as laid down for time to time.

3. **Constitution of Selection Committee:**
   The Selection committee as per regulations for direct recruitment/ promotion at various faculty positions shall consist of:

a) **Selection Committee for Director:**
   The selection committee for Director/ Principal shall be as follows:
   i) Chairman – Board of Governors — Chairman
   ii) One member from society as nominated by Society — Member
   iii) One AICTE nominee not below the rank of Professor — Member
   iv) Two External Experts (Director/ Ex- Director or equivalent) — Member
   Quorum: Three members shall form the quorum of the committee.

b) **Selection Committee for Teaching Cadres :**
   The selection committee for faculty shall be as follows:
   i) Chairman – BOG or his nominee — Chairman
   ii) Director of the Institute — Member
   iii) AICTE nominee — Member
   iv) The Head of the Department — Member
   v) One subject expert out of the approved panel by BOG — Member
   Quorum: Three members shall form the quorum of the committee.

c) **Promotion Committee for all other Teaching Cadres:**
   The Promotion for teaching cadre (Professor/ Associate Professor) shall be as follows:
   i) Chairman – BOG or his nominee — Chairman
   ii) Director of the Institute — Convener
   iii) AICTE nominee — Member
   iv) One Professor nominated by the Chairman – BOG — Member
   v) One Professor nominated by the Director — Member
   Quorum: Three members shall form the quorum of the committee.

d) **Selection/ Promotion Committee for the Staff members:**
   The selection Committee for direct recruitment/ promotion of employees other than teaching cadre shall be as follows:
   i) Chairman – BOG or his nominee — Chairman
   ii) Director of the Institute — Convener
   iii) Registrar of the Institute — Member
   iv) Head of the Department/ Section- In charge — Member
   v) One expert in the related field — Member
   Quorum: Three members shall form the quorum of the committee.

3. **Relieving Process:**
1. This faculty can be relived either side without assigning any reason, by giving one month notice or salary in lieu thereof. However, no resignation will be acceptable during the academic session. You shall be required to work up to the end of the trimester. In case you leave during the academic term, you will be liable to pay the salary for the balance period of academic trimester and will loose your entitlement to all Institute incentives and service benefits. You are not supposed to leave the job / Institute after commencement of classes, failing which institute authorities are free to take legal/administrative/disciplinary action as per the law of the land in this regard.

2. Full and final settlement will be made only after the submission of the duly filled in "No Dues Form & Exit Interview Form on or before the last working day.

Selection Policy Non-teaching Staff

The selection of Non-Teaching staff shall be executed though Selection Committee as constituted and approved by the Board of Governors (BOG).

The Selection Committee shall be responsible for:

a) Provide recommendation for selection of suitable and qualified non-teaching staff as per AICTE norms.

b) To assess the comparative merit of each applicant and to recommend the appointment of the best person for the job. The deliberations of the selection committee should at all times remain confidential.

1. **Recruitment Rules for the Post of Registrar:**

   a) Age Limit: Not exceeding 45 years.

   b) Educational and other qualification required: Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. Qualification in the area of Management is desirable. At least 15 years of experience as experience in educational administration or Comparable experience in research establishment and/ or other institutions of higher education or 15 years administrative experience of which 8 years shall be as Assistant / Deputy Registrar or an equivalent post in a higher educational Institute.

2. **Recruitment Rules for the Post of Staff Officer:**

   a) Age Limit: Not exceeding 45 years.

   b) Educational and other qualification required: Graduation Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. At least 15 years of experience as experience in educational administration or Comparable experience in research establishment and/ or other institutions of higher education or 15 years administrative experience.

3. **Recruitment Rules for the Post of Librarian:**

   a) Age Limit: Not exceeding 45 years.

   b) Educational and other qualification required: A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the   UGC seven points scale. At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.

4. **Recruitment Rules for the Post of Deputy Librarian:**

   a) Age Limit: Not exceeding 45 years.

   b) Educational and other qualification required: A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale. Five years of experience as an Assistant University Librarian/College Librarian.

5. **Recruitment Rules for the Post of System Administrator:**

   a) Age Limit: Not exceeding 45 years.

   b) Educational and other qualification required: Bachelor's degree in technology or computer science Proven work experience in IT. Experience with or knowledge of programming languages and operating systems; current equipment and technologies, enterprise backup and recovery procedures, system performance-monitoring tools, active directories, virtualization, HTTP traffic, content delivery, and caching Expertise in creating,   analyzing, and repairing large-scale distributed systems Creating volumes, assigning to servers and remote replication.

6. **Recruitment Rules for the Post of Office Staff / Other Executives (technical & non-technical) / Senior Assistant / Assistant etc.**

   a) Age Limit: Not exceeding 40 years.

   b) Educational and other qualification required: A Bachelor's Degree in any

discipline from recognized university with 0 to 3 years' experiences as Junior assistant or equivalent.

OR

Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w p m. And proficiency in Computer Word Processing and Spread Sheet. Proficiency in use of variety of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must. Having typing speed of 40 w.p.m. in English or Hindi respectively on computer.

7. **Relieving Process:**

1. This staff can be relived either side without assigning any reason, by giving one month notice or salary in lieu thereof.

2. Full and final settle will be made only after the submission of the duly filled in "No Dues Form & Exit Interview Form" on or before the last working day.

CHAPTER 7

Research and Development Policy

Research Policy of GLBIMR

1.0 Objective & Scope

The key objective of GLBIMR Research Cell is innovation, knowledge creation, integration & dissemination of knowledge. GLBIMR focuses on direct assimilation of research into the teaching-learning process as value addition. Keeping this view in mind, GLBIMR always tries to create, foster, inculcate and build up a vivacious research culture in various functional areas and allied disciplines of management education and research.

For this very same purpose, GLBIMR provides an outstanding opportunity and the atmosphere for Research, Consultancy, and Training in all spheres viz. action research applied research & industry-focused research. GLBIMR emphasizes to motivate faculty members to showcase their authentic intellectual contributions at all academic forums whether State, National or International levels. For this purpose, the institute has been implementing a well-rounded research funding policy and norms.

GLBIMR research policy is focused on encouraging and exploring new frontiers of knowledge, aimed at fostering better learning experience for our teachers, students, society and country at large.

1.1 Research Publications:

1.1.1   The Faculty members are expected to publish at least 03 research papers in International Journal of repute preferably in UGC Care listed Journals, Scopus Indexed Journals or ABDC's ranked journals in a year or may get acceptance for the same.
Out of these three publications the Faculty members have the choice to publish one research paper in UGC listed Journals. The faculty has to publish a minimum of 03 research papers within in 2 years of employment with GLBIMR and out of which 01 research paper preferably in B& C category Journals of ABDC ranking.

1.1.2   The Faculty members are also expected to publish one Book whether edited/ text/ reference or One monograph from a publisher of repute during the first three years of employment with GLBIMR and 02 Books of the same category (Including the previous one during the first two years) from the reputed International publishers like Routledge/Cabi/Good fellow/ Elsevier/ PHI/ Cengage / Wiley/Springer/IGI or from the publishers in the same category during the 3rd & 4th year of their employment with GLBIMR.

1.2 Academic Leaves

The Faculty members are entitled to Academic Leaves to attend International & National Conferences/ Refresher Courses/ Orientation Courses / Research methodology workshops and will be provided financial support to attend National/ International Conferences/ FDP's/ MDP's or Research Methodology Workshops.

1.2.1   The faculty members are entitled to avail 10 days academic leaves per year after completion of one year of service in GLBIMR.

1.2.2   The faculty members are entitled to attend two Conference (International Conference/ National Conference) every year. The leaves can be availed only for presenting full research papers.

1.2.3   The Faculty members can avail academic leaves to attend FDPs/MDPs/ Refresher Courses/ Conferences/ Orientation Courses or any other learning program or course with the special prior approval of Director.

S. No.	Details	Reward (Rs.)
1.	A* Category Journals in ABDC List	Rs. 50,000/- (Fifty thousand Rupees) per publication
2.	A Category Journals in ABDC List	Rs. 15,000/- (Fifteen Thousand Rupees) per publication
3.	B Category Journals in ABDC List	Rs. 10,000/- (Ten Thousand Rupees) per publication
4.	C Category Journals in ABDC List	Rs. 5,000/- (Five Thousand Rupees) per publication
5.	Scopus Indexed Journals/ SSCI	Rs. Rs. 5,000/- (Five Thousand Rupees) Per Publication
6.	UGC Listed Journals	Rs. Rs. 2,000/- (Two Thousand Rupees) Per Publication
7.	Copyright	Rs. Rs. 2,000/- (Two Thousand Rupees) per publication
8.	Patent (Single Author)	Rs. 10,000/- (Ten Thousand Rupees) per publication
9.	Patent (Multiple Author)	Rs. 5,000/- (Five Thousand Five Hundred) per publication

2.0 Details of Incentives for Publishing Papers/ Books / Attending Conferences

In order to nurture the milieu of active research for innovativeness and knowledge creation, GLBIMR's Research Policy extends the following incentives to its Employees.

2.1   Details of Incentives offered by the Institute:-

2.1.1   For publishing in National/ International Journals – If a Faculty publishes research paper in hard copy or in electronic form in the different category of journals mentioned below, they will be rewarded as follows:

2.1.2   For Publication of Book: Faculty members who will make efforts to publish books in different categories mentioned below; they will be rewarded as follows:

S.No.	Details	Published By	Reward (Rs)
1.	Text/ Reference Book	International Publisher	Rs. 10,000/- (Ten Thousand Rupees) per publication
2.	Text/ Reference Book	National Publisher	Rs. 5,000/- (Five Thousand Five Hundred) per publication
3.	Edited Book with Articles or Chapters	International Publisher	Rs. 2,000/- (Two Thousand Rupees) per publication
4.	Edited Book with Articles or Chapters	National Publisher	Rs. 2,000/- (Two Thousand Rupees) per publication

* In Case of Joint Publications (For publishing Research papers in Journals as well as for publishing a Book, the Incentives will be calculated/claimed in the following manner: -

a) In case the publication is jointly authored by the faculty members of GLBIMR then, in that case, the reward amount will be equally divided into both of them i.e. both the authors of GLBIMR will share 50-50 % of the reward amount.

b) In case the publication is jointly authored with someone working outside GLBIMR then, in that case, the 50% of award amount will be given to GLBIMR faculty provided that the faculty will be the first or second author.

c) The affiliation of with the institution is must for claim.

2.1.3   For attending National/ International Conferences: Faculty members who will make efforts to showcase their authentic research in international and national conferences will be entitled to get INR 12000/-(Twelve Thousand Rupees) funding per year with respect to registration fees and travel allowance within India and 25,000/- (Twenty-Five Thousand) including Fee in case of Conferences in abroad.

2.1.4   In case of research papers co-authored by two faculty members of GLBIMR, both can apply for conference funding and the amount of funding can be shared/divided into 60:40 ratio, as the first author will be entitled to 60% of the funding and the remaining 40% will be shared by the second author.

3.0 Research Consultancy:

Consultancy is well recognized as an effective way for academic institutions to disseminate their knowledge and expertise and make an early and direct impact on society. GLBIMR encourages its faculty to take consultancy projects on a 30%-70% revenue sharing basis, where 30% of the revenue is shared by GLBIMR, to ensure the balance between the relevance of voluntary consultancy and the core duties of the faculty.

4.0 Seed Funding for Research Projects on Contemporary and emerging Issue: Given the need to encourage research on contemporary and emerging issues, GLBIMR proposes to offer seed funding for Research Proposals. The following criteria need to be fulfilled for the same: -

4.1 All proposals will be evaluated by the Research Committee under the guidance of the Director as the Chairperson of the committee.

4.2 Approved proposal will be provided with a seed funding of INR 100,000 (One Lac).

4.3 All funded projects would require submission of a monthly progress report to the Research Committee followed by the six months presentation on the same after every six months.

4.4 The funding will be applicable for a period of 12 months, on completion of which the final report/ paper has to be submitted. Any further requirement of funding will be processed on a case to case basis by the Research Committee.

4.5 If the concerned faculty leaves GLBIMR during the 12-month period, he/she is required to complete the project before departure or hand-over the project (including all documentation and data) as it exists to the Research Promotion Committee. The concerned faculty member will then also for sake any claim to the research project and data thus collected.

<div style="text-align:center">

CHAPTER 8

TA / DA Policy

</div>

1) Classification of Grades:

F1. Professor / Head of Departments

F2. Associate Professor

F3. Assistant Professor

S1. Registrar, Head – CRC, Sr. Manager CRC, Librarian, Head-Admission Deptt., EstateManager.

S2. Deputy Registrar, Asst. Registrar, Programme Officer, Office Superintendent, Accounts Manager, Manager-CRC, Sr. Manager-Admission Department, Manager- Admission Deptt., PA/PS, Dy. Librarian, Store In-charge, Web Designer, Asst. TPO, Admin Officer, System Administrator, Asst. Accountant, Hostel Warden, Admission Counsellor.

S3. Office Assistant, (LDC / UDC) Technician, Electrician, Asst. Warden, Asst. Admin. Officer, Asst. System Administrator, System Executive, Library Assistant, Estate supervisor, Drivers.

S4. Caretaker, Plumber, Attendants, (All IV-Class Employees)

Definition:

i) Any outstation journey on official authorization shall be deemed as 'on tour'.

ii) This excludes duty to satellite cities / towns adjoining Head Quarters.

iii) Journey beyond municipal limits of the Head Quarters shall be considered as 'on tour' only if night stay is involved and the duty has been duly approved.

Authorization:

All tour programmes and subsequent bills shall be recommended by the reporting officer and approved by the Head of the Institute in advance. Any abroad tour shall be approved by the competent authority in advance.

2) T.A. Policy:

A) Local Conveyance Policy:

Given below is the Local Conveyance Policy, which shall be applicable as per the Grade structure of G L Bajaj Institute of Management and Research. PGDM Institute.

All the employees of GLBIMR.PGDM Institute, who may be called upon to use their own vehicle (two wheeler / four wheeler) for any work related to the institute, can claim the reimbursement as per the following. (The prior approval for the same shall be accorded by the Head of the Institute.)

Sl.	Type of Vehicle	Entitlement	Rates / Kms
1	Car (A/C) / Taxi (A/C)	F1, S1	Rs. 10.00 Per KM / In actual (whichever is less)
2	Car (A/C, Non A/C) / Taxi	F2, & F3	Rs. 7.00 Per KM / In actual (whichever is less)
3	Auto / Shared Taxi* (Non A/C)	S2	Rs. 5.00 Per KM / In actual (whichever is less)
4	Shared Auto / Two Wheeler	S3, S4 & for all other employees)	Rs. 3.00 Per KM / In actual. (whichever is less)

(B) Out Station Conveyance Policy:
(a) Mode of Travel:-

Modes of Travel	Grades			
Train	S4 & S3	S2	F3	F1, F2 & S1
	2nd Class (Sleeper)	3rd AC or AC Chair Car	3rd AC or AC Chair Car	2nd AC / Executive AC Chair Car
Bus	Non-Deluxe Bus	AC Bus	AC Deluxe Bus	AC Deluxe/ Luxury Bus
Taxi	N.A.	N.A.	Taxi	AC Taxi
Local Conveyance Bus/Auto/Taxi	Bus / Shared Auto	Auto / Shared Taxi*		Taxi / Auto

(The prior approval for the same shall be accorded by the Head of the Institute).

(b) Classification of Cities:-

A1 Class	Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad, Ahmedabad	As per Government norms.
A Class	All State Capital, Pune, Cochin, Baroda, Kanpur	
B Class	All other cities not listed under the above two classifications	

(III) D.A. Policy:
(a) Hotel / Guest House Charges:

S. No.	Cities	Entitlement	Boarding
1	A - 1	F1, F2 & S1	Rs.2500/-
	A		Rs.2000/-
	B		Rs.1500/-
2	A - 1	F3	Rs.1800/-
	A		Rs.1500/-
	B		Rs.1000/-
3	A - 1	S2	Rs.1200/-
	A		Rs.900/-
	B		Rs.700/-
4	A - 1	S3 & S4	Rs.700/-
	A		Rs.600/-
	B		Rs.500/-

(b) The following rates of DA shall apply:

Cities	S4 & S3	S2	F3	F1, F2 & S1
A1 Class	Rs.400	Rs.500	Rs.700	Rs.1000
A Class	Rs.300	Rs.400	Rs.600	Rs.800
B Class	Rs.200	Rs.300	Rs.500	Rs.700

Advance payment of D.A. is permissible. The prior approval for the same shall be accorded by the Head of the Institute.

4) Guidelines:

a) These rules are laid down to assist each employee in knowing his/ her authorization and limit of expenditure while on official tour. Although all possible efforts have been made to lay down the rates of DA, which would make an employee get reasonable comfort on outstation tour, no employee is expected to use outstations duty as the source of income.

b) These rules are applicable for 24 duty hours.

c) Travel Advance:

    i) Travel advance may be drawn before the commencement of the journey. It shall be calculated keeping the entitlement, length of tour, etc. in mind.

    ii) Unutilized advance money shall be returned to the Institute within 3 days of return from tour.

    iii) Actual tour expense bills shall be submitted positively within one week of completion of tour. A copy of tour report may be submitted to the Registrar. In case the employee fails to do so, Institute may recover the advance from the salary of the employee in the ensuing month. Any falsified information during tour programme / submission of fake bills, may invite strict disciplinary action against the defaulter.

    iv) For stay in hotel, actual bills shall be produced even if the bill is less than the entitlement.

    v) Expenditure incurred over and above the authorization may be approved, provided the sanctioning authority finds it justified.

    vi) In case of non-production of bills, only 50% of the entitlement can be claimed.

d) Miscellaneous Expenses: -

    i) Reasonable business related local/ STD Calls, photocopy, stationery etc on actual can be claimed separately against bills.

    ii) Travel Agents fee for booking of ticket can be claimed on actual against bills. Extraordinary expenses in this regard, shall require special sanction of the Head of the Institute.

    iii) Expenses incurred towards entertainment of official guests can be claimed on submission of bills. Prior approval should be obtained for such expenses before incurring the same over phone or in person from the Competent Authorities. Expenses on Hard Drinks shall not be reimbursed.

    iv) Extra baggage payment made, if any, for carrying official material shall be permissible as per actual.

e) Travel by Own vehicle:

If an employee having own vehicle uses it for the purposes of the Institute with prior approval of the competent authority, he/ she may claim as per the local conveyance reimbursement i.e. per kilometer rates as applicable.

CHAPTER 9

Guidelines for Seed Money Project Grants for Faculty

1. **PREAMBLE:**
   Research development is a key component of a successful business school. Additionally, this allows both students and faculty to follow the learning process and outcomes in real life by solving problems in various disciplines, such as Business Studies, Basic Science, Applied Science, Social Science, Law, etc. Through this process, faculty can incorporate learning outcomes into their classroom teaching and publish their work in good international/national journals, patents, and other forms of creative expression. The purpose of seed money grants is to facilitate further funding from industry or government funding agencies for research and consulting projects. Young and talented faculty members will be given preference. The GLBIMR.PGDM Institute is pleased to extend the Seed Money Project Grants for faculty members beginning 1 May 2020.

2. **ELIGIBILITY CRITERIA:**
   All faculty members appointed to the level of Assistant Professor, Associate Professor, or Professor against the permanent post in the PGDM department following the specific procedures of the Institute will be eligible for financial support under the scheme. Faculty members should normally have completed at least a year of service at the GLBIMR.PGDM Institute before applying for a research grant. In exceptional cases, however, a shorter period of service can also be considered based on the quality of the project. When applying for a research grant in Business Studies, Basic Science, Applied Science, Social Science, or Law, faculty must have a Ph.D. degree or substantial research work (published articles in reputed journals). Some technology areas may be exempt from this requirement. The faculty member applying for the grant is the sole Principal Investigator (PI).

3. **BUDGET:**
   i)   Normally, the seed money project grants up to Rs 1 lac is approved by the Syndicate. The amount may vary from time to time as per the directions of the syndicate. On the recommendation of an external subject expert, the Director may approve a higher amount in exceptional cases. Research Project Development Committee (RPDC) acceptance letters will be sent out by the Registrar, based on the merits of the proposal after evaluation by the blind review committee
   ii)   The PI may travel anywhere in India for company visits, collaborating partner institutional visits, field study, data collection, material procurement and other project related activities. However, travel expenses are subject to Institute norms. Travel expenses will be limited to 20 percent of the total budget.
   iii)   All travel and sundry expenses shall be with prior approval of the Director.
   iv)   The request for the project proposal has to be submitted to the Registrar as per the proposal format (Annexure-I).
   v)   This scheme not extended to book writing or any similar project.
   vi)   The project proposal submitted by the faculty members is scrutinized thoroughly by the external subject expert /blind review.

4. **PROPOSAL FORMAT:**
   The proposal format should largely follow the format of any funding agency (e.g. UGC, DST, VGST, DSIR, ICSSR, BRAC, others) targeted for full external grant application using the outcome of the seed money project as foundation. For Details see Annexure-I.

5. **DURATION OF THE PROJECT:**
   The duration of the project is of 18 months. In exceptional cases maximum up to six months extension may be given on the recommendation of RPDC.

6. **REVIEW AND RECOMMENDATION OF THE SEED MONEY PROJECT PROPOSAL:**
   The External subject expert (blind review) will review the proposal for its feasibility and acceptance. Based on the recommendations by the subject external member, the project will be accepted/rejected. The Director will approve/reject the project on the recommendation of the external subject expert. The letter of approval/rejection of the project proposal will be issued to the Principal Investigator by the Registrar clearly mentioning feedback/ suggestions given by the external subject expert in case of approval/ rejection.

7. **RESEARCH PROJECT DEVELOPMENT COMMITTEE (RPDC)**
   The mandate of the RPDC, appointed by the Registrar in consultation with the Director is to provide oversight and technical and managerial support to the PI in executing the proposal. The RPDC will consist of the following:
   > Director (Or Director's nominee) -Chairperson
   > Registrar -   Member
   > IQAC Director - Member
   > Program Chairperson - Member
   > Head of Research Cell - Member Secretary

   The PI must submit a Progress Report (Annexure-II) to the RPDC every six months after approval. When the progress/presentation is found to be unsatisfactory, the project could be terminated prematurely. The faculty member must submit a detailed report containing a minimum of two research articles published in UGC care list journals with good impact factor (journals without article processing fees/page charges), the Utilization Certificate, and a presentation of the findings to the RPDC within one month of the scheduled completion date. Research outcomes can be used to develop proposals for further research to be submitted to external funding agencies.

8. **PROCEDURE FOR RELEASE OF GRANT:**
   Administrative approval is issued to the selected projects. For the smooth implementation of the project all the Principal Investigators procure necessary items by taking prior approval from the concerned authorities as per the Institute's rules. Further, quotations/bills must be in the name of "The Registrar", GLBIMR.PGDM Institute".

9. **OUTCOME OF THE RESEARCH PROJECT**
   The outcome of the project should lead to a minimum of two publications (out of which one should be published + another proof of communication) in UGC CARE list journals (journal should not levy any article processing charges/paid charges). The objective of seed money grant is to facilitate further financial support from industry or government funding agencies related to research and consultancy assignments.

10. OTHER CONSIDERATIONS:

i) Unless extension is sought explicitly, the project is assumed to have been completed on the termination date specified, and no further expenses/extension shall be permitted.

ii) The PI is responsible for ensuring that the expenses are within the budget. between budget heads within the same overall budget should be approved by the concerned authorities of the Institute. Upon completion of the project, a final statement of expenses and variance report duly certified by the PI is prepared by the finance section within one month of the completion of project. Any unaccounted expenses shall be adjusted as personal.

iii) Fresh Research project would be sanctioned only after the successful completion of the previous project. The research outcomes are to be documented (experimental setup, working paper, case study, or submission of article to a Scopus/ Web of Science indexed journal for review/publication, or patent application filed) and the expenses are to be audited and settled.

iv) Stock Register should be maintained in the departmental office for the purchase of books/journals/software(s)/chemicals etc.

v) Utilization Certificate has to be certified by the internal auditor of GLBIMR.PGDM Institute.

GL BAJAJ
Institute of Technology & Management
FIND YOUR SPARK
Approved by AICTE & Affiliated to AKTU
GL Bajaj Institute of Management and Research.PGDM Institute
Plot No. 2, Knowledge Park III, Greater Noida.
(Proposal Format)
(Two Copies)

Note: Equipment does not include Computer, Laptop and Printer

S.N	Particulars	
1	Name of the P.I	
	Mobile	
	E-mail (official)	
	Educational qualifications	
2	Department	
3	Title of the Research Project	
4	Statement of the Problem	
5	Significance of the study	
6	Project Objectives	
7	Methodology/Technical / Management Aspects of the project	
8	Budget with break-up with the necessary justifications	
9	Project Outcome* (Deliverables)	
10	Any other information	

The outcome of the project should lead to a minimum of two publications (out of which one should be published + another proof of communication) in UGC-CARE list journals (journal should not levy any article processing charges/paid charges).

Signature of the PI   Signature of the Chairman

Sl. No	Particulars	Percentage of Budget Allotment
1	Books/Journals	15
2	Equipment / Software	30
3	Contingency	15
4	Travel	20
5	Miscellaneous	20

This information should be followed by a clear and concise description of the objectives and technical/ management approach of the proposed research. The application should be minimum five pages and should not exceed twenty pages, with a text font size of 12 point and margins no smaller than one inch on all sides with a line spacing of 1.5. Faculty may include optional figures and references, but they must fit within the page limits. CV of PI has to be attached at the end of proposal. The filled project proposal format (02 copies) should submit to the Registrar's office within the stipulated time.

FIRST PROGRESS REPORT

First Progress Report should be submitted and presented before RPDC which should consist the following

1. Grant Number and Year
2. Name of the P.I
3. Faculty
4. Department
5. Proposal Title

6. Statement of the Problem
7. Number of objectives achieved
8. Introduction
9. Methodology
10. Percentage of amount utilized against sanctioned amount.

Signature of the P.I   Signature of the Chairman.

SECOND PROGRESS REPORT

Second Progress Report should be submitted and presented before RPDC which should consist the following

1. Grant Number and Year
2. Name of the P.I
3. Faculty
4. Department
5. Proposal Title

6. Statement of the Problem
7. Introduction
8. Methodology
9. Number of objectives achieved
10. Percentage of amount utilized against sanctioned amount.

Signature of the P.I   Signature of the Chairman.

FINAL PROGRESS REPORT

Progress Report should be submitted and presented before RPDC which should consist the following

1. Grant Number and Year
2. Name of the P.I
3. Faculty
4. Department
5. Research Project Title
6. Statement of the Problem
7. Number of objectives achieved

8. Abstract
9. Introduction
10. Methodology
11. Results and Discussion
12. Papers Published*
     (National & International Journals) in UGC-Care list.
13. Utilization Certificate

Signature of the P.I.   Signature of the Chairman

Note:

1. *Kindly submit the same (Soft Copy) in the PDF or word format to The Registrar, GLBIMR.PGDM Institute along with the hard bound book.*
2. *The outcome of the project should lead to minimum of two publication (out of which one should be published + another proof of communication) in UGC-CARE list journals (journal should not levy any article processing charges/paid charges).*

UTILIZATION CERTIFICATE

Program Name:

....

Project Title:

....

Certified that Rs..of grant–in-aid under (Program Name) was released by **GLBIMR.PGDM Institute** in favor of.......................... ....vide letter No............................. as stated above during the year 20…. The above grant was sanctioned towards Project Title

....

Out of sanctioned grants a sum of Rs……. has been utilized for the purpose of which it was sanctioned and Rs. remained unutilized at end of the financial year 20…..to be carried forward (if the program is continued) or to be refunded (if the program is completed) whichever the case is applicable. *Expenditure incurred for the purpose for which the grant was sanctioned is verified with the vouchers produced before me*

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned

Signature of the	Signature with Seal of the	Signature of the	Signature of the
Principal Investigator	**Chartered Accountant/**	**Finance Officer,**	**Registrar,**
	Internal Auditor	GLBIMR.PGDM Institute	GLBIMR.PGDM Institute

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Plot No. 2, Knowledge Park-III, Greater Noida – 201 306

APPRAISAL AND
360° FEEDBACK FORM
(As per AICTE recommendations effective from
assessment year 2019 -2020)

Proposal Evaluation*

Name of the Principal Investigator	
Title of the Research Proposal	
Department/Faculty	

Sl. No	Particulars	Rating (1 to 5)
1	Relevance of the Project title in the current scenario	
2	Statement of the Problem	
3	National and International Status	
4	Significance of Study	
5	Project Objectives/deliverables	
6	Methodology/Technical/Management Aspects	
7	Justification of Budget	

Overall rating of the Research Proposal	
Comments/Suggestions on the Research Proposal	
Recommendation for the Project Proposal for Seed Money Accepted/Rejected	

Name , Designation and Signature of the subject Expert

Evaluation is based on 5 points scale rating
   (1.Very Poor 2. Poor 3. Average 4. Good and 5.Excellent) for the above components
   appear in the Project Research Proposal for the Seed Money)

SECTION A	
Name	
Designation	
Department	
Academic Year	

A. Teaching Process (Max Point 20)

S. No.	Trimester	Subject Code	Subject Name	No. of Scheduled Classes (S)	No. of actually held classes (H)	Points Earned (S/H*20)	Supporting Document Index No.
Average Weightage out of 20 Points							

B.Students' feedback (Max Point 20) Min.70% students data

S. No.	Trimester	Subject Code	Subject Name	Faculty Feed back Index (FFI Scored) on 5 point scale	Supporting Document Index No.
			Average annual FFI		
Total Score (Annual average FFI*4)					

C.Departmental Activities (Max credit 20)

S. No.	Trimester	Activity	Credit Point	Criteria	Supporting Document Index No

D.Institute Activities (Max Credit 20)

S. No.	Trimester	Activity	Credit Point	Criteria	Supporting Document Index No

E. Annual Confidential Report (ACR maintained at Institute level – Max Credit Points-10)
Average of E-1 Research and E-2: Training & Consultancies (Max 10 Credit Point)

E-1: Research Publication & Paper Presentation Summary (Weightage period: 1 July to 30 June of every academic year)

Category	ABDC	Scopus	UGC CARE	Other (Reputed Journals)	Research Paper Presented in Conference
Marks (per unit)	5	4	3	2	2
No. of Papers					
Total marks earned					
Average Weightage out of 10 Points					

E-2: Training, Consultancies, and Projects Summary (Weightage period: 1 July to 30 June of every academic year)

Category	MDPs and FDPs Conducted as Resource Person (Minimum One day)	Consultancies	Sponsored Projects
Marks (per unit)	4	4	4
Nos.			
Total marks earned			
Average **Training, Consultancies, and Projects** (Weightage out of 10 Points):			
Average of E-1 Research and E-2: Training & Consultancies out of 10 Points:			

E.Contribution to Society (Max Credit Points 10)

S. No.	Trimester	Activity	Credit Point	Criteria	Enclosure No.

Summary

Summary	Max Points	Points Scored
A. Teaching Process	20	
B. Students' feedback	20	
C. Departmental Activities	20	
D. Institute Activities	20	
E. ACR	10	
F. Contribution to Society	10	
Total (Max Points 100)	100	
Total on 10 Point scale		

Date :..   Signature of Faculty Member

Observations, Recommendation and Suggestions of Program Chairperson

Name	
Designation	
Department	
Academic Year	
Appraisal Score in 10 Point Scale	

Observations: (In respect of the weightage of activities claimed):

....

....

....

Recommendations/Remedial Measures suggested:

....

....

....
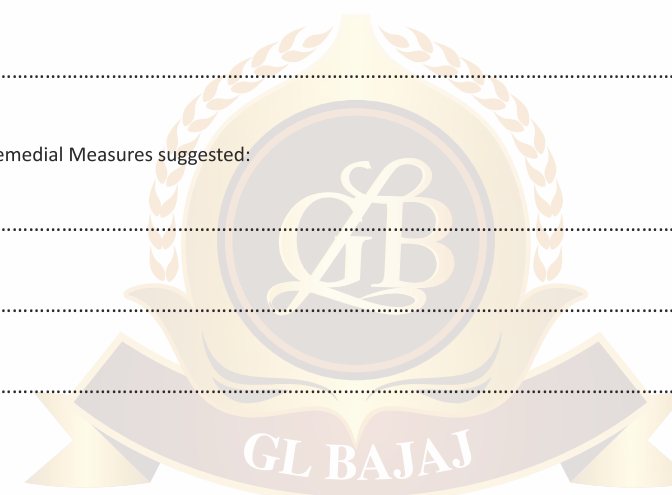
Date .... :   SEAL   Signature of Program Chairperson

SECTION C
Recommendations / Approval of Director

....

....

....

....

Date .... :   SEAL   Signature of Director

CALCULATION OF CREDIT POINTS

(As per AICTE recommendations effective from assessment year 2019 -2020)

The 360 Degree Score shall be determined on the basis of following parameters.'

a. Teaching Process (Maximum Point 20),

b. Students' Feedback (Maximum Point 20)

c. Departmental Activities (Maximum Point 20)

d. Institute Activity (Maximum Point 20)

e. ACR (Maximum Point 10)

f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

a. Teaching - Process (Maximum Points 20)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 20 point scale.

b. Students' Feedback (Maximum Points 20)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 20. The average of total of all such score shall be used.

c. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by the Director of the Institute to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Program Chair/Co-ordinator, Area Chair, IQAC head, Examination Controller, Library I/C, Time Table I/C, NBA - AICTE work, Editor of Journal, departmental newsletter etc. The candidate will earn 2 points per trimester for each activity up to a maximum of 20.

d. Institute Activity (Maximum Points 20)

This section summaries all the responsibilities assigned by the Director of the Institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Conference Convener, Club Coordinator, Coordinator of various Events like SANKALP, Sports, ETS, GTS etc . The candidate will earn 4 points per trimester for each full day activities and 2 points per trimester for 1.5 hrs to half day activities up to a maximum of 10.

e. ACR (Maximum points 10)

ACR maintained at institute level shall have 10 points based on Research publication, Training, Consultancies and Projects contribution during academic/assessment year.

f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per trimester for each activity. This may include responsibilities like CSR activities, Unnat Bharat Abhiyan, Tree Plantation, Swach Bharat Abhiyan, Blood Donation Camp etc. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for shall be converted to a 10 points scale.

GL BAJAJ
Institute of Technology & Management
FIND YOUR SPARK

Approved by AICTE & Affiliated to AKTU

GL Bajaj Institute of Management and Research.PGDM Institute
Plot No. 2, Knowledge Park III, Greater Noida.

MID TERM APPRAISAL FORM FOR FACULTY MEMBERS

1.   Name:
2.   Designation:
3.   Date of Joining:
4.   Subjects taught in
5.   First year:
6.   Second year:
7.   Methodology opted:
8.   No of Research papers with details:
9.   No of books/chapters edited:
10. No of research projects/sponsored undertaken:
11. Seminars/Conferences (National/State level) attended:
12. Seminars/Conferences(National/State level) organized:
13. Faculty Development Programmes (at least one week) attended:
14. Faculty Development Programmes (at least one week) organised:
15. MDPs attended:
16. MDPs organized:
17. Alumni meet/programmes orgnised:
18. Any membership (new) of professional body:
19. Any certification/Diploma undertaken:
20. Competencies Skills inculcated among students:
21. Generic
22. Functional
23. Any exceptional contribution towards students` development? (Please specify)
24. Any exceptional contribution towards Institute's branding? (Please specify)
25. Please mention administrative tasks/duties you handle
26. Did you perform it/them in any innovative way? Please specify
27. Are you satisfied with your performance?   Yes/No
28. What is your plan for developing and facilitating students to get internship/s?
29. Do you observe the JDs (of your functional area) provided by CRC for students?   Yes/ No
30. Would you like to mentor students to sharpen their skills/applied knowledge for their final placements?
31. If yes, how many students you would like to mentor?
32. How will you make your subject more applied?
33. Which methodology (new) you would like to opt in the coming trimester?
34. Any suggestion/s for making students one step ahead in terms of applied knowledge and skills
35. Any suggestion/s to strengthen the summer internship programme:
36. Any suggestion/s for improving the efficiency of tasks performed by you?
37. Any other suggestion:

Application for Loan / Advance against Salary (FORM – 8)

A. **Personal details (to be filled by the employees):-**

1. Employee ID ....
2. Name of Employee ....
3. Father's Name ....
4. Department ....
5. Designation ....
6. Date of Joining ....
7. Current Gross Salary (PM) ....
8. Email ID ....
9. Mobile No. ....
10. Loan / Advance Amount ....
11. **Purpose for Taking Loan / Advance Salary**
12. Have you taken loan / advance earlier to this? ....
13. If yes, please furnish the details ....
14. Amount of EMI to be deducted from salary ....

Declaration by Employee: I solemnly declare that the particulars given above are correct. I have read all rules and regulation for Loan / advance against salary. I will abide by them.

Date: ……………………………..   Signature of Employee

B. Recommendations / Observations / Approval:

Head of Department / Section	Head of Institution	Management

For Office use Only

Ch. No.	Amount	Date	EMI (finally approved)	Receipt by Employee

Date / Month of First EMI: ....
Date / Month of Last EMI:..

TA / DA Claimed Form

Name of Employee   :..
Designation   :..
Visit / Work at   :..
Purpose of Visit   :..
Date of Visit   : From .... To ....

PART A: Details of Travel (Please attached all Tickets)

Date	From	To	Mode of Conveyance	Amount
			Total	

PART B: Details of Other Expenses (Please attached supporting documents)

S. No.	Details of Expenses	Amount
	Total	

1. Total Expenses (Part A + Part B): Rs.
----

2. Amount to be reimbursed in favour of

(Signature of Claimant)

Checked by: …………………….   Director:………………….....................

NO DUES FORM

Name of the Employee:

Designation   Department:

Date of Joining: Employee ID:

Date of resignation/termination: Last Salary paid up to:

Last Gross Salary Drawn   Mobile No.:

Updated address for future correspondence:

Clearance of Dues

Department	Remarks	Name of the Authority	Signature with Date
HOD/ Program Chairperson			
IT Dep artment: - Laptop/ Computer Peripherals - Passwords if any - Removal of name from group email list - Any other items			
Examination Office			
Administration			
Library			
Store			
Accounts Office			

(Signature of Employee)

As confirmed from the above clearance, there is no due with regard to the above employee, no dues certificate is given for full & final settlement.

Verified & Validated by: Approved By:

(Registrar)...   (Director))..

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EXIT INTERVIEW FORM

We believe that the information is of vital importance and will assist in analyzing our employee retention and turnover. Thank you for your cooperation!

1. Name of Employee : ....

2. Employee Id :..

3. Designation:...   Department :..

4. Date of Joining:...   Last working Date :..

Questionnaire:

(A)   Reason for Leaving: (i) Increment in salary   ☐   (v) Any Other (Please specify)
                                  (ii) Full time higher studies   ☐   ....
                                  (iii) Joining new organization ☐   ....
                                  (iv) Beacause of work culture   ☐   ....
                                  (v) Care for Dependents   ☐   ....

(B)   Positive aspects of the Institute:

(C)   Did you know what was expected of you in your job?

YES [   ]   NO [   ]   DON'T KNOW [   ]

(D)   Did you receive enough guidance and training to do your job?

YES [   ]   NO [   ]

(E)   Did you feel you received formal recognition for your achievements and contributions?

YES [   ]   NO [   ]

(F)   How do you rate the working atmosphere?

EXCELLENT [   ]   GOOD [   ]   AVERAGE [   ]

(G)   Would you like to rejoin the Institute in future?

Note: I hereby understand that this information is of confidential nature and the information
          Contained in this questionnaire may be revealed on a "need to know" basis.

Employee Signature: ………………………………. Date:………………………………...

Exit Interviewer: ……………………………….. Date: ……………………………….