



JAIPURIA
INSTITUTE OF MANAGEMENT
LUCKNOW NOIDA JAIPUR INDORE

HANDBOOK OF SERVICE RULES

Index to Service Rules

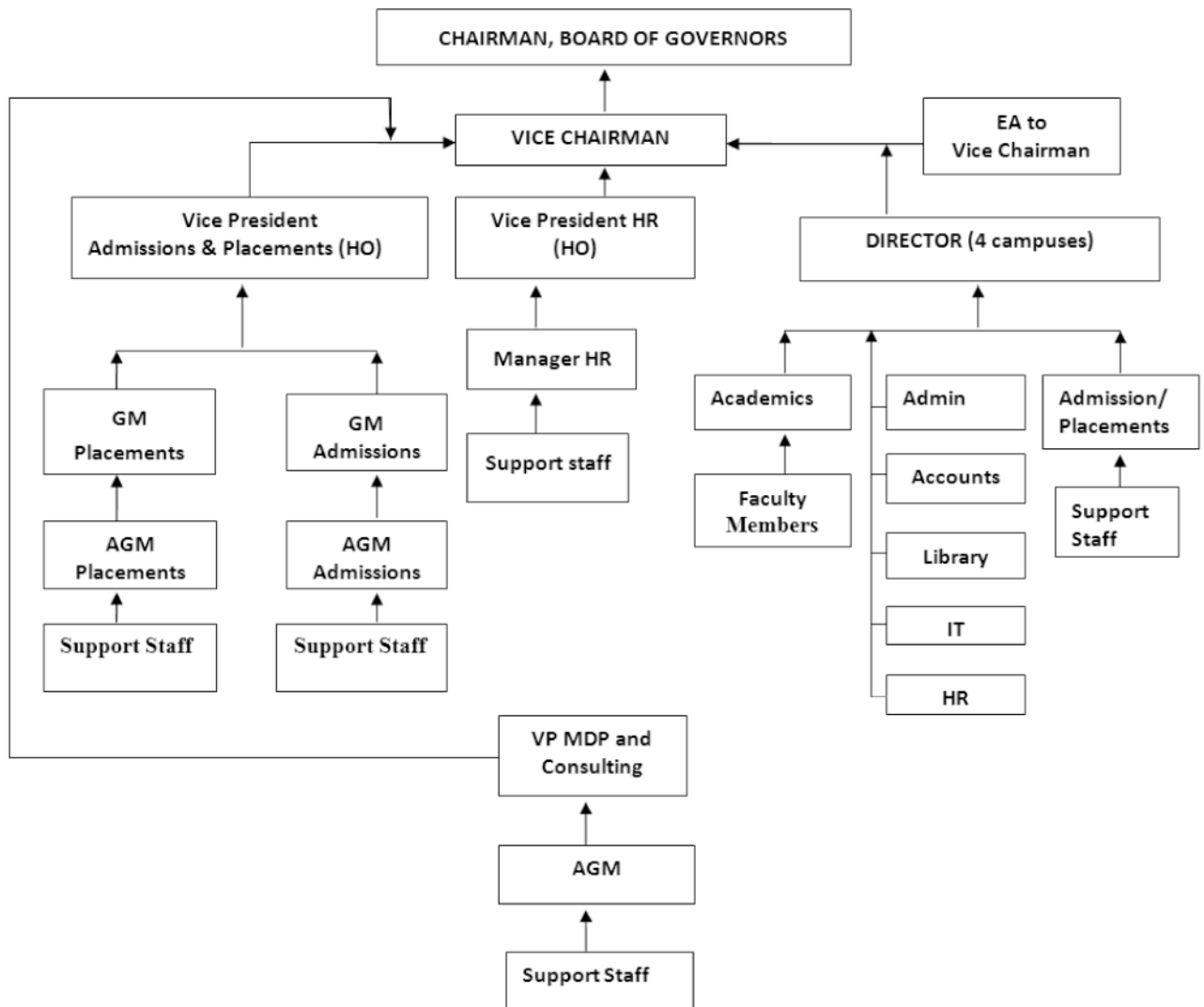
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Jaipuria Institute of Management Handbook of Service Rules Introduction

01

- 1.1 These Rules shall be called the EMPLOYMENT RULES and shall apply to all regular permanent employees (Excluding person employed on contract basis i.e. contract faculty , adjunct faculty and / or part time faculty, contract full time staff and part time staff who are employed for a predetermined term and term so specified in employment letter) of the Institute / HO. The rules should be read along with the System Manual of the Institute.
- 1.2 The head notes shall not affect the construction of the Rules and, unless there be anything in the subject or context inconsistent therewith, in these Rules:
“The Institute” means the Jaipuria Institute of Management.
“HO” means the Head office of Jaipuria Institute of Management.
Words importing singular number include the plural number and vice versa.
Words importing the masculine gender include the feminine gender.
- 1.3 The management reserves the right to amend, add, delete, alter or substitute the rules, as it may think fit, from time to time and may consider giving retrospective effect to any such change.
- 1.4 All other rules of the Institute concerning the terms of employment or conditions of service shall be subject to these rules.
- 1.5 All employees shall be classified as under:-
 - a) Regular
 - b) Probationer
 - c) Contractual
 - a) A “Regular Employee” is a person who has been engaged on a regular basis and who has satisfactorily completed the probationary period of service, if provided in the employment letter.
 - b) A “Probationer” is a person who is provisionally employed to fill a regular vacancy subject to regularization and satisfactory completion of the probationary period.
 - c) A “Contractual Employee” is a person who has been employed in a temporary vacancy, or on such work as is not of a regular nature, or who is otherwise expressly employed on temporary basis or for a predetermined term and his term of employment specifically provide so..

Organisational Chart Overview



Recruitment and Selection Process

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3.1 FACULTY

3.1.1 Assessment of Faculty Requirement

The Director of the respective Institute shall assess the requirement of faculty (new/replacement as the case may be) at the time of approval of annual budget in consultation with the Dean Academics and take approval of the plan from the Head office at the time of budget approval.

Any new/ replacement appointment not covered under annual budget plan shall be made with the prior approval of Vice Chairman only.

3.1.2 Resumes for all faculty positions can be sourced through any of the following means in cost effective manner:

- Newspaper Advertisement
 - Resumes in the database
 - Online ads on various job sites – Naukri.com and LinkedIn
 - Consultants
 - Career section of company website
 - Employee Referral

The responses from all the above mentioned sources will be shortlisted on the basis of the minimum qualification required for the faculty position (as attached in the Annexure - "A").

3.1.3 Selection process of the faculty will be a two tier system

(a) **Faculty Selection Seminar:** - The shortlisted candidates shall give a presentation on a relevant teaching topic, as approved by the Institute, in the presence of all available faculty members and the Director of the concerned Institute. Each member present in the faculty selection seminar will give their feedback about the presentation on an evaluation sheet as attached in Annexure – "B -1". In certain cases, where additional inputs are necessary on the candidate's caliber, he/she may be required to attend a confirmatory interview where the Director, Dean (Academics) and the Campus Area Chair shall evaluate the required potential.

(b) **Personal interview:** - The candidates shortlisted from the faculty selection seminar will be called for a personal interview either in the respective campus or Head Office depending upon the situation.

The selection committee will consist of the following members:-

- a. One member of the Board of Governors or their nominee (whenever available).
- b. Director of the Institute
- c. Vice President HR
- d. One expert in the subject area from outside,
- e. Dean/Associate Dean/Assistant Dean (Academics)
- f. Jaipuria Area Chair (in case the Jaipuria area chair is not available during the interviews, campus area chair can be considered)

All the members of the selection committee will submit the interview evaluation sheet of each candidate shortlisted for the personal interview (Format of evaluation sheet is enclosed as Annexure – "B-2"). The final candidate shall be selected based on the consensus of panel. Members of panel can join through Video Conferencing also.

3.1.4 Negotiation of Salary

The role of the interview committee shall be to shortlist the suitable candidate only. The salary of the shortlisted candidate shall be finalized by the Director of the concerned campus and the HEAD HR.

The final negotiated salary details of the candidates should be sent to the HR in the Head Office in writing before issuing any letter. Format of appointment letter is attached as Annexure – "C".

While negotiating salary, presumed DA and subsequent CTC at date of joining should be considered.

3.2 STAFF

3.2.1 Assessment of Staff Requirement

The Director of the respective Institute shall assess the requirement of staff (new/replacement as the case may be) at the beginning of the financial year in consultation with the Department Heads and incorporate in annual approved budget.

Any new/ replacement appointment not covered under annual budget plan shall be made with the prior approval of HO only.

3.2.2 Resumes for all staff positions can be sourced through any of the following means in cost effective manner:

- Resumes in the database
- Online ads on various job sites – Naukri.com and LinkedIn
- Consultants
- Career section of company website
- Employee Referral

3.2.3 Selection of Staff Members

3.2.3.1 Up to the Level of Assistant Manager and Below

The process of interview of the candidate up to the level of Assistant Manager and below will take place in the respective campus by the Director, senior official of the respective department and Chairperson of the concerned Department if applicable. In case of Admissions, Placements, HR and Accounts department, IT, the Head of Department from the HO will also be a part of the panel.

3.2.3.2 Deputy Manager and Above

There will be two rounds of interview for all the candidates appearing for the position of Deputy Manager and above.

The first round of interview of the candidate will take place at the respective campus by the Director, senior official of the respective department and Chairperson of the Department if applicable.

On clearing the 1st round of interview at the respective campus, the candidate would be required to meet the Vice Chairman and Head of Human Resources and Head of the department for final round of interview at HO. In case of Admission and Placement department hiring, the presence of Head of Admissions and Placements for the final round of interview will be mandatory. Add IT Accounts HR

Note: Depending upon the situation, the final round of interview can also take place through video conferencing with the respective campus.

3.2.4 Negotiation of Salary

In case of the recruitment of Assistant Manager and below, the Director of the campus would finalize the salary maximum within +10% of budgeted limit (in case of new recruitment) or within +10% of present salary (in case of replacement). The respective campus will share the details of the candidate along with the salary offered before issuing an LOI (letter of intent) to the candidate to the HR in the HO.

In case of Deputy Manager and above, the salary of the shortlisted candidate will be finalized by the director in consultation with Head of the Department and HR in HO and after the approval of Vice Chairman only.

Format of appointment letter is attached as Annexure – “D”.

3.2.5 Reimbursement of Travelling Expenses to Candidate Called for Interview

Only outstation candidate shall be reimbursed to & fro bus / train / air fare tickets for travelling to campus / HO for interview purposes provided same is agreed in advance at the time of calling him for interview. Mode of travel shall be according to the Travelling Rules of the institute. No Local conveyance, boarding & lodging expenses shall be reimbursed unless specifically approved by Director.

However, in the case of faculty, care should be taken to ensure that position/grade applied for is not higher than justified from the qualification & experience.

Work Timings and Working Days

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4.1 Faculty: Working hours for the faculty shall be minimum 8.00 hours including 30 minute lunch break. Director of each institute shall fix work timing of each faculty considering his/ her teaching time table in the following shifts:-

Lucknow – 9.30 a.m. to 5.30 p.m., 11.30 a.m. to 7.30 p.m.

Noida - 8.30 a.m. to 4.30 p.m., 9.00 a.m. to 5.00 p.m., 9.30 a.m. to 05.30 p.m.

Jaipur - 9.00 a.m. to 5.00 p.m

Indore – 9.00 a.m. to 5.00 p.m., 12 noon to 8.00 p.m.

The lunch break will be for half-hour from 1.00 p.m. to 1.30 p.m.

All Saturdays & Sunday will be generally observed as weekly off. However, faculty having teaching / other administrative work commitment on Saturday, would be required to be present for the class hours / attending work on Saturday. However, all faculty members would be expected to be present beyond the stipulated hours on working days and/or during the weekends, whenever situation so warrants.

4.2 Non-Teaching Staff of Campus

Lucknow – 9.30 a.m. to 5.30 p.m

Noida – 9.30 a.m. to 5.30 p.m

Jaipur – 9.00 a.m. to 5.00 p.m

Indore – 9.00 a.m. to 5.00 p.m., 12 noon to 8.00 p.m (As fixed by director for each staff member).

Total working hours shall be minimum 8 hours per day with half-hour lunch break from 1.00 p.m. to 1.30 p.m.

Second Saturday of every month & Sunday will be observed as weekly off.

However, staff members is expected to be present beyond stipulated hours on working days and / or during the weekends, whenever situation so warrants. Non-teaching staff will be required for support in holding classes on 2nd Saturday/ Sunday / holidays. Only E2 grade and below grade staff will be paid compensation/compensatory off as per norms for attending office on weekly off or holidays.

4.3 Head Office: Employees shall report to office between 9am-10am and can accordingly leave office after completing 8.30 hours on daily basis. Second and third Saturdays of every month and Sundays will be observed as weekly off. The lunch break will be for half-hour from 1.00 p.m. to 1.30 p.m.

Salary and Other Benefits

05

(A) Teaching Staff (Excluding contract & Adjunct Faculty)

1. Professor :PB-4 (Rs.37400-67000)
with AGP of 10,500 and minimum basic pay to be fixed at Rs.48000
2. Associate Professor :PB-4 (Rs.37400-67000)
with AGP of 9,500 and minimum basic pay to be fixed at Rs.42800
3. Assistant Professor :PB-3 (Rs.15600-39100)
with AGP of Rs.8000 and minimum basic pay to be fixed at of Rs.30000
4. Assistant Professor II : PB-3 (Rs.15600-39100)
with the AGP of Rs.7200
5. Assistant Professor III : PB-3 (Rs.15600-39100)
With the AGP of Rs.6600

Noida	-	Rs 3200 + Rs3200*DA Rate
Jaipur	-	Rs 3200 + Rs3200*DA Rate
Indore	-	Rs 3200 + Rs3200*DA Rate

Any change in pay scale, allowances, benefits etc. by the Govt of India shall become applicable to faculty only when the same is accepted and to the extent implemented by the Management.

ii. Contribution to Provident Fund: Employer shall contribute 12% of Basic Salary and grade pay subject to maximum of Rs 1800 per month along-with equal contribution from employee shall be deposited in the provident fund account of the employee. However, new appointees whose basic salary along-with grade pay is more than Rs.15000 per month will have an option not to opt for provident fund benefit. In such case, amount equivalent to employer's contribution shall be paid as ex-gratia to the employee.

iii. Leave Travel Concession: Faculty shall be allowed LTC once in two years and maximum value of LTC shall be 4.16% of salary (i.e. Basic + Grade Pay + DA) drawn by the faculty during the relevant period.

However, first LTC to faculty shall be allowed after completion of 20 months of his joining only. Similarly, all subsequent LTC shall also be allowed after completion of minimum 20 month out of each two year block period. If any faculty resigns without completing 20 month period then, no LTC shall be allowed on proportionate basis. However, if a faculty superannuate before completing 20 months, he will be allowed LTC on proportionate basis.

Faculty, if so desired may also, opt for encashment of LTC benefit, as per his / her entitlement, same will paid as Leave travel allowance subject to deduction of applicable Income tax. However, no encashment of LTC shall be permitted within 20 months of the joining.

For availing LTC / encashment of LTC, faculty will have to avail minimum 4 earned leaves. To follow same system as

5. A. 1 Allowances and Benefits

i. Allowances: Faculty shall be allowed following allowances & benefits:-

Dearness Allowance, House Rent Allowance and Transport Allowance as per rules of Govt of India and as implemented by the management on the date of notification of this employment rules.

Basis of allowing House rent Allowance & transport allowance as per extant Rules are given below:-

House rent allowance

Lucknow	-	20% (Basic +AGP)
Noida	-	30% (Basic +AGP)
Jaipur	-	20% (Basic +AGP)
Indore	-	20% (Basic +AGP)

Transport allowance:

Lucknow	-	Rs 3200 + Rs3200*DA Rate
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H0. Employees will be granted leave travel concession (LTC), which can be used for travel anywhere in India only.

iv. Family Medical Insurance

All Faculty (except contract & adjunct faculty) shall be eligible for medical insurance policy for insuring self and his / family (i.e. spouse and maximum two dependent children subject to the following extent :-

a) Maximum value of Policy

Sr.No	Faculty Designation	₹/ lacs
1	Senior Professor / Professor / Associate Professor	5.00
2	Assistant Professor	4.00
3	Assistant Professor II/III	3.00

v. Medical Reimbursement

Institute shall reimburse actual medical expenses subject to following limit:-

Sr. No.	Faculty Designation	₹ / Yearly
1	Senior Professor / Professor/ Associate Professor	15,000
2	Assistant Professor	10,000
3	Assistant Professor II/III	7500

Only genuine medical expenses (excluding cosmetics bills) including cost of medical insurance duly supported by bills / receipts will be reimbursed. There will be no encashment of this benefit in the absence of genuine bills.

Reimbursement of medical bills shall be restricted up to the value of entitlement calculated on proportionate basis on the date of payment.

Medical reimbursement can be claimed maximum once in a quarter or at the end of the financial year. Unclaimed medical reimbursement at the end of the financial year shall be paid after deducting relevant tax applicable.

vi. Contribution to superannuation fund

All regular faculty (except contract & adjunct faculty) shall be eligible for contribution in superannuation fund in accordance with the Superannuation Fund scheme as approved by the management.

5. A.2 Annual Increments

Though, annual increment rates have been prescribed in the scales, adopted by the institute for the purpose of determining salary of the faculty but faculty shall become eligible for annual Increment only to the extent, as approved by the management, after performance appraisal of the faculty during the previous year. Key yardsticks for performance appraisal shall be enunciated well in advance. Management will be under no obligation to grant annual increment and same shall be solely at its discretion and performance of faculty only. Any faculty rated BE and below, or not meeting any other criterion for increment laid out from time to time, will not be eligible for the increment.

Normally, annual increment shall be allowed effective from 1st July of each year. Only those new appointees shall be allowed increment on 1st July who had completed minimum 6 months on 1st July.

5.A.3 Increase in Dearness Allowance (DA)

All faculty shall be entitled for dearness allowance as per Govt. of India rules. Any increase in dearness allowance rate shall become effective only when the same is accepted & announced by the Management.

(B) Non -Teaching Staff (Including Head Office Staff)

All non-teaching staff(including Head office) shall be assigned grades depending upon their designation. Grades vis a vis designation are as under:-

Grade	Designations
A+	Director General, Director, Executive Vice President, Sr. Vice President, Vice President
A	Assistant Vice President, Sr. General Manager, General Manager
B	Dy. General Manager, Assistant General Manager, Sr. Manager
C	Manager
D	Deputy Manager
E1	Assistant Manager
E2	Sr. Executive/ Management Trainee
E3	Executive/ Jr. Executive
F	Peons / Drivers / Gardeners / Caretaker

5.B.1 Salary Structure, Allowances and Benefits

I. Salary Structure of Campus Staff

Grade	HRA (%)	PF (%) Subject to max. of Rs. 1800/- p.m	LTA (%)	Medical	Conveyance	Superannuation	Driver Salary	Uniform Allowance	Academic Research Allowance	Telephone Allowance
A	40	12	4.16	1250	2000	4%	12000	1500	1250	750
B	35	12	4.16	1250	2000	4%	-	-	1000	500
C	35	12	4.16	1250	2000	-	-	-	-	500
D	25	12	4.16	1000	2000	-	-	-	-	-
E1	25	12	4.16	750	2000	-	-	-	-	-
E2	25	12	4.16	500	2000	-	-	-	-	-
E3	25	12	4.16	-	1100	-	-	-	-	-
F	25	12	Nil	-	800	-	-	-	-	-

ii. Salary Structure of Head office Staff

Grade	HRA	Children Edu. Allowance (CEA)	Home Furnishing Allowance (HFA)*	PF **	NPS	LTC	Superannuation	Medical	Conveyance	Driver Salary	Uniform Allowance	Academic Research Allowance	Tele. Allowance
	(%)												
	1	2	3	4	5	6	7	8	9	10	11	12	13
A+	55	10	8	12		8.33	4	1250	200	1500	2000	2000	1000
A	55	10	8	12		8.33	4	1250	200	1200	1500	1250	750
B	55	8	8	12		8.33	4	1250	200	-	-	1000	500
C	55	8	8	12		8.33	-	1250	200	-	-	-	500
D	50	8	8	12		8.33	-	1000	200	-	-	-	-
E1	50	8	8	12		8.33	-	750	200	-	-	-	-
E2	45	8	-	12		8.33	-	500	200	-	-	-	-
E3	-	-	-	12		8.33	-	-	110	-	-	-	-
F	-	-	-	12		8.33	-	-	800	-	-	-	-

* HFA is optional with NPS ** Maximum Rs 1800/-PM

iii. Provident Fund:

12% of Basic Salary subject to maximum of Rs 1800 per month along-with equal contribution from employee shall be deposited in the provident fund account of the employee. However, new appointees whose basic salary is more than Rs. 15000 per month will have an option not to opt for provident fund benefit. In such case, amount equivalent to employer's contribution shall be paid as ex-gratia to the employee.

iv. Contribution to superannuation fund:

Only A+, A & B grade employees shall be eligible for management contribution in superannuation fund in accordance with the Superannuation Fund scheme as approved by management and applicable at the relevant time. Present rate of contribution in superannuation fund is 4% of Basic Pay. Management will have a right to change Superannuation Fund Scheme at any time (including rate of contribution therein) any time without any prior notice.

iv. Leave Travel Concession / Allowance (LTC):

LTC to all employees under grade "D" to "H" shall be paid their LTC entitlement on monthly basis through salary sheet. Other employees can claim their LTC entitlement once in a year. An employee will also be entitled to accumulate his LTC entitlement maximum up to 2 years. An employee shall be paid his balance LTC entitlement, if any, at the time of superannuation / resignation etc.

Leave Travel Allowance is fully taxable whereas Leave Travel Concession is exempt subject to limit and conditions as stated in Income Tax Act.

For claiming Income Tax exemption for LTC, an employee will have to avail minimum 4 earned leaves. (LTC to be payable in the month of December)

Employees will be granted leave travel concession (LTC), which can be used for travel anywhere in India only.

iv. Medical Allowance / Reimbursement:-

Medical allowance to all employees under grade "D" to "F" shall be paid as per their entitlement on monthly basis through salary sheet. Other employees can claim their medical entitlement by way of reimbursement. Medical reimbursement can be claimed once in quarter (i.e. four times in a year). Accounts department will reimburse medical bills up to the entitlement value calculated on proportionate basis. An employee will also be entitled to accumulate his medical entitlement maximum up to one year. An employee shall be paid his balance medical entitlement, if any, on 31st March / at the time of superannuation / resignation etc. whichever is earlier by way of medical allowance.

Medical Allowance is fully taxable whereas medical reimbursement is exempt subject to limit and conditions as stated in Income Tax Act.

v. Medical Insurance for Staff:

Under finalization

vi. Annual Increments:-

All non-teaching staff shall become eligible for annual Increment only to the extent, as approved by the management, after performance appraisal of the non-teaching staff during the previous year. Key yardsticks for performance appraisal shall be enunciated well in advance. Management will be under no obligation to grant annual increment and same shall be solely at its discretion and performance of concerned staff only.

Normally, annual increment shall be effective from 1st July of each year. Only those new appointees shall be allowed increment on 1st July who had completed minimum 6 months on 1st July. In case increment period is higher/lower than 12 months, proportionate increment shall be allowed.

5. C Reimbursement of Relocation Expenses

5. C.1 Scope

(i) The relocation expenses will cover both the cost of one way travel as well as the one-time cost of transporting the household and personal effects.

(ii) One way travel cost will mean and include travel by the shortest and direct route for the new employee, spouse and dependent children.

(iii) The mode of travel will be as per the applicable travel rules of the Institute at the designation level / grade of the employee.

(iv) Transportation of household goods and personal effects will be by surface transport.

(v) Household goods and personal effects will include furniture, clothing, household appliances and similar other items that are usual and necessary for regular running of a household.

5. C.2 Limit

(i) Reimbursement of relocation expenses will be limited to actual expense incurred or the entitlement amount whichever is lower.

(ii) The one way travel cost will be limited to applicable travel mode and class by the direct and shortest route as per the designation level / grade of employee.

(iii) The one way transportation cost for movement of household goods and personal effects shall be as mentioned below.

Grade	Truck Load	Vehicle Reimbursement
A+	Actuals	Upto maximum of Rs. 10,000 (either self-driven or by transportation on production of bills for grade C & above.
A&B	1 truck (1109/15 ton)	
C & D	1 truck (709/5 ton)	
E1 & below	1 truck (407/3 ton)	

(a) All claims for reimbursement of relocation expenses must be duly supported by valid receipts.

(b) At the time of issuing the appointment / transfer letter a noting shall be made in the file regarding the payment of relocation expenses agreed with the appointee. Director shall approve the relocation expenses as agreed at the time of appointment subject to this policy. The payment of relocation expenses shall be paid after the approval of Director. All relocation expense of Director shall be paid by the head office only.

5.C.3 Eligibility

(i) All new employees including faculty and staff will be eligible for reimbursement of relocation expenses.

(ii) In case the spouse of new employee is eligible or is in receipt of relocation allowance from the new or the previous employer, the new employee will not be eligible for reimbursement of relocation expenses from the Institute. Relocation claims shall have a certificate from the employee confirming that his/her spouse has not preferred a similar claim.

(iii) In case an old employee is transferred from one location to another by the management, then he will be eligible for reimbursement of relocation expenses from the institute. In case of self-requisition for transfer, no relocation expenses will be reimbursed.

5.C.4 Refund

Upon resignation by the employee within a period of 12 months of appointment, he / she will be required to refund the total amount of relocation reimbursement received. Alternatively, the management reserves the right to make necessary deduction from his / her full and final settlement and raise a claim for the balance.

5. D Gratuity (Faculty & Staff)

Gratuity is admissible to permanent employees who have rendered minimum five years of qualifying service. The gratuity amount due will be calculated on the basis of Basic Pay (includes Grade Pay) as per the payment of Gratuity Act, subject to a maximum of Rs 10 Lacs (Rupees Ten Lacs) only.

Formula for calculating gratuity entitlement

Gratuity = Last Drawn Salary \times 15/26 \times No. of Years of Service

Years of Service are rounded to the nearest full year. For example, if the employee has a total service of 20 years, 10 months and 25 days, 21 years will be factored into the calculation.

In case of calculation of initial years of service, service length of 4 years 8 months will not be considered as 5 years. For payment of gratuity in the initial years of service, completed 5 years will only be considered for the payment of gratuity.

5. E Leave Encashment (Faculty & Staff)

Encashment of only EL shall be allowed at the discretion of the management. EL over and above 60 days can be encashed based on EL at the beginning of the calendar year and after subtracting EL availed up to date of submitting application for encashment. For encashment purposes, only Basic Pay (including Grade Pay) will be taken into account. Encashment will be done on written application made by the employee and approved by the Director of the campuses / HR head in the case of HO.

Full encashment of EL shall be made on the retirement, superannuation, termination, and resignation for which Basic Pay (including Grade Pay) shall be taken into account. The encashment during the period of employment shall be made @ 75% of the Basic Pay (including Grade Pay) only. However the leave encashment will be granted at 100% of the Basic Pay (including Grade Pay) in cases where the accumulated EL applied for is declined due to exigencies of the work at the Institute.

5. F Age for Superannuation

Normal age of retirement / superannuation shall be 60 years. All employees who attains the age of 60 years shall superannuate at the relevant month end. Extension of employment can be on a yearly contract basis, after review of their health condition, professional competence, availability of vacant position etc. However, giving of extension to any faculty shall be management prerogative only and shall be available to faculty only when same is approved by management specifically.

5. G Fee Concession for Children of Faculty or Staff

5.G.1 Eligibility

a) A member of Faculty and staff who is on the rolls and has put in a minimum 5 years of uninterrupted and regular service in the Institute as on 1st June of the academic year in which his/her child is admitted. No pro-rata consideration for part of the year will be made. The said employee must also remain on the rolls of the Institute until the successful completion of the programme by his/her child.

- b) The eligibility and selection criteria for admission to all full time PGDM programmes of the Institute will be the same for the children of faculty/ staff as that for the general category of students.
- c) Eligibility of scholarship shall be for admission in any of the 4 campuses

5.G.2 Fee Concession/ Scholarship to the Children of Staff

- a) Scholarship of Rs 2.00 lacs shall be given to eligible children of faculty & staff who have been admitted in any of minimum 2-year full time programme being offered by the institutes.
- b) Scholarships shall be offered in two parts i.e. Rs 1.00 lac in first year and Rs 1.00 lac in second year.
- (c) Student shall be eligible for scholarship in second year only if he/ she secures a minimum CGPA grade of "B" or 60 percent and has not earned "F" or "D" grade before re-examination in any subject/paper of first year.

d) Scholarship shall not be paid in cash but shall be adjusted from fee payable only.

(e) The fee concession shall stand withdrawn in case of withdrawal from the Programme/ cancellation of admission on any ground, and deduction will be made from the parent's salary towards the fee concession availed. The fee concession shall also stand withdrawn in case of cessation of the service of the employee before the successful completion of the programme by his/her child.

(f) Scholarship to maximum of 1 case will be given per campus in a year. In case more than 1 application are received, selection will be based on academic merit and as decided by management.

Management reserves the right for carrying out any modification, continuation or otherwise of the fee concession scheme.

TA/DA Rules

06

Category	Entitlement of Travel Class	Maximum Ceiling per Day		Local Conveyance
		Lodging (including taxes)	Boarding	
Director General/ Director/Grade A+ Officers	Air economy / AC 1 st class / AC Taxi	Actual	Actual	AC Taxi
Professor / Associate Professor/ Grade 'A' Officers	Air economy / 2-Tier AC /Taxi / AC Bus	Rs. 2500	Rs 800	AC Taxi/ Self-Car
Assistant Professor/ Grade 'B' and 'C' Officers	Air economy for travel above 1000KM (up to 1000KM with prior permission)/2 -Tier AC/1 st class/AC Bus/ Non -AC Taxi up to 150KM one side	Rs. 2250	Rs 700	Self-car / AC Taxi
Assistant Professor II/III/ Grade 'D' Officers	2-TierAC / AC Bus / Share Taxi	Rs 2000	Rs 600	Auto/ Self Car
Administrative Staff of Grade 'E1' & 'E2'	3-Tier AC / AC Chair Car / Deluxe Bus	Rs. 1500	Rs 500	Auto
Administrative Staff / Grade 'E3' staff	2 nd class Sleeper / Bus	Rs. 700	Rs 300	Auto
Support staff of Grade ' F'	2 nd class Sleeper / Bus	Rs.200	Rs. 150	Bus

- Notes:**
- A. For cities mentioned below, ceiling on lodging expenses shall increase as under:
- (i) Mumbai / Delhi / Bangalore/ Hyderabad 75%
- (ii) Chennai / Kolkata / State Capitals
Pune / Indore/Guwahati/Ahmedabad 50%
- B. Actual hotel charges shall be allowed within ceiling on production of bills for lodging and boarding. In case, an employee makes his / her own arrangement for lodging / staying with his relatives or friends, only 25% of the above ceiling for lodging charges will be admissible.
- C. For the same day return journey to places located up to a distance of 75km from place of posting, no boarding allowance shall be admissible. However, if the place visited is located at more than 75km, then fixed boarding allowance @ 70% of the eligible limit shall be admissible.
- D. In case of visit to Noida, Lucknow, Jaipur, Indore and HO (head office), Boarding allowance @ 70% of the eligible limit shall be allowed and concerned institute/Head Office shall provide hospitality free of cost during day time.
- E. Lodging Expenses shall be payable for the number of nights spent out of station. No lodging allowance shall be admissible for nights spent during journey.
- F. Day means 24 hours starting from Midnight. Boarding Allowance shall be calculated as under :
- | | |
|--------------------------------------|------|
| Up to 6 hours | Nil |
| More than 6 hours and up to 12 hours | 50% |
| More than 12 hours | 100% |
- G. Air travel, even if admissible under rules, be used to economise lodging charges. Travel in the evening by air and then staying at the place visited in the night will be permissible only with prior specific approval.
- H. In case two persons belonging to the same category and same gender travel together then they will have to stay together in one double room and eventually, their entitlement will increase by 25% of the permissible limit of lodging charges of the concerned category. In case two persons belonging to different categories opt to stay together in one double room, in that case their entitlement will be 1.25 times of the highest category of persons staying together.
- Reimbursement for the use of Personal Conveyance
1. For Scooter / Motor Cycle @ Rs.5/- per km
 - Car @ Rs. 10/- per km

Holidays

07

Holidays are off days granted by the employer to the employee. Holiday means total closure of work.

The Institute will observe 15 holidays in a calendar year which will be notified at the beginning of the year after confirmation of the same from HO. In addition to this, employees will also be entitled to take two Restricted Holidays of their choice out of the list circulated at the beginning of the year with the prior approval of the Director of the Institute.

Head Office will observe 10 holidays in a calendar year as notified at the beginning of the year.

Leave Rules

08

The expression 'leave' means leave of absence that is to say the permission obtained by an employee from his employer, relieving him from the duty of attending the work with or without pay. Leave of absence cannot be granted as a matter of right.

Kinds of Leave available:

- Vacation Leave
- Earned Leave
- Casual Leave
- Half day / Short Leave
- Medical Leave
- Maternity Leave
- Paternity Leave

No leave is admissible to faculty on the scheduled day of the class, faculty council meeting, FDP and other important events at the Institute except with a loss of pay.

The calculation of all types of leave shall be with reference to the English Calendar only.

Basis of calculation of leave

Calculation of all types of leave shall be with reference to the English Calendar only.

8.1 VACATION LEAVE:

a) Faculty

All faculty shall be allowed to avail minimum of 9 days up to maximum of 15 days reciprocal vacation leave. This means that the faculty will get equivalent number of leaves, s/he has applied for, during the vacation period by the institute.

These leaves shall be availed during 10th May to 20th June.

For e.g. If a faculty applies for 9 days earned leave then the faculty will be given equivalent 9 days from the organization. So the effective leaves available to the faculty for vacation will be 18 days.

In case faculty applies for 33 days earned leave then s/he will be entitled for 15 days of reciprocal leaves from the organization. The additional 3 days will be deducted from the faculty's earned leave balance.

b) Non-Teaching Staff

All staff members shall be allowed to avail minimum of 3 days up-to maximum of 5 days reciprocal vacation leave. It can be availed during 10th May to 20th June or 1st December to 31st December or 5 days before and after Diwali. Staff members having worked for a minimum period of six months shall be permitted to avail vacation leave.

Admission and Placement team will be allowed vacation leave on centrally organized tour, if any, approved by management. For e.g. if the tour is organized for 6 days, then 3 days shall be deducted from the EL balance and remaining 3 days shall be given by the organization.

These leaves can be availed only once in a year and cannot be split into more than one occasion.

8.2 EARNED LEAVE (EL)

No of Leave entitlement: -

- a) Faculty: 24 days for each 12 months working completed
 - b) Non-Teaching Staff (Campuses & HO staff)- 24 days for each 12 months working completed.
- In case of new appointee, resignation / superannuation, dismissal / death etc. of any faculty & non-teaching staff, eligibility of EL shall be calculated on proportionate basis.
 - In case any employee remains absent / avail leave without pay, no EL shall accrue for such period and EL entitlement shall be calculated on proportionate basis excluding such period from the period of work.
 - Entitlement of EL shall be rounded off nearest to 1 EL shall be credited in the leave record of each employee at the end of calendar year or at the time of full & final settlement (in case of resignation / superannuation / removal etc.) whichever is earlier.
 - EL can be availed up to a maximum of 60 days at any one time. EL shall not be combined with any other leave except maternity leave.
 - EL can be availed only 3 times in a year. EL can be availed for at least minimum of 3 days continuously.
 - Any leave availed after submission of resignation shall be treated as EL. In case of insufficient EL balance, the leaves shall be marked as LWP.
 - Holidays including Saturday & Sundays falling within the period of EL shall be counted as EL. Holidays can be suffixed or prefixed with EL.
 - Un-availed EL shall be accumulated automatically in a year subject to maximum of 120 days.
 - The EL having become due to an employee in excess of 120 days shall lapse.

8.3 CASUAL LEAVE (CL)

- Number of Leave Entitlement: Both faculty & non-teaching staff shall be entitled to 9 casual leave for a period of 12 months.
- In case of new appointee, resignation / superannuation, dismissal / death etc. of any faculty & non-teaching staff, eligibility of CL shall be calculated on proportionate basis.
- CL shall be credited in the leave record of each employee at the beginning of the year / at the joining, as the case may be, on the assumption that employee shall work during the full / remaining year. However, availing of CL shall be restricted up to his entitlement, calculated on proportionate basis on the date of availing.

- Holidays falling in between CL shall not be counted as CL. Holidays can be suffixed or prefixed with CL.
- CL cannot be combined with any other leave.
- Un-availed CL will automatically lapse.
- Maximum 2 days' casual leave can be availed at a stretch.

8.4 Half day / Short Leave

(A) Half Day

- Half Day leave may be taken after prior sanction from Head of the department.
- Two half day leaves will be counted as one casual leave.

(B) Short Leave

- Short leave up to maximum of 2 hour may be taken with the prior sanction from the Head of the department.
- Short leave will be allowed by Head of the department only after examining genuine requirement of urgent necessity.
- Four short leaves will be counted as one casual leave.

8.5 MEDICAL LEAVE (ML)

- No of Leave entitlement: Both faculty & non-teaching staff shall be entitled 9 Medical leave for a period of 12 months.
- In case of new appointee, resignation / superannuation, dismissal / death etc. of any faculty & non-teaching staff, eligibility of ML shall be calculated on proportionate basis.
- Half days' medical leave for absence of maximum 4 hours shall be permitted to an employee for showing himself/ herself to the medical practitioner.
- ML shall be credited in the leave record of each employee at the beginning of the year / at the joining, as the case maybe, on the assumption that employee shall work during the full / remaining year. However, availing of ML shall be restricted up to his entitlement, calculated on proportionate basis on the date of availing.
- Un-availed ML shall be carried forward subject to maximum of 120 days and all ML accumulated in excess therefore shall lapse. All accumulated ML shall also lapse on retirement / resignation / dismissal etc.
- Medical leave can only be availed for self-medical examination/treatment. Medical Leave is non-cashable.
- Employee will have to submit medical certificate from registered medical practitioner if he takes

continuous medical leave for more than 3 days. In case of pregnant women, medical practitioner's certificate can be dispensed with till the period of pregnancy. Holidays including Saturday & Sundays falling within the period of ML shall be counted as ML. Holidays can be suffixed or prefixed with ML.

- Medical 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 / resignation etc.
- To prevent misuse, in case of doubt or for further investigation the employee may be sent to a medical practitioner appointed by the institute for inspection and recommendation of the health of the said employee.

8.6 MATERNITY LEAVE:

Maternity leave is admissible to female employees during Pregnancy, Miscarriage and abortion.

Period of Leave:

- a) For pregnancy: 90 days
- b) For miscarriage and abortion: 25 days, subject to maximum of 45 days in the entire service

Conditions:

- a) In case of maternity leave for pregnancy, employee should have less than two surviving children.
- b) Maternity Leave will be granted to only those women employees who have completed minimum six months of period in the institute and HO at the time of applying the maternity leave.
- c) In the case of maternity leave for miscarriage and abortion, medical certificate should be produced.
- d) It will not be debited to any other leave account.
- e) In case, an employee does not join after availing maternity leave or resign within 6 months after availing leave, maternity leave benefit granted earlier shall be disallowed and management will have a right to adjust the same in her EL account or deduct pay as the case may be.
- f) It can be combined with any other kind of leave as per below order:
 - ◆ Earned Leave
 - ◆ Medical Leave

8.7 PATERNITY LEAVE:

Paternity leave is admissible to all male employees (including HO) with less than two surviving children during the confinement of his wife for up to 10 days either before or after the date of delivery of the child in a set of 5 days.

The leaves can be availed in set of 5 days. If the leave is not availed within the period, it shall be treated as lapsed. Paternity Leave will be granted to only those male employees who have completed minimum six months of period in the institute and HO at the time of applying the paternity leave. It will not be debited to any other leave account.

8.8 NECESSITY OF APPLICATION

An employee desirous to avail leave of absence shall therefore put in his/her application in the prescribed form in advance to the HR department. Leave should be applied for in advance before an employee goes on leave. For a period not exceeding 3 days, application should be put in at least 5 days before the date on which leave is to commence and a longer period than that application should be submitted at least 2 weeks in advance.

8.9 Grant of Leave

The competent authority shall grant the leave applied for on applications received and employee shall be entitled to proceed on leave only on such sanction of his / her leave application. Employee must not presume that his / her leave has been sanctioned if no reply is received to the application of leave. However, it is the duty of the competent person to dispose-off the leave application before the employee is to commence his leave.

8.10 Extension of Leave

As a principle, leave shall be taken in advance and the same is applicable in case of extension of leave. This extension should be applied for sufficiently in advance so that leave could be sanctioned before the completion of the earlier leave. If any belated application is received, it is upon the competent authority to sanction leave or not. A written reply intimating grant or refusal of extension of leave shall be sent to the employee at his last known address if available.

8.11 Over Stay

Over stay is also a kind of absence. If an employee remains absent without sanctioned leave for more than 10 consecutive days without explaining reasons for absence, his/her employment shall be deemed to have ended and his/her name shall be struck off the rolls of the institute / HO.

8.12 Address during Leave

Every employee must record on his/her application for leave the correct address at which he/she could be communicated with.

8.13 Recall from Leave

Leave once granted can also be cancelled. If the exigencies of the business of employer require, the employer reserve the right to cancel the leave & recall the employee before the expiry of his leave. The balance of un-

availed leave in this case shall be credited to employees account and the employee shall be reimbursed to and fro traveling expenses applicable as per his/her eligibility.

8.14 Leave during Disciplinary Proceedings

No leave shall be granted to an employee against whom disciplinary proceedings are

On.

8.15 Compensatory Off

No compensatory offs will be allowed to faculty members across all levels. In the case of non-teaching staff only Sr. Executive and below (excluding management trainee) shall be eligible for compensatory offs. Such staff members may be given compensatory off or reimbursement of conveyance charges at the rates given below, as decided by Director / HO head in HO if one is called upon to perform duties on off day/holiday (and not for overstaying after office hours). However, compensatory offs cannot be accumulated and has to be availed within 2 months. Compensatory offs cannot be combined with any other leave.

Rate of Conveyance Reimbursement:

Staff (More than 4 hours) - Rs.300

Attendant (More than 4 hours) - Rs.160

For more than 2 hours but less than 4 hours 50% of the above rates will be applicable. For less than 2 hours no reimbursement will be allowed.

8.16 Weekly Off:

An employee in a regular/contract employment is allowed a day of rest every week which is generally a Sunday. But in case of some departments which are required to work on weekends also during the peak time, can modify the weekly off on any of the week day instead of Sunday. The weekly off cannot be combined with any other leave. Also the weekly off once fixed, shall not be changed until the completion of work during the peak time.

Accountability & Performance Review and Enhancement

09

Compensation package, performance and accountability are inter-related and one cannot be compared without the consideration of other. Performance appraisal and accountability shall be an integral part of the compensation and career growth.

It needs to be ensured that the institutes should have the highest standards in its academic and administrative functioning. Each institute will have a comprehensive set of KRA's for the key appointments/committees. It is the bounded duty of the Director to ensure that the KRA's so formulated are achieved.

9.1 Performance Planning: The performance planning of all the faculty members will be done by Dean Academics under supervision of the Director. For non-teaching staff, the Acceptor along with the Appraiser will do the performance planning. In case of staff members for whom Director is not the acceptor, the final copy of Performance Planning form shall be signed by the Director.

Format for the performance planning form is attached in Annexure E1.

9.2 The Quarterly Performance Review: Transparent and Objective Quarterly Performance Review will be done to periodically assess/identify improvement area and better performance planning. The employees will be have a periodic assessment of their career growth and development and a track of their efforts and directions. This will help the organization to give a fair chance of correction and feedback to employees for a sustainable development. The quarterly Performance review will be based on Performance Planning Form as attached in the Annexure E1. The Reviews for faculty will be done by the Dean Academics which will be submitted to the Director and for non-teaching staff it will be conducted by the immediate supervisor and then submitted to The HOD/The Director.

Format for the Quarterly Performance Review is attached in Annexure E2.

9.3 The Annual Performance Review:

The annual performance review, and the subsequent rating of an employee is an important factor in the grant of annual increments, performance awards and career advancement opportunities.

The Annual performance appraisal cycle of all employees will be from July 1st to June 30th.

9.3.1 Performance of Faculty- Overview

The performance of the faculty is measured through the following components:

Parameter	Weight
KRA based rating by the appraiser	75%
Behavioral rating	10%
Admissions and Placement @ Campus	15%
TOTAL	100%

KRA Based Rating:

KRA for faculty members will be primarily in three parts -

- (a) Teaching Excellence
 - (b) Institution Building
 - (c) Research and Self Development
- (a) Teaching Excellence Teaching excellence comprises of three main parameters - teaching load, teaching quality, student feedback.

Teaching Load is calculated on the basis of number of hours taught. For teaching load, please refer to grid 1A in the Appendix of the appraisal form.

Teaching Quality- Rating for this is to be done on the parameters of:

Facilitating Student Learning: Is enthusiastic about teaching and learning, provides real-world examples to promote learning, encourages students to actively participate in classroom discussion, maintains appropriate academic rigor and uses instructional time well.

Assessing Student Learning: Uses student feedback and results of assessments to improve curriculum to enhance student learning, provides timely feedback to students and actively participates in area meetings through pan area initiatives.

Curriculum Development: revises and updates course material in cooperation with industry as needed, reviews curriculum to meet area approved course outcomes and works with colleagues to identify common area objectives accordingly.

Comprehensive inputs from the Dean/Associate Dean/Asst. Dean and observations of the IQAC to be obtained.

Student Feedback: Average Student Feedback will be considered for this purpose.

(b) **Institution Building-** Specific and measurable contribution with visible results will be considered in this factor rather than just being members of various committees. Admission and Placement Chairs and co-chairs can mention their contribution in either section 2A or 2B in the appraisal form.

(c) **Research and Self-development-** Only research papers should be listed in the section 3A of the appraisal form. Cases, newspaper articles and conferences where papers have been* presented should be listed in the section 3B of the appraisal form.

The Behavioral rating of the faculty members will be based on the following competencies.

- Initiative
- Listening
- Team Work
- Communication
- Interpersonal Skills
- Dependability
- Supervisory/leadership Skills
- Sound Judgment

Admission and Placement: The rating of section 4 i.e. Admission and Placement will be the same for all the faculty members of the respective campuses and will be decided by the Management Team at the Head Office.

Process for Faculty:

In case of faculty members, the Appraiser/Acceptor will be the Director of the respective campus. All the Directors are required to meet the faculty members in person and discuss their performance. The Directors, besides the comprehensive feedback from the IQAC, are also required to take feedback on the Teaching Quality standards of the faculty members from the Dean/Associate Dean/ Assistant Dean Academics as may be the case. The Dean Research/Dean Academics shall be consulted for the Research and Publication rating.

9.3.2 Overview of Performance of the Non-Teaching Staff:

The performance of the staff members will be reviewed on the basis of two parameters:

Parameter	Weight
KRA based rating	50%
Competency based rating	50%
Total	100%

KRA based rating will be reviewed by his/her performance of the assigned tasks/KRAs.

Competency based rating will be based on the parameters such as interpersonal skills, communication skills, Approach to work, Leadership skills and student responsiveness.

The sum total of KRA based rating and Competency based rating will form the final rating of the employee.

Other aspects covered include information relating to his/her goals for the next year and suggestions to enhance the functional efficiency of the institute and the department.

9.3.2.1 Process for Staff

All the members of staff are required to fill the Annual Appraisal review form and send it to their Appraiser along with quarterly performance reviews. It is mandatory for the Appraiser to sit with the staff member and discuss about his/her performance for the year and provide necessary feedback to the employee for further improvement.

These forms after being reviewed by the Appraiser are forwarded to Reviewer (in case applicable) and then to Acceptor for their final review and observations.

9.4 Eligibility

Faculty-The faculty members joining before 31st December will be eligible for appraisal process.

Staff- Staff members completing six months in the organization will be eligible for the annual increments proportionately. In case of employees not completing six months as on 1st July will not be eligible for increment in that year. He/she will be eligible for increment in the next year July proportionately.

Respective campuses, after obtaining requisite inputs from the Corporate Office, can issue a letter of confirmation as and when it is due for the employee. No increments will be granted in the middle of the year. All increments will be with effect from 1st July only.

Rating		Description
Qualitative	Numerical	
Outstanding (OS)	5	Exemplary performance in all areas of the job.
Exceeds Expectations (EE)	4	Surpasses the standards and established performance expectations in important areas of the job.
Meets Expectations (ME)	3	Good Performance. Consistently meets standards and established performance expectations in important areas of the job.
Below Expectations (BE)	2	Performance does not meet expectations in some important areas of the job, below expected levels. Improvement needed.
Unsatisfactory (US)	1	Performance falls below expectations in many areas of the job. Substantial improvement critical.

Not with standing the objectivity with which the performance of each employee is appraised, a suggested norm of rating the entire strength of faculty/non-teaching staff at the institute about: Outstanding 10%; Exceeds Expectations 20%; Meets Expectations and below 70%.

9.5 Increments:

Increments may be withheld in the following cases:

- Appraisal Rating of BE and below
- No publications even in the referred journal (only for faculty)

Performance Review and Enhancement Forms for the Faculty and Staff are attached in the Annexure E3 and E4 respectively.

Format of Increment letter for faculty and staff are attached as Annexure – F1, F2

F3 and F4 respectively.

Career Advancement

10

Objective:

- To ensure that all positions are manned by employees having the requisite qualifications, exposure and competence.
- To integrate the aspirations for growth and development of employees with the present and future requirements of the organization.
- To ensure equity, fairness and objectivity in matters relating to promotion

To recognize and reward meritorious performance Career advancement scheme for Faculty members shall follow a two tiered approach. In the first tier, there shall be qualifying criteria as laid down in the below mentioned table.

10.1.1 THE QUALIFYING CRITERIA:

Particulars	Experience at Jaipuria at present level (in years)	Average Feedback Rating of last 2 years (on 5pt scale)	Minimum Research Work Required
Assistant Professor III to Assistant Professor II	02	03	Two papers in any refereed Journals
Assistant Professor II to Assistant Professor	03	03	2 points
Assistant Professor to Associate Professor	03	3.5	3 points
Associate Professor to Professor	04	3.5	4 points

- PhD is mandatory for applying for promotion to Associate Professor/Professor level.
- In Table, the 2nd column 'Experience at Jaipuria at Present Level' is taken as experience in the same position at Jaipuria for number of years from the last date of promotion or in case of new joiner then the number of years from the date of joining.
- The minimum average courses taught should be 5 in number of the last two years.
- The Research work mentioned in column no 4 is to be evaluated as mentioned below.
 - Research paper published in an A category journal- 3 points
 - Research paper published in a B category journal- 2 points
 - Research paper published in a C category journal- 1 point.
 - Research paper published in any refereed journal- 0.5 point.
 - Book published in an A category publication- 5 point.
 - Book published in a B category publication- 3 point.
- At least 'x' number of points to be achieved according to the levels mentioned in column No 1 from the last date of promotion or in case of new joiner from the date of joining.
- Faculty may publish paper/book/cases etc. which do not fall in any of the category listed herein. On the recommendation of the Dean Research/Dean Academics (as may the case be), such publication(s) may be referred to 'Research Committee for Publication Rating (RCPR)'. The RCPR shall examine the quality of the publication and based on its assessment shall award points on case-to-case basis. The decision of the RCPR shall be final and no further appeal shall be entertained. The recommendation of the Dean must have written consent of the Director. The

RCPR will be presided by the Vice Chairman and may consist members from HR and/or external experts.

- As for joint publications, full points shall be awarded to each author numbering up to 3 joint author ships. The numbers to be counted is irrespective of internal or external authors. For more than 3 authors for a single publication, points shall be equally divided among all authors irrespective of being internal or external authors.
- In case joint publication involves faculty from two or more Jaipuria campus, an extra incentive of 0.25 point over and above the points earned as per policy shall be awarded.
- The publications to be counted for the award of points in a particular review year, shall be those publications which are either finally published or have received a formal letter of acceptance for publication on or before 30th June. In case the letter of acceptance is received before 30th June while the final publication would happen at a late date, it shall be considered in any one review cycle as decided by the faculty. Any publication post-30th June shall be considered in next review cycle.

In addition to these, the applicants for promotion should not have:

- Scored BE grade in the last two evaluation cycle.
- Any case(s) of academic / behavioral misconduct against them in the last two years.

Based on the prescribed criteria in Table No 1, the HR representative at each campus, under the guidance of the respective Directors, would ask for application for promotion from the faculty members and share the same with HR at Corporate Office. Corporate Office will then coordinate for initiating the interview process.

The application process should include an application form (Annexure – “G1”) and updated CV from candidate containing details about their work in terms of education and work experience, courses taught in previous two years, past research work, efforts in institution building (Annexure – “G2”), and a statement of purpose (Annexure – “G3”).

10.1.2 SELECTION CRITERIA:

The second tier of this process shall have the selection criteria; refer section III (Selection Parameter). This will form the basis of selecting candidates for promotion from amongst the applicants. The selection criterion is based on rating them on various parameters of their roles and an interaction with a select panel. The various components of this stage and their relative weights are as follows:

Teaching – The basic and most important activity of Faculty members will be evaluated on the basis of two important parameters i.e. Academic quality evaluation cum audit and Teaching hrs. An audit on teaching quality and delivery will be done on the basis of course planning

and delivery, inviting guest lecturers, industry visits, session plan implementation, assessment of teaching & learning, evaluation of question paper and assessments etc. This audit will be done by a panel of senior Professors at Jaipuria. Relevant questions regarding teaching quality will be asked during interview as well. Teaching quality will carry 25% weight in the overall assessment.

This rating is to be done by the panel selected by the Vice Chairman for the Academic Audit.

Research – For faculty members it is important to keep learning and contributing to the pool of knowledge by doing research. It enhances the teaching skills as well. Research output will be shared among the panel for study and will be questioned on during the interaction in interview as well. Cases where plagiarism has been detected shall be discouraged. It will carry **15% weight** in the overall assessment. This rating is to be done by the Director of the respective campus.

Institution Building – This is perhaps the most important contribution that a faculty member makes besides teaching. This will be measured in terms of the faculty's contribution to MDP, Consulting assignments, Industry/ academia tie ups, support in admissions and placements, participation in committees, initiatives like IDP/Mentoring, branding activities, starting new centers, etc. This will be measured by the self-rating report, interview and the Directors report. This will carry 25% weight in the overall assessment. This rating is to be done by the Director of the respective campus.

Appraisal Rating – The final appraisal rating that reflects the Director encapsulated view of the performance of a faculty member should also contribute in terms of promotion. For this factor, the rating for last two years will be considered. This factor will carry 10% weight in the overall assessment. The rating is to be decided by the HR in the Corporate Office.

Interview – A panel will be constituted that will interview all applicants for promotion. The idea is to discover things that a faculty member has achieved or has plans and appetite for. The interview panel will be duly sensitized not to fish for things that a faculty member does not know. A brief exploration of their subject matter knowledge is important as well as exploring/ defending performance on teaching/ research / institution building. The interview will look for the following 3 items:

- a. Institutional commitment and student handling
- b. Domain knowledge
- c. Leadership potential and career goals / plans for the next 3 years.

The interview will carry 25% weight in the overall assessment. This rating is provided by the interview panel.

Selection Parameter

All ratings are scaled from 1 to 10 with 1 being the lowest score (dissatisfied) and 10 being the highest score (excellent)

Sr. No	Parameters		Weight	Score	Weighted Score
1	Teaching	Academic Audit	25		
2	Research	Output records for last 2 years	15		
		Quality of research output			
3	Institutional Building	Directors report	25		
		Self-rating sheet			
4	Appraisal Rating		10		
5	Interview Evaluation	Institution building and student handling	25		
		Domain knowledge			
		Leadership and career goals			

10.1.3 The Interview Panel

The interview panel shall comprise of the following:

- The Vice Chairman
- Director of other campus
- Head HR
- Subject Matter Experts – special invitee
- Jaipuria Area Chair

10.1.4 Timelines

Date	Activity
Will be decided and declared on yearly basis	Release of promotion policy
	Last Date of application of promotion including self-appraisal
	Submission of all other documents
	Verification of Data
	Interviews
	Declaration of results

10.1.5 Constitution of the Audit Panel

The audit panel shall be constituted by the CO on yearly basis whose task shall be to evaluate the existing procedures and to recommend improvements.

10.2 Non – Teaching Staff

This policy shall be applicable to all the regular employees on rolls of the organization.

10.2.1 Position Capping – Certain functions in the organization will be capped in terms of growth. In view of the peculiar organization requirements and overall available resources, the positions of the certain appointments have been capped as below.

Salary increase will however take place every year as per the Annual Performance Review process but the grade will remain the same.

Grade	Designation	Capping of Positions
A+	President, EVP, Sr VP, VP	
A	AVP, Sr. GM, GM	
B	DGM/AGM/Sr. Manager	CAO, IT, Librarian
C	Manager	EA, Program office
D	Deputy Manager	Examination
E1	Assistant Manager	Warden
E2	Sr. Executive/ Management Trainee	Front office executive
E3	Executive/ Jr. Executive	

10.2.2 For career advancement of rest of the departments in the non-teaching staff till the Grade E1 can be done on the recommendation of the Acceptor with discussion with the Vice Chairman.

10.2.3 For career advancement of non-teaching staff for Grade D and above, the committee consisting of a) Vice Chairman, b) Director of the Institute, c) Head HR, d) Chairperson- in case applicable, e) Head of the department will be formed.

Employees having a rating of EE and above for the last two consecutive years will only be eligible for the process of promotion. The committee will review the employees nominated for promotion on the following parameters:

- Overall experience
- Qualification
- Contribution to institution in his/her particular department
- Overall contribution to the institution
- Career Goals for the next year
- Leadership skills
- Interpersonal skills

Management Development Programmes (MDP)

11

11.1 The MDP cell at Jaipuria addresses critical needs of executives across functions, sectors and geographies. The MDP cell at the corporate level is based at the Noida campus.

11.1.1 Activity, Role and Responsibility:

- In Company MDP

To conduct specific in-company programs based on the calendar schedules of the various organizations, design and develop program contents, spread over delivery sessions, selecting the competent faculty to deliver the modules.

- Customized MDP

To interact with the various organizations in the country and understand their training needs. Based on the Training Needs Identification (TNI) aligned to the Business goals of the organizations, create customized training capsules to meet the business challenges of the organizations.

- Open MDPs

In these programs participants from diverse Industries participate, interact and add value from across sectors. The learning is significant and opens up to new and innovative methods of managing organizational challenges.

- Outbound Training Programs

To design and deliver outbound training programs, thereby exposing participants to challenging situations they are likely to encounter in life.

11.1.2 Rules pertaining to MDP are as follows:

I. Faculty/staff members delivering sessions during the MDP organized by the institute will be eligible to receive

honorarium payment as per the policy mentioned in Annexure “J” duration subject to fulfilling's of the required minimum work allotted in teaching.

ii. Faculty member shall accept assignment of conducting MDP in any other institution after a written approval of the Director/Vice Chairman will be required for undertaking any such assignment. A faculty member, even when on leave, can accept any MDP session on prior approval of the Director of the Institute.

iii. 50% of revenue from external MDPs will be shared with institute.

iv. All the faculty members shall be required to submit the complete details of any outside MDP including the name of the institute with complete itinerary along with photocopy of the cheque received to the Directors office. This shall be forwarded to the accounts department for the further process.

v. The faculty members shall be treated on duty while participating in half/day long MDP programme outside the Institute subject to the condition that he/she meets his/her commitment in the Institute and obtains prior permission from the Director of the Institute for the same.

Eligibility for Director: The Director of each campus is responsible for organizing Management Development Programmes on their respective campuses apart from the ones which the Central MDP team has been organizing.

The Director of the campus are required to take prior written approval of the Vice Chairman before accepting any outside MDP and shall submit the complete details of payment received to the HR and accounts department of the Institute for further processing.

Consultancy and Other Assignments

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Faculty is encouraged to undertake training, consultancy and sponsored research in policy, strategy and operational aspects of management in their field of interest both individually as well as together in a group.

The scope of consultancy and research activities shall include consulting (oral/written/both) report based, paid or sponsored research, lecture assignments outside the institute etc.

12.1 Rules for taking-up consultancy, and payment of honorarium are as follows:

- i. Prior written permission of the Director is required before undertaking any such assignment. No such assignment be undertaken that requires any alteration in the work commitment in the institute. In case of Director, written permission of the Vice Chairman is required.
- ii. A faculty member, even when on leave, can accept any consultancy assignment only on prior approval of the Director of the Institute.
- iii. The faculty members shall be treated on duty while conducting consultancy assignment
- iv. One day per week i.e. 52 days per full year will be the maximum period available to faculty for undertaking such assignments. Any commitments of time of the one-half-day or more will be part of the 52 days limit.
- v. After deducting direct expenses, 50% of revenue from consultancy is to be shared with the institute.
- vi. All the faculty members shall be required to submit the complete details of any outside assignment including the name of the institute with complete itinerary along with photocopy of the cheque received to the Directors office.

- vii. Director will be allowed to take maximum 26 days of consultancy assignment with permission of Vice Chairman.
- viii. While accepting any consultancy assignment, institutes revenue from consultancy should justify allocation of faculty resources.

12.2 Guest Lectures and Panel Discussions

- i. Prior written permission of the Director is required before undertaking any such assignment. No such assignment be undertaken that requires any alteration in the work commitment in the institute. In case of Director, written permission of the Vice Chairman is required.
- ii. A faculty member, even when on leave, can accept any such assignment only on prior approval of the Director of the Institute.
- iii. The faculty members shall be treated on duty while such assignment
- iv. Honorarium of Rs. 10000 per annum is excluded from any sharing with institute. Any honorarium in excess shall be shared 50% with the institute.
- v. All the faculty members shall be required to submit the complete details of any outside assignment including the name of the institute with complete itinerary along with photocopy of the cheque received to the Directors office. This shall be forwarded to the accounts department for the further process.

Research and Publication Policy

13

Jaipuria Institute of Management is committed to promote and support research by faculty. We believe that research is the only way through which new and relevant knowledge can be created to improve the effectiveness of managerial practice in India. Research enriches the quality of teaching and training by bridging gap between the theory and practice. The Institute would encourage faculty to undertake research in their area of interest as well as the areas of research priority identified by the Institute. Development of cases will form part of the scope. Research sponsored by industry or other external funding agencies will be permitted on case by case basis. Format for Research Proposal & Case Development is enclosed as Annexure – “H1” and Annexure - “H2” respectively.

13.1 Research and Publications Committee

A Research and Publications Committee will be appointed by Director for a period of two years.

The Committee will be led by Dean Research/Dean Academics/Senior Faculty Member and will have two more members representing different functional areas. The committee among other duties assigned by the Director will be responsible for the following tasks.

- (i) Prepare a Research Plan for the year and develop & implement the action steps for its accomplishment. Initiate steps for development of a three year Research Plan of the Institute.
- (ii) Launch a soft campaign to motivate faculty to undertake research and develop cases.
- (iii) Organize Research and Case Development workshops in consultation with the Director.
- (iv) Appraise and Process all research proposals received and make appropriate recommendations to the Director. The Chairperson of the committee may co-opt additional functional area/ subject experts, where required, for appraising the proposals falling outside the areas of expertise of the committee members.
- (v) Organize Faculty Seminars in the Institute at an agreed periodicity. Such seminars will be offered by:
 - a) Institute faculty,
 - b) Faculty presenting papers in seminars / conferences,
 - c) Research Project Faculty after completion but before submission of the research report or case developed.
 - d) Visiting faculty from collaborating institutes / Universities, and
 - e) External experts.
- (vi) Review and Coordinate publication of Working Papers based both on the completed research projects by faculty as well as papers presented by sponsored faculty in seminars and conferences.
- (vii) Monitor the progress on the research / case development projects funded by the Institute.
- (viii) Make suggestions to Directors on beefing up the research infrastructure in the Institute including acquisition of additional library resources, software, etc. The committee would also review utilization of the existing infrastructure and resources and suggest appropriate measures.
- (ix) Identify and coordinate with external funding agencies for research grants for funding long-term research projects by faculty.
- (x) Organize series of talks, seminars, competitions, contests, etc., for inculcation of research orientation among students.

13.2 Seed Grant

As a part of Institute's commitment to promote research by faculty, a seed money grant limited to Rs. 25,000 (Rupees Twenty five thousand only) will be provided to the approved research project belonging to any one of the three categories i.e., Exploratory, Pilot /Small Research, or Case and Course Development. The number of seed grant per campus to be given will depend on the budget of the institute allocated at the starting of the year. In addition to the seed grant, Rs. 5000 per student can be claimed as stipend in case the student is also involved in the research project. Maximum two students can be hired for a project.

13.2.1The maximum duration for completion of seed funded research projects including case development will be one year from the date of the approval.

13.2.2Up to two seed money project grants will be allowed to a faculty as an individual researcher. He / She could be a joint researcher at most in one more project.

13.2.3Quarterly report on progress on the research / case project is required to be submitted to the Chairperson of Research and Publication Committee.

13.2.4One soft and one hard copy of the completed Research Report/ Case Developed along with the Teaching Note is required to be submitted to the Chairperson (Research and Publication Committee). The chairperson will get the research report /case developed evaluated by a committee constituted for the purpose. The case developed may also be sent to an external case clearing house for its advice. The feedback of the committee / case clearing house will be given to the concerned faculty / faculty team for carrying out necessary modifications, if any, within the time period prescribed for the purpose.

13.3 Proposals for Seed Grant

Proposals for seed grant may be submitted any time during the academic year to Chairperson, Research and Publication Committee. A copy of the same shall be sent to the VP HR in the Head Office. Faculty members are requested to submit their research /case development proposals along with the budget in the prescribed format mentioned in the Annexure-“H-1” and Annexure -“H-2”. The proposal can be submitted either individually or as a faculty team.

13.4 Eligibility:

All faculty (including contractual faculty) are eligible to apply for seed grant. No such proposal will be accepted from faculty who are already working on two projects funded by the Institute or have defaulted in the completion of research in the agreed time frame.

13.5 Academic Publications

Academic publishing forms an integral part of the basket of activities a faculty member is expected to perform at

Jaipuria Institute of Management. Besides making contribution to creation of body of knowledge and enhancing teaching quality, publishing adds value to the faculty visibility, weightage to their promotion candidature, and credibility to b-school reputation. As a key tool to increasing intellectual capital, publishing has come to acquire a place of significant importance with the B-school rating & ranking agencies as well as with the accreditation bodies.

Faculty publications here mean and include academic papers, technical papers, working papers, monographs, case studies, reports and books spanning theoretical research, applied or practice-related works, and pedagogical / research tools in management. The focus of publications could be functional or discipline-based, inter-disciplinary or integrative.

A categorization of journals into category A, B and C will be updated and circulated from time to time.

All referred journals not falling in any of the above category shall be treated as “other referred journals”. The List of Publishers for book publications shall be accepted as per category provided herein. (List of Publishers shared with the campuses).

13.5.1 Procedure for publishing a paper

- The faculty member will send the paper for publication in the journal as categorized as A, B, C and referred journals.
- After the acceptance of the paper, the concerned faculty member will be required to submit a copy of the paper, Plagiarism report if any (Annexure -“H-3”) and undertaking to the Chairperson Research Committee. The Committee shall carry out an independent evaluation of the paper and disseminate the paper accordingly.

Note: All projects/publication arising out of this scheme shall be the intellectual property right of the institute.

13.5.2 Promoting Academic Integrity

Jaipuria Institute of Management strongly condemns the growing menace of plagiarism. While it would very much wish and do everything possible to encourage its faculty to practice the value of academic integrity and set highest standards of academic integrity, yet it will not hesitate to impose sanctions against the wrong-doers to curb plagiarism in its institutions.

The Research and Publication committee will be required to carry out the following to promote Academic Publications:

- Create greater awareness of the ethics and values of the academics as well as implications and consequences of plagiarism.
- Organize FDPs on ‘How to write / publish in reputed Journals’ and also counsel faculty in the art of making right

citations, referencing, paraphrasing, etc. In addition, periodically reinforce the principles of academic integrity in faculty council meetings.

- Identify and install anti-plagiarism software (many of which are available as 'openware').
- Encourage faculty to put all conference papers and books to be sent for publication to the rigor of anti-plagiarism testing and attach a declaration to that effect along with the paper before submitting to the Chairperson, Research & Publications Committee.
- Likewise, to ensure that all papers received for inclusion in the conferences and seminars organized in the Institute and also the papers received for consideration of publication in the Institute's Journal are put through the same rigor.
- On receipt of any complaint relating to suspicion of plagiarism, initiate an investigation and keep the Director informed on the developments. On the advice of the Director, the concerned faculty must be given the opportunity to present their case to the committee. On completion of the investigation, the committee will submit to Director all the documents relating to the said paper along with its recommendations.
- Submit a quarterly report on the initiatives taken and tasks performed. Director is required to forward a copy of the report to CO.

13.5.3 Levels of Plagiarism and Sanctions:

Level One pertains to the uncredited verbatim copying of a full paper, or the verbatim copying of a major portion (> 50%), or verbatim copying within more than one paper by the same author(s).

Level Two pertains to the uncredited verbatim copying of large portion (between 20-50%) or verbatim copying within more than one paper by the same author(s).

Level Three pertains to the uncredited verbatim copying of individual elements (paragraph(s), sentence(s), illustration(s), etc.) resulting in a significant portion (10-20%) within a paper.

Level Four pertains to uncredited improper paraphrasing of pages or paragraphs.

Level Five pertains to the credited verbatim copying of a major portion of a paper without clear delineation (e.g., quotes or indents).

Potentially complicating the effort to identify plagiarism is the fact that each of the above basic factors can be combined with other factors, creating a range of possible plagiarism scenarios. Here is a full list of possible scenarios:

i. Uncredited Verbatim Copying of a Full Paper, or Uncredited Verbatim Copying of a Major Portion (more

than 50%) within a Single Paper--An instance is where a large section of the original paper is copied without quotation marks, credit notice, reference, and bibliography. This case also includes instances where different portions of a paper are copied without attribution from a number of papers by other authors, and the sum of plagiarized material is more 50%, or Uncredited Verbatim Copying within More than a Single Paper by the Same Author(s)--This includes instances where more than one paper by the offending author(s) has been found to contain plagiarized content, and all the percentages of plagiarized material in each of the discovered papers sum to greater than 50%.

ii. Uncredited Verbatim Copying of a Large Portion (greater than 20% and up to 50%) within a Paper.--An instance is where a section of the original paper is copied from another paper without quotation marks, credit notice, reference, and bibliography. This case also includes instances where different portions of a paper are copied without attribution from a number of papers by other authors, and the sum of copying results in a large portion of plagiarized material (up to 50%) in the paper, or Uncredited Verbatim Copying within More than One Paper by the Same Author(s)--This includes instances where the sum of plagiarized material from the different papers would constitute the equivalent of a large portion (greater than 20% and up to 50%) of the discovered paper with the fewest words.

iii. Uncredited Verbatim Copying of Individual Elements (Paragraph(s), Sentence(s), Illustration(s), etc.) Resulting in a Significant Portion (10-20%) within a Paper--An instance could be where portions of original paper are used in another paper without quotation marks, credit notice, reference, and bibliography.

iv. Uncredited Improper Paraphrasing of Pages or Paragraphs. Instances of improper paraphrasing occur when only a few words and phrases have been changed or when the original sentence order has been rearranged; no credit notice or reference appears with the text.

v. Credited Verbatim Copying of a Major Portion of a Paper without Clear Delineation. Instances could include sections of an original paper copied from another paper; credit notice is used but absence of quotation marks or offset text does not clearly reference or identify the specific, copied material.

After examining each complaint on case-by-case basis and depending upon the nature and extent of academic misconduct, and giving due consideration to consistency, repeat commitment of offence, etc. One or more of the following sanctions may be imposed:

- ◆ As for the levels of plagiarism explained above, Level 1 and 2 are inexpedient. The Level 3, 4, and 5 prescribes for up to 20% in cases such as technical

reporting, illustration etc. Faculty members are advised not to exceed 20% in cases such as technical reporting, title reporting, illustration etc. The policy is also against self-plagiarism.

- ◆ In case of plagiarism at level 3, 4 and 5 for the first time, a one-time written warning will be given, and the faculty may be suitably counseled.
- ◆ In case of plagiarism at level 1 and 2, annual increment will be withheld and if faculty is on probation as a new joinee, the probation period will be extended for a suitable period of time. This sanction will be imposed on the concerned faculty irrespective of whether it was a first time or a repeat offence.

- ◆ In addition to the above, any other punitive measure may be imposed
- ◆ In cases where the act of plagiarism relates to lifting of a substantially large part of paper from other source(s); or a combination of the abuses of misconduct as listed above found to be severe in the judgment of the Committee, disciplinary proceedings may be initiated against the faculty for imposing appropriate penalty including leading to termination of services by the Director, in consultation with CO.
- ◆ In addition to the above sanctions, all 'such' papers shall stand withdrawn from the list of faculty publications and Institute website. A copy of the tainted paper(s) alongwith the sanction imposed will be filed in the personal file of the concerned faculty.

Faculty Development Scheme

14

14.1 Rules & Procedures for Attending National/International Seminars/Conferences

Award of grants and nominations to participate in various national and international conferences and seminars held in India and abroad is a common feature of the Jaipuria Institute of Management since its inception. Endeavor shall be made by the Institute to facilitate the same as much as possible, and strengthen the organization of management seminars and conferences in the country and at the Institute in a cost effective manner, subject to availability of funds and institutional commitment of the faculty. Director may also nominate faculty member(s) to participate in regional / national / international conference.

Keeping the above in mind the following rules has been formulated to facilitate faculty members of the Institute to present their papers:

- Participation in a Regional / National Conference every year.
- Participation in an International Conference once in three years.

For the above purpose the definition of year will be taken as the financial year (1st April of the year to March 31st of the following year).

14.1.1 Eligibility

- For Participation in National Conference (format of the application form attached – Annexure – “I”)

All Regular/Contract/Adjunct faculty of the Institute are eligible. Each faculty can attend at the maximum of 1 conference per year.

- For Participation in International Conference (format of the application form attached – Annexure - “I”)
- All regular/contract faculty of the Institute, who have completed 1 year of service at the institute (to be counted from date of joining for the first visit).

- For any subsequent visit, the faculty will be eligible only after completion of 3 Years. The completion of 3 years will be calculated from the date of return from the 1st visit.
- After attending any international conference, the faculty member is required to stay in Jaipuria Institute of Management for at least 1 year. In case the faculty member leaves the institute before a year, he/she will have to refund the money incurred by the institute for the international conference participation.
- Approval of attending conference is subject to availability of budget and other conditions.

14.1.2 Sanctioning Authority:

Director – National Conference

Vice Chairman – International Conferences

Note: All the application and approvals for the conferences shall be sent to the VP HR in the Head Office as and when applied for.

14.1.3 Entitlements

• For National Conferences

- ◆ Registration Fee
- ◆ Travel expenses which includes train/flight eligible according to the travelling policy.
- ◆ DA as per the authorized rates, for the period of stay for the conference.

• For International Conferences

- ◆ Registration Fee
- ◆ Travel: The air journey shall be performed by Economy class, by direct route.
- ◆ The DA will be paid for the period / duration of conference actually attended and additional days(s) as necessary to reach for attending conference/ departing after the conference is over.

14.1.4 Conference/Seminar Paper

- The faculty must produce evidence of acceptance of papers for approval of the visit. They must submit a copy of the same before leaving for the conference.
- The paper must be released as a working paper within two weeks of return from the conference.

14.1.5 Procedure

- Faculty should submit the Academic Declaration as enclosed as Annexure -“H-3”.
- Interested faculty members are required to submit their application for participation in the Regional / National seminar/ conference at least 12 weeks in advance of the date of the seminar / conference in the case of Regional / National Conference and 16 weeks in advance in the case of International conference. All applications must be submitted along with a copy of the detailed brochure / announcement of the conference and a copy of the acceptance of their abstract of their paper. All applications will be submitted to the Chairperson, Research and Publications Committee.
- The Research and Publication Committee will process the applications and make recommendation to the Director. Decision by Director and Vice Chairman will be final and binding.
- Applicant faculty will be required to give a faculty seminar on the paper to be presented by them in the seminar/conference prior to their departure for participation. Approval for participation in the seminar / conference will be given only after satisfactory incorporation of suggestions made in the faculty seminar. No grant for participation in the seminar / conference will be given without presenting the paper in the faculty seminar or not carrying out the suggestions made.
- Approved faculty must submit evidence of acceptance of paper along with a copy of their final paper before leaving for the conference.
- On return from the seminar / conference, the concerned faculty will submit to the Chairperson, Research and Publication committee a copy of the paper presented, and develop the same into a Working Paper within two weeks of return from the seminar/Conference.

14.2 Incentive for Publishing Research Papers

There shall be incentive for publication as referred hereunder:

Publication in 'A' Category Journal: Rs. 100,000

Publication in 'B' Category Journal: Rs. 50,000

For a joint publication, incentive amount shall be divided equally among the authors.

14.3 Annual PAN Jaipuria Initiatives:

14.3.1 FDP and Leadership Meet

The Pan-Jaipuria Annual Faculty Development is a unique initiative designed to collectively re-visit the entire gamut of exercises which Jaipuria Institute of Management (Jaipuria) undertakes towards students engagement, curriculum development, and ensuring quality outcome. Jaipuria values faculty resources and strives to develop them for ensuring personal growth of faculty as well as for effective engagement with students. In Jaipuria system, faculty plays a central role and they are the main driving force.

In the sphere of teaching-learning, the uncampus initiative is about developing common curriculum, course outline, and synergizing classroom delivery. The exercise is undertaken at Pan-Jaipuria area level.

Pan-Jaipuria FDP as part of uncampus drive enables different area faculty to join together and deliberate upon processes and future course of action.

Attendance of the faculty is mandatory and in case any faculty fails to attend the pan Jaipuria FDP, he/she will be marked on Earned Leave for that period.

Process: A pool of highly accomplished experts are invited to deliver sessions on various contemporary aspects. Our faculty learns from deliberation and interaction with the experts. Experienced industry professionals are involved in session deliberations to supplement views from our most important stakeholder.

Leadership Meet: which may be held along with Pan FDP/independently shall have a conclave of the key appointment holders i.e. Chairman/Vice Chairman, Directors, VP's, Deans and other nominated appointments. The strategic issues affecting the long term perspective shall be comprehensively discussed during this meet.

14.3.2 Area Meetings

Management education in India is undergoing a sea change. The strong imperatives of globalization, innovations, and technological changes are putting high demand on quality education. With a strong urge to move up the ladder and serve the community better, Jaipuria Institute could foresee these imperatives well in time. With the sole focus on quality management education, the Institute organizes a pan Jaipuria Area Chair Meetings every year tentatively in the month of June.

The faculty across all the four campuses is grouped according to their area of specialization. The Area Chair is responsible to carry out the exercise of revision of curriculum, course review and pedagogy according to recent demands and requirements of the industry. Industry experts are invited for these Pan Jaipuria Area Chair meetings for their valuable inputs on the recent

trends and expectations from the MBA students.

The Area Chairs along with the other faculty members are responsible for designing appropriate reading material in form of Course Pack for each of the courses offered in the area. Further, identification of relevant cases, articles, audio/video resources, research papers, simulation games, e-resources etc. for different courses is also discussed.

Attendance of the faculty is mandatory and in case any faculty fails to attend the pan Jaipuria Area Meeting, he/she will be marked on Earned Leave for that period.

14.3.3 Faculty Exchange Program:

Jaipuria Institute of Management has started faculty exchange program as one of the uncampus initiative to enhance the academic excellence and improve the student experience. This initiative enables the faculty across all the four campuses to visit each other's campus and share their diverse range of knowledge and experience. We leverage this initiative to create an environment that nurtures educators, enables them to focus on research and promotes out-of-the box delivery systems. The benefits to the Institute from this program

are manifold and include (1) wider experience for our faculty members teaching in new and different environments; (2) broader exposure for our students from visiting faculty members; (3) expanding reputation of the Institute in the quality of its students and faculty; and (4) increased opportunities for faculty to meet and work with colleagues in different Institutes.

14.3.4 Impartus Programmes:

Jaipuria Institute of Management has started a unique Impartus Program which involves a comprehensive video based learning platform for the students.

According to this initiative, all the lectures delivered by the faculty across all four campuses shall be recorded and shared over a common platform for all the students of Jaipuria. This will enable knowledge sharing among the campuses and provide students opportunity to access diverse amount of information. This initiative will provide learning to the students outside the classroom.

All faculty members, whose lectures are being recorded, are required to edit and upload their lectures to make them usable for students in stipulated amount of time.

General Rules

15

- a. **False Or Untrue Statement:** Any false or untrue statement in the application will render the services of the employee concerned liable to immediate termination without notice or compensation, whenever it comes to the notice of the Institute and Institute's contribution to his provident fund and other benefits shall be forfeited either in full or in part at the discretion of the management, apart from the liability for other penalties under these rules.
- b. **Appointment:** Every employee shall be given a letter of appointment in such form as may be prescribed by the Institute from time to time; such letter of appointment being conclusive evidence of the nature and terms of appointment. (Attached are the format of appointment letter for faculty and for staff).
- c. **Joining Report:** Every employee shall, after appointment, submit a joining report in writing, report himself to the office or the department instructed and take up his duties forthwith.

15.1 Personal File and Service Book:

Personal file of an employee shall contain the following documents:

- Personal Details-Name, employee id, Image Link, Email, Contact No, Alternate Contact No, Date of Birth, Age, Gender, Address
- Whether they belong to SC/ST- Religion, Caste
- Declaration of marriage- Marital Status, Date of Marriage
- Family Details-Father's Name, Spouse Name, Spouse D.O.B, No of Children, Name of the children and DOB
- Pan Card Copy
- Aadhar Card Copy
- Salary Account Details- Bank, Branch Name, Account NO ,IFCS Code
- PF Details- PF Account No, UAN No, Nomination of PF and Death/Retirement Gratuity

- Blood Group
- Medical examination of first appointment
- Verification of character and antecedents
- Oath of allegiance/affirmation to the constitution

Service Book of an employee shall contain the following documents:

- Professional Details- Name, Exact Designation, Area of Specialization, Date of Joining, No. of Years of Service with Jaipuria, Employment(Regular /Contractual), Date of Confirmation (Employment), Total Experience -Teaching experience (for Faculty), Industry experience
- Educational/Professional/Technical qualifications at the time of appointment and those acquired subsequently-UG Degree, Highest Degree, Other Qualification, Research Work Undertaken during present year (for Faculty)
- Copy of Appointment Letter
- Collateral evidence of the previous organization and change of name if any- Previous Organization
- Changes in nature of appointment by way of promotion/ reversion/ deputation/ transfer- Date of Last Promotion
- Changes in postings/office/scale of pay
- Increment, stoppage of increment

An MIS containing the personal and professional (service details) shall be maintained in all campuses, monthly updation of which shall be forwarded to the corporate office.

15.2 General Rules: All employees appointed by the Institute shall be bound by the rules and regulations of the Institute in force from time to time.

15.2.1 Probation: Faculty members shall be employed on probation for a period of one academic year, which may be extended, if necessary. The confirmation of a probationer will be within the absolute discretion of the management.

Performance feedback of probationer will be given by appraiser and the Director to Head office. The confirmation will be communicated in writing. A Faculty on probation, unless specifically endorsed in the employment letter, is not eligible to avail Earned Leaves. Earned leaves for that year will be credited in his leave balance on successful completion of the probation period and can be availed after that. Any increment awarded during the probation period due to grade structure system, shall not be treated as appreciation of services or indication of confirmation.

- 15.2.2 Accrual of Privileges:** A Faculty, on confirmation as regular at the end of his original period of probation, shall be entitled to the privileges of regular employees from the date of his appointment. In case the management for any reason whatsoever extends the original probation period, the privileges shall accrue only from the date of regularization and not from the date of appointment.
- 15.2.3 Other Rules Binding:** The employee will be bound by all other rules and Regulations of the Institute in force from time to time in respect of matters not provided herein.
- 15.2.4 Transfer:** All employees are liable to be transferred or sent on deputation either from one department to another or from one office or place to another, or to an allied or sister concern, at the discretion of the management. Every employee shall be bound, when required by the Institute, to assist in any other business, corporation or concern.
- 15.2.5 Degradation:** An employee is liable to be degraded or otherwise dealt with on the report of the department head for reason(s) of indiscipline, inefficiency, irregularity or unsatisfactory work.
- 15.2.6 Service of Notices:** All notices or letters dispatched, delivered, or offered for delivery at the address given in the application form of the employee or at his residence, shall be considered to be duly served on him. The employee should immediately notify the Institute of any change of address.
- 15.2.7 Photo:** the Institute requires that an employee, at the time of appointment must furnish his passport size photograph for the record purposes.
- 15.2.8 Medical Unfitness:** Any employee found to be medically unfit by the Medical Officer of the Institute, or found to suffer from a contagious type of disease, may be discharged by the Institute.
- 15.2.9 Bar against Other Occupation:** No employee shall, during his services with the Institute, except with the written permission, enter the services or employment of any other person or firm, or himself carry on any other business or engage himself in any other activity.
- 15.2.10 Conflict of Interest:** Employees must give written declaration to HR of the existing engagement/business relationship, direct or indirect of any family

member/blood relation with the institute or any of its associated or group companies/society/organization. The relationship may be in the form of being an owner, director, employee or company which is a supplier, customer, buyer, agent, contractor, service provider to the institute or its group companies/organizations. In case of new engagement/business relationship after joining, prior declaration and subsequent permission of corporate HR must be taken by employee. Failure to inform of such relationship will be treated as breach of trust and may lead to termination of services. The employee may not claim ignorance of such relationship.

- 15.2.10 Institute Secrets** At No employee shall at any time, even after he ceases to be in the employment of the Institute, publish, divulge or disclose any secrets of the Institute or information about its affairs that may come to his knowledge or possession.
- 15.2.11 Faithful Discharge of Duties:** Every employee shall devote his whole time and energy in the faithful discharge of his duties towards the Institute and shall properly observe all Rules and Regulations in force from time to time and also comply with such instructions as he may receive from time to time from the Institute or its officers.
- 15.2.12 Courtesy in Dealings:** Every employee is expected to be courteous in dealing with the public and in the discharge of his duties and his conduct even outside should not bring any discredit to the Institute.
- 15.2.13 Liability to Render True Account:** Every employee shall at all times truly and faithfully account for and pay over or deliver to the Institute as directed, all moneys, stores, goods or other property of the Institute, or of any concern for which he may be acting for the time being under instructions of the Institute, that may from time to time be entrusted to or come into his hands or be under his charge, and keep or cause to be kept all proper entries in books of the Institute or in any other appropriate books according to the instructions of the Institute. Violation to the rules shall bring disciplinary action to the employees.
- 15.2.14 Liability for Damage Caused to Institute's Property:** An employee, who willfully or negligently causes any damage to machinery, or any other property of the Institute, is liable to be charged for the damage and loss to the extent of the expenses incurred in repairing the damage or recouping the loss, and may further be dealt with according to Law and these Service Rules.
- 15.2.15 Dress Code:** All employees of the institute are required to dress in formal business attire during regular working days. An employee, whose attire is not consistent, may be cautioned to pay closer attention to their choice of clothes. If an employee is warned regarding unacceptable attire for three (3) times, a written warning will be issued and placed on file. Employees can wear casual dress on every working Saturday. Casual Dress for men shall

include collar T-shirts without quotes, jeans, shirts, shoes (no sandals and floater). For Women- T-shirts without quotes, jeans, shirts, Kurtis, and any dress which is below knees.

15.2.16 Complaints Employees (including both male and female) can approach the Corporate Office in case of any complaints pertaining to organization failures/transgressions/ any kind of harassment. As a norm, any kind anonymous complaint will not be entertained.

However in case an individual approaches, it shall be the bounden duty of the concerned office to ensure confidentiality of the identity of the aggrieved person.

15.2.17 Campus Residential Duties There is requirement of certain essential staff to be permanently available in the campus. The Director of the campus shall formulate essential administrative rules/guidelines to ensure the discipline of all personnel and accountability of the resources.

Code of Conduct

16

The provisions related to the conduct rules contained in this Schedule shall apply to all the employees of the Institute.

16.1 Definitions

- (a) In this Schedule unless the context otherwise requires "Competent Authority" means
 - i. "The Board of Governors" in the case of the Director.
 - ii. The Director" in the case of all other employees.
 - iii. Any other in case defined
- (b) "Members of the family" in relation to an employee includes- the wife, child or step-child of such employee residing with and dependent on him and in relation to an employee who is a woman, the husband residing with her and dependent on her, and any other person related, whether by blood or by marriage to the employee or to such employee's wife or husband and wholly dependent on such Institute employee, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.
- (c) "Service" means service under the Institute.

16.2 General

- iv. Every employee shall at all times maintain absolute integrity and devotion to duty, and also be

strictly honest and impartial in his official dealings.

- v. An employee should at all times be courteous in his dealings with other members of the faculty, staff, students, other stakeholders, and members of the public.
- vi. Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute, and may be called upon to perform such duties, as may be assigned to him by competent authority. beyond scheduled working hours and on closed holidays and Sundays. These duties shall inter alia include attendance at meetings of committees to which he/she may be appointed by the Institute.
- vii. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his duty.
- viii. Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- ix. No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.
- x. Whenever leaving the station, an employee shall inform the Head of the Department/Chair to which he/she belongs and properly approved by the Director, the address where he/she would be available during the period of his/her absence from station.

16.3 Acts of Misconduct

- Any of the following acts of an employee shall be construed as an act of misconduct:
- a) Negligence in the discharge of duties.
 - b) Willful insubordination or disobedience to an order of a higher authority as per provisions of the Institute, or breach of discipline.
 - c) Academic/administrative non-compliance.
 - d) Academic irregularity and indiscipline.
 - e) Theft, fraud or dishonesty in connection with the property of the Institute.
 - f) Giving false information regarding one's name, father's name, age, qualifications, previous service, etc. at the time of employment or subsequently.
 - g) Habitual late attendance or willful absence from duty without leave or sufficient causes and reasons.
 - h) Taking or giving bribes or any illegal gratifications or indulging in corrupt practices.
 - i) Sexual harassments.
 - j) Indecent behavior or any other act subversive of discipline.
 - k) Assaulting or intimidating any employee of the Institute.
 - l) Sabotage or willful damage to or causing loss of goods or properties of the Institute. Acts of strike, gherao, meeting against the provision of law.
 - m) Spreading false information with a view to cause disruption of the normal work of the Institute.
 - n) Unauthorized use of land and building of the Institute.
 - o) Conviction in a court of Law for offence involving moral turpitude.
 - p) Breach of rules and regulations, orders and circulars of the Institute of any of the higher authorities.
 - q) Abetment or attempt to commit any of the acts of misconduct.
 - r) Any other ground which may be considered by the Governing Body to be detrimental to the interest of the Institute.

16.4 Other Unbecoming Conduct Attracting Disciplinary Action:

- a) Failure to inform the superior about ones conviction if any.
- b) Acts prejudicial to the reputation of the interest of the employer.

- c) Acts inconsistent / incompatible with peaceful discharge of duties.
- d) Abusing or disturbing the peace in the place of work.
- e) Habitual negligence of duties.
- f) Acts of infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud in connection with the employers business or property.
- g) Habitual late attendance.
- h) Habitual absence without permission and overstaying leave.
- i) Association with a political organization, movement, activity.
- j) Drinking and consuming intoxicants during the duty hours.
- k) Communicating any official documents, information to any one whom he is not authorized to communicate.

16.5 Penalties

The following penalties or any of these may be imposed on any employee for misconduct, for good and sufficient reasons and after complying with procedure laid down BY THE INSTITUTE:

- a) Censure.
- b) Compulsory administrative leave without salary for a specified period.
- c) Withholding of increment/s or promotion including the stoppage of increment at an efficiency bar, if any.
- d) Reduction of position to a lower stage in the time scale of pay for specified period with further direction as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the expiry of □such period the reduction will or will not have the effect of postponing the future increment of his pay.
- e) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute due to negligence or breach of □order by the employee concerned.
- f) Compulsory retirement.
- g) Removal from service
- h) Dismissal from service.

(Corporate Office shall at all times be informed of all the disciplinary case in progress.)

16.6 Disciplinary Authorities

Subject to the provisions made hereinafter, the Director of the Institute shall be the disciplinary authority in respect of all employees. However, in case of the Director, the Vice Chairman will be the disciplinary authority.

16.7 Suspension

- a) The disciplinary authority, after approval, may place an employee under suspension.
- I. Where the disciplinary proceedings against him/her is contemplated for and is pending or
- II. Where a court case against him/her in respect of any criminal offence is under investigation, enquiry or trial.
- b) An employee shall be deemed to have been placed under suspension by an order of the disciplinary authority:
 - I. With effect from the date of detention, if he/she is detained in police custody on a criminal charge for a period exceeding 48 hours.
 - II. With effect from the date of his conviction, if, upon such conviction, he/she is sentenced to a term of imprisonment exceeding 48 hours.
 - III. Where the penalty of dismissal or removal from service imposed upon an employee, under suspension, is set aside on appeal or review under these rules or under any order of the Court of Law and the case is remitted for further enquiry or action with any other direction his/her suspension shall be deemed to have continued and in force from the date of original order of the dismissal and shall remain in force until further orders of the disciplinary authority,
 - IV. During the period of suspension, the employee concerned shall be entitled to a subsistence allowance of an amount equal to one third of his/her basic pay only. In the event of his suspension being followed by punishment he/she shall not be entitled to any further emoluments other than what he/she had already been paid from the date of his suspension unless the Governing Body directs otherwise.

- V. An order of suspension under these rules shall not be deemed to be or construed as punishment for any purpose whatsoever.

16.8 Procedure of Imposing Penalties

No order of imposing of the penalties shall be made except after an enquiry held. The Disciplinary Authority shall draw or cause to be drawn up –

- a) The substance of the imputation of misconduct/ misbehavior/non-compliance/ insubordination/ irregularity/indiscipline into definite and distinct article or articles of charge.
- b) A statement of imputation of misconduct/ misbehavior/ non-compliance/ insubordination/ irregularity/ indiscipline in support of each article of charge which shall contain a statement of relevant facts including any admission or confession made by the employee ;
- c) The Disciplinary Authority may, for the purpose of enquiry, appoint a Fact-Finding Committee to advise the Director about the action to be taken.
- d) The Disciplinary Authority may, for the purpose of enquiry, appoint an Enquiry Authority to advise the Director about the action to be taken.

16.9 Appellate Authorities

Governing Body shall be the final appellate authority with respect to any decision taken by the disciplinary authority. Decision of Governing Body will be final.

Anti Sexual Harassment Policy

17

17.1 Preamble

The Jaipuria Institute of Management embodies the concept of equality and prohibits all kind of discrimination on the grounds of religion, race, caste, sex or place of birth or any of them. Institute value the right of all employees to be treated with dignity and sexual harassment in any form violates this tenet. These rules and regulations have been framed to prevent any kind of sexual harassment within the institute/office premises or outside, involving its employees / students/vendors / customers / any other persons who in any form deals with the institute. These rules will also be applicable in case of harassment taken place between the student and the employee. In case of complaints between 2 students, a policy locally framed at campus shall apply.

17.2 Definitions

- Aggrieved woman - 'Aggrieved Woman' in relation to a workplace means, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.
- Employee - 'Employee' for this policy means a person employed in the institute for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a coworker, a contract worker, probationer, trainee, apprentice or called by any other such name .
- Sexual Harassment – 'Sexual Harassment' shall mean and include any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:-
 - ◆ Physical contact and advances or
 - ◆ A demand or request for sexual favors or
 - ◆ Making sexually colored remarks or

- ◆ Showing pornography or
- ◆ Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

The following circumstances, among others, if it occurs or is present in relation or connected with any Act or behavior of sexual harassment may amount to sexual harassment :-

- Implied or explicit promise of preferential treatment in her employment, or
- Implied or explicit threat of detrimental treatment in her employment, or
- Implied or explicit threat about her present or future employment status, or
- Interference with her work or creating an intimidating or offensive or hostile work environment for her, or
- Humiliating treatment likely to affect her health or safety
- Employer means Director in the case of Management Institute(s) & Vice Chairman for corporate office
- Any term which has not been defined explicitly in this Policy, shall be construed as defined in The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (WSHA, 2013).

17.3 Prevention of Sexual Harassment

No woman shall be subject to sexual harassment in the Institute.

17.4 Internal Complaints Committee (ICC)

The Internal Complaints Committee, known as ICC, consisting of four Members from the employees of the institute shall be constituted, out of which at least one-half of total Members of the committee including Presiding Officer shall be women.

The Presiding Officer and every Member of ICC shall hold office for a period for which he or she is appointed and such period in any circumstances shall not exceed three years from the date of his / her nomination.

All members of the ICC shall have one vote each and all issue at ICC shall be decided by Majority vote only. If members are equally divided, then presiding officer shall have an extra or casting vote. All members of ICC shall work on honorary basis.

17.5 Complaint

- Any aggrieved woman may make, in writing, a complaint of sexual harassment at the institute to the ICC within a period of three months from the date of the incident and in case of series of incidence within a period of three months from the date of the last incident. Provided that where such complaint cannot be made in writing, the Presiding Officer or any other Member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing.
- The ICC for reasons to be recorded in writing, can extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within said period.
- Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or close relative can make a complaint to the ICC.
- The ICC will maintain a register to endorse the complaint received by it and keep the contents confidential, except to use the same for discreet investigation.

17.6 Conciliation Proceedings

- The ICC may before initiating an inquiry and at the written request of aggrieved woman take steps to settle the matter between her and the respondent through conciliation, provided that no monetary settlement shall be made as a basis of conciliation.
- Where a settlement has been arrived at as mentioned above, the ICC shall record the settlement so arrived and forward the same to the Director of the concerned Institute to take action as specified in the recommendation.
- The ICC shall provide the copies of the settlement as arrived at to the aggrieved woman and the respondent.
- Where a settlement is arrived at as above, no further inquiry shall be conducted by the ICC.

17.7 Inquiry into the Complaint

- In case no conciliation is desired or the terms of conciliation are violated, the ICC, where the respondent is an employee, shall proceed to make inquiry into the complaint in accordance with applicable service rules.

- Where the aggrieved woman informs the ICC that any term or condition of the settlement arrived at earlier has not been complied with by the respondent, the ICC shall proceed to make an inquiry into the complaint.
- Where both the parties are employees, parties shall, during the course of the inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the ICC.
- For the purpose of making an inquiry, the ICC shall have the same powers as vested in a Civil Court under the Code of Civil Procedure, 1908.
- The inquiry shall be completed within a period of ninety days.

17.8 Action during Pendency of Inquiry

- During the pendency of an inquiry, on a written request made by the aggrieved woman, the ICC may recommend to the employer to :-
 - Transfer the aggrieved woman or the respondent to any other department ; or
 - Grant leave to the aggrieved woman up to a period of three months; or
 - Grant such other relief to the aggrieved woman as ICC may consider desirable.
- On the recommendation of the ICC, employer, wherever he feels that recommendation is appropriate, shall proceed to implement the same and send a report about such implementation to the ICC. However, wherever, in his opinion, recommendations are not appropriate, he shall discuss and finalize recommendation in consultation of ICC and thereafter proceed to implement the same.

17.9 Inquiry Report

- On the completion of an inquiry under this Act, the ICC shall provide a report of its findings to the employer within a period of ten (10) days from the date of completion of the inquiry and such report shall also be made available to the concerned parties.
- Where the ICC arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer that no action is required to be taken in the matter.
- Where the ICC arrives at the conclusion that allegation against the respondent has been proved, it shall recommend to the employer :-
- To take action for sexual harassment as a misconduct in accordance with the provisions of the Service Rules applicable to the respondent.

- To deduct, notwithstanding anything in the Service Rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her heirs.
- The employer shall act upon the recommendation of ICC within 60 days of its receipt
- However, where employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment, it may direct to the respondent to pay such sum to the aggrieved woman directly.
- In case respondent fails to pay the sum referred to in clause (4) above, the ICC may forward the order for recovery of the sum as an arrear of land revenue to the concerned District officer.

17.10 Punishment for False or Malicious Complaint and False Evidence

- Where the ICC arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or any misleading document , it may recommend to the employer to take action against the woman or the person who has made the complaint in accordance with the provisions of service rules .However, mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section.
- Where the ICC arrives at a conclusion that during the inquiry any witness has given false evidence or

produced any forged or misleading document, it may recommend to the employer of the witness to take action in accordance with the provisions of the Service Rules applicable to said witness or where no such rules exist, in such manner as may be prescribed by the Govt. in this regard.

17.11 Employee Support

- An employee filing a bonafide harassment complaint shall be protected from reprisals or retaliation as a result of filing the complaint. Investigators will make every effort to strike a balance between the parties' desires for privacy and the need to conduct a fair and effective investigation.
- The employer shall take all necessary steps to ensure that the contents of the complaint made, the identity and address of the aggrieved woman, respondent and witness, any information related to conciliation and inquiry proceedings, recommendations of the committee and, as the case may be, the action taken on them, shall not be published, communicated and made known to the public, press and media in any manner.
- Sexual harassment shall be treated as a misconduct under Service Rules

17.12 Others

- Any person aggrieved from the recommendation of ICC or publication or making known contents of Complaint or any inquiry proceedings may prefer an appeal to the court.
- The ICC members at each campus shall send a detailed report (as mentioned in **Annexure – “K”**) on the quarterly basis to the corporate office.

Annexure - "A"
Minimum Qualifications of faculty for Management Programmes

Position	Qualifications	Experience
Assistant Professor	First class or equivalent in Master's Degree in Business Administration with a good academic and research publication record.	Minimum 2 years teaching/research/industrial experience.
Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	Minimum of 5 years' experience in teaching / research / industry of which at least 2 years shall be post PhD experience. It is desirable to meet research criterion as prescribed in promotion rules of the institute
Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching experience of which at least 5 years should be at the level of Associate Professor. Or Minimum of 13 years' experience in teaching and / or Research and / or industry out of which 5 years shall be post PhD experience. Industrial experience shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members in the Selection committee. It is desirable to meet research criterion as prescribed in promotion rules of the institute

Position	Qualifications	Experience
<p>Director</p>	<p>Qualifications as above that are for the post of Professor, as applicable. Post PhD publications and guiding PhD students is highly desirable</p>	<p>Teaching experience of 13 years out of which 3 years must be as a Professor or 8 years as an Associate Professor.</p> <p>Or</p> <p>13 years' experience of teaching and/or industrial and/or research out of which 8 years shall be post PhD. exp.</p> <p>Industrial experience shall be at managerial level equivalent to Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential.</p> <p>In case of research experience, good and / or research and/or industrial experience of which at least 5 years academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members in the Selection committee.</p>

Annexure - "B -1"
FORM FOR ASSESSMENT OF FACULTY SEMINAR

Name of Candidate:

Area:

(Rate on a 5 point scale (1 being very poor, 2 average, 3 good, 4 very good, 5 excellent))

- | | | |
|----|---|----------------------|
| 1. | Knowledge of Subject | <input type="text"/> |
| 2. | Clarity of Content | <input type="text"/> |
| 3. | Presentation Skills | <input type="text"/> |
| 4. | Response To Questions | <input type="text"/> |
| 5. | Ability to undertake research independently | <input type="text"/> |
| 6. | Any other comments / observations | |
| | | |

Date: _____

Name & Signature of the Faculty

Annexure - "B-2"
Faculty Recruitment Process- Interview Evaluation Sheet

Name of Applicant			
Position applied for			
Area of Specialization			
Campus			
S No	Parameters	Score	Remarks
1	Qualification & Relevant Experience		
2	Domain Knowledge		
3	Communication/Teaching skills		
4	Research Potential		
5	Team Orientation		
	TOTAL		
<div style="border: 1px solid black; display: inline-block; padding: 5px 20px; margin: 10px auto;"> FINAL RECOMMENDATIONS </div>			
Name and Signature of Interviewer			

- Ratings are to be done on the scale of 1 to 5 with 1 being the lowest score and 5 being the highest score.

**Annexure – “C”
Faculty Appointment Letter**

Date:

Name of the employee,

Address of the employee.

Sub: APPOINTMENT LETTER

Dear,

With reference to your application and subsequent discussion we had with you, we are pleased to appoint you as “.....” covered under Grade – '.....' in ourinstitute.....on the following terms and conditions:-

1. That you will be designated as “.....”.
2. That this Appointment Letter will be effective from i.e. your date of joining.
3. That you will be paid Basic Salary of Rs /- (Rupees..... only).
4. That you will be on probation for 1 year.
5. That you will be eligible for allowances and perquisites as applicable under the Rules of the organization.
6. That you will be governed by the Rules and Regulations of the organization framed from time to time.
7. That this agreement can be terminated at any time by giving three month's notice from either side or Basic salary + Grade Pay in lieu thereof without assigning any reason thereof.
8. That you will be liable to be posted / transferred to any of its sister Institutes / its other Offices // corporate office of its parent society at the discretion of the Management. At such posting, you shall be governed by-rules / regulations, by-laws, working conditions and terms of service applicable to such establishment / Institute /Office, you are transferred to.
9. You shall be eligible for increased DA as per institute policy.
10. That this Appointment Letter is based on the information furnished in your application for employment and during discussions you had with us. If, at any time in future it comes to light that any of the information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.
11. That you will work with a high standard of initiative, efficiency and economy and shall not undertake any other direct/ indirect business or work, honorary or remunerative.
12. That during the employment period and subsequently, you will treat all information, files and documents, brochures, publications, and publicity material of the Office /Institutions as totally confidential.
13. That in case you decide to resign, irrespective of clause 6 above, you will have to ensure that you do not leave without satisfactory completion of your duties and other commitments to the organization.

Please sign the duplicate copy of this letter as a token of your acceptance of the terms and conditions of the employment.

Yours faithfully,

For Jaipuria Institute of Management

Authorised Signatory

Date:

**Annexure –“D”
Staff Appointment Letter**

Date:

Name of the employee,

Address of the employee.

Sub: APPOINTMENT LETTER

Dear,

With reference to your application and subsequent discussion we had with you, we are pleased to appoint you as “.....” in ourinstitute on the following terms and conditions:-

1. That you will be designated as “.....” Under grade..... .
 2. That this Appointment Letter will become effective from i.e. your date of joining.
 3. That you will be paid Basic Salary of Rs /-(Rupees..... only) per month.
 4. That you will be eligible for allowances and perquisites as applicable under the Rules of the organization.
 5. That you will be governed by the Rules and Regulations of the organization framed from time to time.
 6. That this agreement can be terminated at any time by giving One month’s notice from either side or Basic salary in lieu thereof without assigning any reason thereof.
 7. That you will be liable to be posted / transferred to any of its sister Institutes / its other offices Offices / corporate office of parent society at the discretion of the Management. At such posting, you shall be governed by-rules / regulations, by-laws, working conditions and terms of service applicable to such establishment / Institute /Office, you are transferred to.
 8. That this Appointment Letter is based on the information furnished in your application (bio data) for employment and during the interviews you had with us. If, at any time in future it comes to light that any of the information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice. The address mentioned in the application form shall be deemed to be correct address for sending you all the communications, unless got changed by proper written intimation and address proof.
 9. That you shall not while in services with the company directly or indirectly, whether alone or in association with others, in any capacity whatsoever, and whether or your benefit or the benefits of the third party or to the detriment of the company, do any or all of the following-(a) Engage in the business of any client or self.
- (b) Engage in, participate in, invest in, provide or attend to provide any conflicting services.
10. That you shall give a written declaration of the existing engagement/business relationship, direct or indirect of any family member/ blood relation with the company or any of its association or group companies/societies/organization. The relationship may be in the form of being an owner, director, employee or company which is a supplier, customer, buyer, agent, and contractor, service provider to the institute or its group companies / organization.
 11. That you will work with a high standard of initiative, efficiency and economy and shall not undertake any other direct / indirect business or work, honorary or remunerative.
 12. That during the employment period and subsequently, you will treat all information, files and documents, brochures, publications, and publicity material of the Office /Institutions as totally confidential.
 13. That in case you decide to resign, irrespective of clause 6 above, you will ensure that you do not leave without satisfactory completion of your duties and other commitments to the organization.

Please sign the duplicate copy of this letter as a token of your acceptance of the terms and conditions of the employment.

Yours faithfully,

For Jaipuria Institute of Management

Authorised Signatory

Details break of Salary, allowance and other perquisite W.e.f

S. No.	Particulars	Rupee (per month)
1	Basic Salary	
2	HRA @..... of Basic	
3	Children Education Allowance @ ... of Basic	
4	Home Furnishing Allowance @ of Basic	
5	Contribution to PF	
6	Contribution to superannuation fund	
5	Conveyance Allowance / reimbursement	
6	L.T.C. subject to maximum of	
7	Medical Allowance / Reimbursement subject to maximum of	
8	Uniform Allowance	
9	Academic Research Allowance	
10	Driver Salary	
11	Telephone Allowance / Reimbursement	
	Total	

**Annexure - "E1"
Performance Planning Form**

Name of the		Designation		Department	
Appraisers Name					
Acceptors Name					

Please refer to final performance appraisal for more view and set goals for next performance review cycle (Mid July-End July)

KRA's	Targets to be achieved during the year (Numbers/ Percentage/ Write up)	Actions to be Taken to execute them along with timeline	New Initiatives to be undertaken during the year
		1. 2. 3.	
		1. 2. 3.	
		1. 2. 3.	

Signature of Employee:

Signature of Appraiser:

Signature of Acceptor:

Date:

Annexure "E2"
Trimester wise/Quarterly Performance Review
(7th October, 10th January and 7th April)

Name of the Employee		Designation		Department	
Appraisers Name					

KRA's	Targets achieved in the previous quarter (Numbers/ Percentage/ Write up)	Actions Taken to execute them along with timelines	New Initiatives undertaken During the previous quarter	Plans for next quarter	Appraisers Remarks
		1. 2. 3.		1. 2. 3.	
		1. 2. 3.		1. 2. 3.	
		1. 2. 3.		1. 2. 3.	

Signature of Employee:

Signature of Appraiser:

Date:

Annexure - "E3"
FACULTY PERFORMANCE ASSESSMENT FORM

This is the performance assessment form for all faculty members of Jaipuria Institute of Management. Kindly fill as per the directions given below:

- The performance appraisal is for the period 1st July 2015 to 30th June 2016.
- It is applicable to all faculty members who have served for 6 months or more in the institute as on 30th June 2016.
- Please fill all information in the text box provided here.
- In case any part of the document is not relevant to you please mention not applicable.
- Fill only the cells shaded in blue color.
- Fill up the form in soft copy and share with your Appraiser.
- All ratings are on a scale of 1 to 5 with 1 being the lowest score.

Separate sheets may be attached in case of amplification required for certain sections

Unique Employee Number	
------------------------	--

Section 1

Personal Information

Location	
Name	
Area	
Date of Joining	
Date of Confirmation	
Current designation	
Employment status	
New qualifications acquired during appraisal period	
Leaves availed during the year:	
Earned Leave	
Casual Leave	
Medical Leave	

Performance Planning Meeting

At the beginning of the evaluation period, a performance planning meeting must be held and documented by the appraiser and the employee to discuss employee performance objectives for this evaluation cycle.

Was a Performance Planning Meeting conducted between the appraiser and employee?

Yes No

Section 2

1) Academic Performance

a) Teaching Load and Feedback

Provide name(s) of courses taught by you in the last academic year, number of students in each class, duration of teaching and student feedback for each session. Please add more rows in the table, if required.

Course Name	# of Students	Hours Taught	Student Feedback	Remarks
	Total Hours		Avg. feedback	

b)Teaching quality

Rating for this factor is to be done by Director

Teaching Quality	Appraisers Rating
<p>Rating for this is to be done on the parameters of:</p> <p>Facilitating Student Learning : Is enthusiastic about teaching and learning, provides real -world examples to promote learning, encourages students to actively participate in classroom discussion, maintains appropriate academic rigor and uses instructional time well.</p> <p>Assessing Student Learning: Uses student feedback and results of assessments to improve curriculum to enhance student learning, provides timely feedback to students and actively participates in area meetings through pan area initiatives.</p> <p>Curriculum Development: Revises and updates course material in cooperation with industry as needed, reviews curriculum to meet area approved course outcomes and works with colleagues to identify common area objectives accordingly.</p> <p>Comprehensive inputs from the Dean/Associate Dean/Asst. Dean and observations of the IQAC to be obtained.</p>	
Remarks by Dean	
Remarks by Director	
Rating by the Dean	
Rating by the Director	
Average Rating	

Academic Performance Score

Parameter	Rating	Multiplier	Score
Teaching load		0. 150	
Weighted feedback		0. 050	
Teaching quality		0.250	
Total score (A)			

For Teaching Load and Avg. Feedback rating please refer to grid 1a and 1b in Appendix.

Multiply rating by multiplier to get score

- The final rating of the teaching quality should be in consensus by both Dean/Assistant Dean Academics and Director. No dean will be responsible for rating any other dean in the campus. In those cases, Director will be the final appraiser/acceptor.

2) Institution Building

a) Institution building activities

Please focus on contribution to various activities rather than participation. Admission / Placement Chairpersons may mention their contribution either in section 2a or 2b. For all others, specific contribution to admission and placement like participation in GD-PI process and getting companies for placement, etc. may be mentioned only in section 2b.

Activity	Contribution	Remarks (appraiser)
Director Rating		

b) Contribution to Admission and Placement process

Activity	Contribution	Remarks (appraiser)
Director Rating		

c) Mentoring

Mentors students by actively and constructively fostering their education and development; is readily available and willing to consult with students; actively refers students to appropriate campus resources. Please list all achievements and activities done as part of the mentoring process last year.

Mentoring Activities	# of Students	Remarks (appraiser)
Director Rating		

Institution Building Score

Parameter	Rating	Multiplier	Score
Institution Building		0.060	
Admission/Placement		0.030	
Mentoring		0.060	
Total Score (B)			

3) Research and Self Development

a) Research output

Please share only those research papers that were published during the previous academic year. In case the category of publication is not shared it will be considered as published in the lowest category.

Research Title	Authors	Publication	Paper Category	Points as per career Advancement scheme
Total score				
Dean Rating				
Director Rating				
Average rating				

- Dean Rating to be done by Dean Research. In absence of Dean Research, the rating shall be done by Dean Academics.
- a) Conference participation, articles, cases, seminars etc.

Only those conferences where papers have been presented should be mentioned here.

Conference / Articles / Seminars / Cases	Details	Publication
Conference, Seminar Rating by Director		
Director Remarks		

- c) MDP Participation Details

Detail of sessions taken in an MDP	Rating of session
MDP Sessions Delivered	Rating of program
Directors Remarks	
MDP Rating by Director	

Research and Self Development Score

Parameter	Rating	Multiplier	Score
Research		0.060	
Conference etc.		0.040	
MDP		0.050	
Total Score (C)			

Multiply rating by multiplier to get score

Section 3

Behavioral Rating (To be filled in the Director)

Competency	Rating
Initiative Displays self - motivation; has ability to make logical progressi on on work without continuous direction, prompting and oversight. Specific examples which support rating and/or suggestions for improvement:	
Listening Practices active listening; has patience to hear people out; can accurately restate opinion of dthers even when he/she disagrees; and is open to constructive criticism. Specific examples which support rating and/or suggestions for improvement:	

<p>Teamwork Ability to work with others to achieve a common goal; cooperative; encourages collaboration; adaptable to changes in work assignments and/or the environment. Specific examples which support rating and/or suggestions for improvement:</p>	
<p>Communication Ability to convey thoughts, concepts and ideas in a way that is clear and understandable; knowing what to communicate, understanding to whom and when, and doing it in an appropriate manner. Specific examples which support rating and/or suggestions for improvement:</p>	
<p>Interpersonal Skills Relates well to others; builds positive relationships; uses diplomacy and tact; builds rapport easily. Specific examples which support rating and/or suggestions for improvement:</p>	
<p>Dependability Demonstrates consistent attendance at work; completes assignments in a timely manner; can be counted on to give advance notice or provide alternatives to appropriate members if unavoidable delays in assignments occur. Specific examples which support rating and/or suggestions for improvement:</p>	
<p>Supervisory / Leadership Skills Clearly and comfortably gives assignments to staff, able to deal with difficult situations directly and appropriately; recognizes learning needs of staff and offers them opportunities to develop. Creates synergy in team; manages in a way that create strong morale and energy in a team. Specific examples which support rating and/or suggestions for improvement:</p>	
<p>Sound Judgment Solves difficult problems with effective solutions, looks beyond the obvious and analyzes the true cause of issues. Specific examples which support rating and/or suggestions for improvement:</p>	

Behavioral Rating Score

Parameter	Rating	Multiplier	Score
Initiative		0.0125	
Listening		0.0125	
Team Work		0.0125	
Communication		0.0125	
Interpersonal Skills		0.0125	
Dependability		0.0125	
Supervisory/leadership Skills		0.0125	
Sound Judgment		0.0125	
Total Score (D)			

Multiply rating by multiplier to get score

Section 4

Admission and Placement

Admission and Placement rating will be decided for each campus by the management and will be common for all faculty members of a particular campus.

Admission Rating

Placement Rating

Admission/Placement Score

Parameter	Rating	Multiplier	Score
Admission		0.075	
Placement		0.075	
Total Score (E)			

Multiply rating by multiplier to get score

Section 5

Career Goals and Training Needs (To be filled in by the Appraisee)

Please enter career goals here
Please enter training needs here

Section 6

Total Score= A+B+C+D+E	
-------------------------------	--

Rating and Remarks

Rating	
Remarks	
Director	
Signature	
Date	

Note- The final rating shall be derived from the table 1c in the appendix. The total score corresponding to the rating as mentioned in the table 1c will be the final rating of the faculty member. There shall not be any deviation in the total score and the corresponding rating as mentioned in the appendix.

In case the rating of the appraisee is level 2 or below, Performance Improvement Plan shall be mandatory for the appraiser to discuss and prepare for the appraisee.

Appendix

Table 1a

Hours Taught	Rating
60 - 100	1
101 - 130	2
131 - 160	3
161 - 190	4
191 or above	5

Please convert hours taught to rating basis this table. Only credit subjects taught in PGDM programme to be included.

Table 1b

Student Feedback	Rating
0.00 - 3.00	1
3.01 - 3.50	2
3.51 - 4.00	3
4.01 - 4.50	4
4.51 - 5.00	5

Please convert student feedback to rating basis this table

Table 1c

Level	Total Score	Rating
Level 1	1.74 or less	Unsatisfactory (US)
Level 2	1.75 - 2.74	Below expectations (BE)
Level 3	2.75 - 3.74	Meets expectations (ME)
Level 4	3.75 - 4.5	Exceeds expectations (EE)
Level 5	4.51 or greater	Outstanding (OS)

Performance Improvement Plan

(This section is mandatory for any rating at level 2 or below)

Areas of Improvement	Steps to Improvement

**Annexure – “E4”
STAFF PERFORMANCE ASSESSMENT FORM**

This is the performance assessment form for staff members of Jaipuria Institute of Management. Kindly fill as per the directions given below:

- Please fill all information in the text box provided here.
- In case any part of the document is not relevant to you or you wish to write any remarks please use the Details box provided in Section 2
- Fill only the cells shaded in blue color
- All ratings are on a scale of 1 to 5 with 1 being the lowest score.
- It will be applicable to all the staff members who have completed more than six months with Jaipuria Institute as on 30th June 2016.

Unique Employee Number	
------------------------	--

Section 1

Personal Information

Location	
Name	
Department	
Date of Joining	
Date of Confirmation	
Current designation	
New qualifications acquired during appraisal period	

Performance Planning Meeting

At the beginning of the evaluation period, a performance planning meeting must be held and documented by the appraiser and the employee to discuss employee performance objectives for this evaluation cycle.

Was a Performance Planning Meeting conducted between the appraiser and employee?

Yes No

Section 2

Self-Declaration (To be filled in by the Appraisee)

2.1 Key Value Drivers and Activities	
Description of key value drivers and work done against each of them. In this section an employee will list key value drivers of their business (indicators will be provided) and their performance against each of them.	
2.2 Achievements through the year	
Description of achievements. This will be apart from the regular work listed above. Achievements of target oriented profiles will be against preset targets and others will be any special initiatives launched, programs conducted, new ideas and thoughts successfully implemented, etc.	

2.3 Quantitative Assessment of Team Performance

This will be applicable to the Library, IT and Administration department.

Weighted average of Student Feedback Survey 2013-14 -
 Weighted average of Student Feedback Survey 2014-15 -

In case of admissions and placements department,

Total number of admissions 2013-2014 _____ 2014 -15 _____

Total number of placements 2013-14 _____ 2014 -15 _____

Average salary 20 13-14 _____ 2014 -15 _____

2.4 Goals for the next year

Two key goals for the coming year – personal and professional.

Personal could be related to growth or further education while professional could be with regard to setting a personal target for oneself – reduction in turnaround time in transactions / getting any specific company for placement / reduction in cost / etc. These will be over and above the targets set.

2.5 Areas of Improvement

Two key areas of improvement – preferably from their own department.

Two suggestions on how the working of their department can be improved. This could also reflect on the problems or roadblocks they face in their work.

Section 3 Appraiser's Rating

3.1 Brief Remarks

Brief remarks on sections 2.1 to 2.3

3.2 Detailed feedback and career progression

Appraiser's comments on the employee and their feedback on areas of improvement, training needs and career path.

KRA based rating: (The Appraiser shall take in to consideration the achievements of the Appraisee as mentioned in section 2.2 and 2.3. The appraiser shall emphasis more on the quantitative data provided by the appraisee in section 2.2 and 2.3 and then proceed with the final rating in the below mentioned column.)

Parameter	Rating	Multiplier	Score
Performance based on KRA		0.5	

Section 4

Competency Based Rating (To be filled in by the Appraiser)

Competency	Rating
<p>Initiative Displays selfmotivation; has ability to make logical progression on work without continuous direction, prompting and oversight. Specific examples which support rating and/or suggestions for improvement:</p>	
<p>Listening Practices active listening; has patience to hear people out; can accurately restate opinion of others even when he/she disagrees; and is open to constructive criticism. Specific examples which support rating and/or suggestions for improvement:</p>	
<p>Teamwork Ability to work with others to achieve a common goal; cooperative; encourages collaboration; adaptable to changes in work assignments and/or the environment. Specific examples which support rating and/or suggestions for improvement:</p>	
<p>Communication Ability to convey thoughts, concepts and ideas in a way that is clear and understandable; knowing what to communicate, understanding to whom and when, and doing it in an appropriate manner. Specific examples which support rating and/or suggestions for improvement:</p>	
<p>Interpersonal Skills Relates well to others; builds positive relationships; uses diplomacy and tact; builds rapport easily. Specific examples which support rating and/or suggestions for improvement:</p>	
<p>Dependability Demonstrates consistent attendance at work; completes assignments in a timely manner; can be counted on to give advance notice or provide alternatives to appropriate members if unavoidable delays in assignments occur. Specific examples which support rating and/or suggestions for improvement:</p>	
<p>Supervisory / Leadership Skills Clearly and comfortably gives assignments to staff, able to deal with difficult situations directly and appropriately; recognizes learning needs of staff and offers them opportunities to develop. Creates synergy in team; manages in a way that create strong morale and energy in a team. Specific examples which support rating and/or suggestions for improvement:</p>	
<p>Sound Judgment Solves difficult problems with effective solutions, looks beyond the obvious and analyzes the true cause of issues. Specific examples which support rating and/or suggestions for improvement:</p>	

Competency Based Rating

Parameter	Rating	Multiplier	Score
Initiative		0.0625	
Listening		0.0625	
Teamwork		0.0625	
Communication		0.0625	
Interpersonal skills		0.0625	
Dependability		0.0625	
Supervisory / Leadership Skills		0.0625	
Sound judgment		0.0625	
Total Score (B)			

Section 5

Final Score of the Appraisee= KRA based score (A) + Competency based score (B)

Rating and Remarks

Rating	
Remarks	
Appraiser - Name and Designation	
Signature	
Date	
Rating	
Remarks (if the rating has been changed)	
Reviewer - Name and Designation	
Signature	
Date	
Rating	
Remarks (if the rating has been changed)	
Accepter - Name and Designation	
Signature	
Date	

The final rating shall be derived from the table 1a in the appendix. The total score corresponding to the rating as mentioned in the table 1a will be the final rating of the member. There shall not be any deviation in the total score and the corresponding rating as mentioned in the appendix.

In case the rating of the appraisee is level 2 or below, Performance Improvement Plan shall be mandatory for the appraiser to discuss and prepare for the appraisee.

Note: In case of deviation from the above rating, the reviewer/acceptor has to refill all the rating components.

Table 1a

Level	Total Score	Rating
Level 1	1.74 or less	Unsatisfactory (US)
Level 2	1.75 - 2.74	Below expectations (BE)
Level 3	2.75 - 3.74	Meets expectations (ME)
Level 4	3.75 - 4.5	Exceeds expectations (EE)
Level 5	4.51 or greater	Outstanding (OS)

Performance Improvement Plan
(This section is mandatory for any rating at level 2 or below)

Areas of Improvement	Steps to Improvement

**Annexure – “F-1”
Increment Format for Faculty**

Dated:

Dear Mr. / Ms.,

The management is pleased to declare that you have been rated as “Exceeds Expectation” / “Outstanding” for the year Your performance in this year is a reflection of your dedication and professional acumen for which we complement you. We are certain that you shall continue to function with the same zeal and create an indelible mark in all spheres.

Accordingly your new Basic salary shall be Rs. p.m w.e.f. You shall be entitled for all the Allowances, Perquisites and Benefits as applicable to the Grade-‘.....’ employees.

All other terms and conditions governing your employment shall remain unchanged.

Please sign the duplicate copy of this letter as a token of your acceptance.

With best wishes,

For Jaipuria Institute of Management

Authorized Signatory

Note: please attach, detailed break up of salary in the format given for appointment letter (for non-scale staff only)

**Annexure – “F - 2”
Increment Format for Faculty**

Dated:

Dear Mr./ Ms.,

The management has appraised your professional performance during the year as “Meets Expectations”. We are confident that you have the requisite potential to enhance your output during the present year and we wish you the best in this endeavor.

Accordingly your new Basic salary shall be Rs. p.m w.e.f. You shall be entitled for all the Allowances, Perquisites and Benefits as applicable to the Grade-‘.....’ employees.

All other terms and conditions governing your employment shall remain unchanged.

Please sign the duplicate copy of this letter as a token of your acceptance.

With best wishes,

For Jaipuria Institute of Management

Authorized Signatory

**Annexure – “F3”
Increment Format for Staff**

Dated:

Dear Mr. / Ms.,

The management is pleased to declare that you have been rated as “Exceeds Expectation” / “Outstanding” for the year Your performance in this year is a reflection of your dedication and professional acumen for which we complement you. We are certain that you shall continue to function with the same zeal and create an indelible mark in all spheres.

Accordingly your new Basic salary shall be Rs. p.m w.e.f..... You shall be entitled for all the Allowances, Perquisites and Benefits as applicable to the Grade-‘.....’ employees.

All other terms and conditions governing your employment shall remain unchanged.

Please sign the duplicate copy of this letter as a token of your acceptance.

With best wishes,

For Jaipuria Institute of Management

Authorized Signatory

**Annexure – “F4”
Increment Format for Staff**

Dated:

Dear Mr. / Ms.,

The management has appraised your professional performance during the year as “Meets Expectations”. We are confident that you have the requisite potential to enhance your output during the present year and we wish you the best in this endeavor.

Accordingly your new Basic salary shall be Rs. p.m w.e.f. You shall be entitled for all the Allowances, Perquisites and Benefits as applicable to the Grade-‘.....’ employees.

All other terms and conditions governing your employment shall remain unchanged.

Please sign the duplicate copy of this letter as a token of your acceptance.

With best wishes,

For Jaipuria Institute of Management

Authorized Signatory

Note: please attach, detailed break up of salary in the format given for appointment letter (for non-scale staff only)

**Annexure – “G-1”
Application form for Promotion**

1. Name (In block letters):
2. Date of Appointment:
3. Date of Confirmation:
4. Date of last promotion(if any): to position:
5. Current Designation, Grade pay & CTC :
6. Gender (M/F) Marital Status
7. Date of birth: b) AgeYears months
8. Educational Qualifications (in reverse chronological order):

Examination Passed	University / Institution (College)	Subject	Year of passing	%age marks/ CGPA	Class / Division/ Grade
Matric					
Intermediate (10+2)					
Graduate Degree					
Post Graduate					
M. Phil					
Ph.D./ D.Phil					
Other Exam (if any)					

a) **Total Work Experience :**

Industry: years; Last position held:

Company:

Teaching: years.

i. In PG. Level: yrs. ii. U.G. Level: yrs.

b) Total Post-Ph.D. Teaching Experience at P.G. level: Years.

9. **Record of Service in Jaipuria Institute of Management from date of joining:**

Position	Designation	Pay band and AGP	Duration		Experience	
			From (dd/mm/yy)	To(dd/mm/yy)	Year	Months
Stage I	Assistant Professor-III					
Stage II	Assistant Professor-II					
Stage III	Assistant Professor					
Stage IV	Associate Professor					
Stage V	Professor					
Please specify the period of Leave Without Pay (LWP)						

10. **Research Experience:**

Mention details of Research paper/book published for the position applied for from the last promotion/ date of joining (in case this is 1st promotion process):

Name of paper/book	Year published	Joint/single	Category of Journal	Points earned according to CAS

11. Mention details of Conference / Seminars / Workshop attended from last promotion/ the date of joining.

Conference / Articles / Seminars / Cases	Details	Publication

12. Details of Total Work Accomplished and Student Feedback on Teaching Quality during the last 2 years.

Year	Number of Courses Taught	Average student feedback of all courses taught during the year

Annexure – “G-2”
Self – Rating report for Institution Building Activities (for last 2 years)

Sr.	Activity involved in	Measurable outcomes	Outcome / participation level	Year	Candidates' remark	Director's remark

.....
 Signature of the Candidate

.....
 Signature of the Director

Annexure – “G-3”
Statement of Purpose:

<p>Please describe your career goals, research interests, important projects/research done, actions taken to achieve the career goals etc. Please be specific about why should Jaipuria Institute of Management promote you to the next level.</p>
<p>What are your career goals and plans for the next three years?</p>

Annexure-“H-1”**Format for Research Proposal****(To be submitted covering the following points in adequate details)**

1. Name of Faculty / Faculty Team Members (In case of a faculty team, please begin with the name of the Team Leader):
2. Title of Project:
3. Statement of the Problem:
4. Objectives of the Research Project:
5. Brief Literature Survey / Conceptual Framework:
6. Proposed Research Methodology:
(i.e., Research Design, Universe / Sample, Data Collection Methods and Data Analysis Plan)
7. Duration of the Project:
8. Budget:
(Give break up of estimated costs relating to Travel & Transport, stationery & printing, books & journal articles, contingency expenses)
9. Seed Grant required (if any):
10. Number of students involved in the research (if any):

Name & Signature of Project Team Leader and members**Annexure -“H-2”****Format for Case Development****(To be submitted covering the following points in adequate details)**

1. Name of Faculty / Faculty Team Members (In case of a faculty team, please begin with the name of the Team Leader):
2. Purpose / Objective of the Case:
3. Type of industry / firm /organization covered by the Case
4. Type and Nature of managerial decision(s) aimed at
5. Targeted for usage in PGDM / MDPs
6. Methodology for Primary Data Collection and Secondary Data Analysis
7. Duration
8. Budget:
(Give break up of estimated costs relating to Travel & Transport, stationery & printing, books & journal articles, contingency expenses)

Name & Signature of Case Development Team Leader and members

Annexure -“H-3”

Academic Integrity Declaration

(The declaration is required to be completely filled in and signed by the author(s) of the paper proposed to be presented in a conference or to be sent for publication in a journal / in or as a book).

Name of the Faculty Member	
Employee Code	
Title of the Paper	
Journal/Conference/publisher aimed at.	

I / We, the undersigned, declare that the paper submitted for presentation / publication is:

1. My / Our original work and has not been previously published / sent for publication in full or part. Where a part of the work has been earlier published or sent for publication, a written permission from the publishers has been obtained and is attached.
2. Wherever the works of others have been drawn upon or cited, those have been properly and completely cited and referenced at appropriate places in the paper. Where the citation exceeds the normally permissible limit, a written consent of the author(s) & publishers has been obtained and the same is attached.
3. I / We accept the right of the Jaipuria Institute of Management to test the originality of the paper by putting it into applicable software and or manual test. A soft copy of the paper is also attached for the purpose.

Name of the Author (s)

Signature and Date

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

Attachments:

1. _____

2. _____

3. _____

Annexure - "1"

APPLICATION FOR PRESENTING RESEARCH PAPER IN NATIONAL/INTERNATIONAL CONFERENCE

Name of the Faculty	
Current Designation of the Faculty	
Name of the Campus	Lucknow/Noida/Jaipur/Indore
Area	
Date of Joining	
Details (topic and year) of the last national/international conference attended	
Nature of the Conference	National/International
Title of the Conference	
Organizer(s) of the Conference	
Ranking of the Organizers in the Academic Arena	
Dates of the Conference	
Venue of the Conference	
Title of the Research Paper	
Name(s) and Affiliation of the Author(s) of the Paper	First Author: Second Author: Third Author:
Abstract of the Paper (in not more than 200 words)*	
Registration Fees of the Conference (Rs./\$)	

*Please attach full paper along with this application

Date:

Signature of the Faculty

Recommendations of the Research Committee

Approval by the Director/Vice Chairman: Approved/Not Approved

Annexure – “J”
Jaipuria Institute of Management, MDP Faculty Honorarium

Faculty Internal/External	Per session upto 90 Mts. In Rs	Per Day in Rs	Remarks	Specific Approval
Internal	1250*	5000	Venue= Campus	
Internal	1500**	6000	Venue= Outside Campus	
External	2000	8000	Venue= Campus	
External	2500 - 3000	10,000 12,000	External Faculty of repute of DGM level from the industry and above/Assistant or Associate Professor from reputed institutes like IIMs/MDI/IMI/IMT etc.	
External	4000 - 5000	15,000 20,000	External Faculty of repute of VP level and above from the industry/Professor from reputed institutes like IIMs/MDI/IMI/IMT etc.	
External	Above 5000	Above 20,000	External - CEO/International Faculty/Specialized trainer of National standing/IIM level Professor/Recommendations of the Client	Specific approval of the VC on Case to Case basis.

- v. Each session =90 minutes or part thereof. There will normally be four sessions in a day.
- vi. Efforts to be made to optimize the Expenses and ensure that the programs are financially viable.
- vii. *Present rate=Rs 750/= per hour (Internal faculty at campus).
- viii. ** Present rate=Rs 1000/= per hour (Internal faculty outside the campus).

Conveyance Policy

- 1) Presently, Conveyance= Rs 500 (50Kms); Rs 800 (80 Kms); Rs 1000 (100Kms)
- 2) Proposed, Conveyance= Rs 600 (50Kms); Rs 1000 (80 Kms); Rs 1200 (100Kms)
- 3) Institute Conveyance may be used wherever possible.

Annexure – “K”

Detailed report to be submitted by the ICC members on the Anti-Sexual Harassment Act for the year on the quarterly basis

- a. Number of sexual harassment complaints received in the quarter
- b. Number of complaints disposed of in the quarter
- c. Number of cases pending for more than 90 days
- d. Number of awareness programs or workshops against sexual harassment conducted in the quarter
.....
- e. Nature of action taken by the employer with respect to the cases

Note: In case, you have received the written complaint for the sexual harassment, kindly provide all the relevant information regarding the case including the final proceedings/action taken.

Signature of all the ICC members



JAIPURIA

INSTITUTE OF MANAGEMENT

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