

Kedarnath Aggarwal Institute of Management



SCHOOL OF BUSINESS STUDIES

Established : 1995

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Service Book

Table of Contents

Section 1: Introduction	1
1.1 Vision of the Institute:	2
1.2 Mission of the Institute:	2
1.3 Quality Policy	2
1.3.1 Quality Objective	2
1.4 KAIM Philosophy	2
1.4.1 Key Themes	3
1.4.2 Enablers	3
1.5 Our Logo	3
Section 2: Organizational Structure:	4
2.1 Board of Governors (BoG) / Governing Body	5
2.1.1 Functions of BoG:	5
2.1.2 Constitution of BoG:	5
2.1.3 Members of BoG:	6
2.2 Strategic Planning and monitoring Committee (SPMC)	7
2.2.1 Strategic Planning and monitoring Committee Objective:	7
2.2.2 Strategic Planning and monitoring Committee Roles & Responsibilities:	7
2.3 College Council	7
2.3.1 College Council Objective:	7
2.3.2 College Council Roles & Responsibilities:	8
2.4 Internal Quality Assurance Cell (IQAC)	8
2.4.1 IQAC Objective:	8
2.4.2 IQAC Responsibilities:	8
2.5 Disciplinary Committee	8
2.5.1 Disciplinary Committee Objective:	9
2.5.2 Disciplinary Committee Responsibilities:	9
2.6 Grievance Redressal Committee	9
2.6.1 Grievance Redressal Committee Objective:	9
2.6.2 Grievance Redressal Committee Responsibilities:	9
2.7 SC/ST Committee	9

2.7.1 SC/ST Committee Objective:	9
2.7.2 SC/ST Committee Responsibilities:	10
2.8 Internal Complaints Committee (ICC)	10
2.8.1 Internal Complaints Objective:.....	10
2.8.2 Internal Complaints Responsibilities:.....	10
2.9 Anti-ragging Committee	10
2.9.1 Anti-ragging Objective:.....	11
2.9.2 Anti-ragging Responsibilities:	11
2.10 Examination Committee.....	11
2.10.1 Examination Objective:	11
2.10.2 Examination Responsibilities:.....	11
2.11 Women's Cell.....	12
2.11.1 Women's Cell Objective:	12
2.11.2 Women's Cell Responsibilities:	12
2.12 Purchase Committee	12
2.12.1 Purchase Committee Objective:.....	12
2.12.2 Purchase Committee Responsibilities:.....	12
2.13 Academic Committee	13
2.13.1 Academic Committee Objective:.....	13
2.13.2 Academic Committee Responsibilities:.....	13
2.14 Admission Committee	13
2.14.1 Admission Committee Objective:.....	13
2.14.2 Admission Committee Responsibilities:.....	13
2.15 Institution Innovation Council (IIC):	14
2.15.1 Institution Innovation Council Objective:.....	14
2.15.2 Institution Innovation Council Responsibilities:.....	14
2.16 Institution – Industry Cell (IIC):.....	14
2.16.1 Institution – Industry Cell Objective:.....	14
2.16.2 Institution – Industry Cell Responsibilities:	15
2.17 Training and Placement Cell:.....	15
2.17.1 Training and Placement Cell Objective:	15

2.17.2 Training and Placement Cell Responsibilities:.....	15
Section 3: Code of Conduct	16
3.1 Conduct Rules.....	17
3.2 Disciplinary Action.....	18
3.3 Do's & Don'ts at KAIM.....	18
Section 4: Mentoring.....	19
Section 5: Academic plan	19
Section 6: New Hire Orientation	20
Section 7: Working Days and Working Hours	21
Section 8: Dress Code.....	21
Section 9: Probation – Confirmation Policy	22
Section 10: Compensation Policy	22
Section 11: Holidays	23
Section 12: Leave Policy	23
Section 13: Travel Policy and Daily Allowance - Rules & Guidelines.....	26
Section 14: Loans.....	26
Section 15: IT Policy for all Employees.....	27
Section 16: Employee Referral Policy.....	28
Section 17: Library.....	28
Section 18: Performance Management System.....	29
Section 19: Confidentiality Policy.....	30
Section 20: Exit Policy.....	31
Section 21: Job description	33
21.1 Assistant Professor	33
21.2 Associate Professor	34
21.3 Professor	34
21.4 Director.....	34
21.5 Registrar	37
21.6 Training and Placement Officer:.....	37
21.7 Librarian.....	38
21.8 Administrative Officer	39

21.9 Head of the Department:	39
21.10 PS to Director	41
21.11 Accountant	41
21.12 Technical /Computer Lab Assistant.....	42
21.13 Library Assistant	43
21.14 Security Staff	43
21.15 Chief Warden.....	43
21.16 Multi-Tasking Staff (MTS).....	43
21.17 Data Entry Operator	44
21.18 Clerk.....	44
Section 22: Paper presentation in a Conference/seminar:.....	45
Annexures	46
Annexure 1: Performa/ Information for Application to Attend Conferences.....	46
Annexure 2: Performa for Research/ Case Development.....	47
Annexure 3: Performance Review & Development Plan (Faculty)	48
Annexure 4: Performance Review & Development Plan (Staff).....	56
Annexure 5: Exit form.....	58
Annexure 6: Joining Form (Teaching).....	63
Annexure 7: Joining Form (Non-Teaching Staff)	65

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Section 1: Introduction

Established in 1995, Kedarnath Aggarwal Institute of Management (KAIM) is a service to the student community and ultimately to serve our society with the missionary zeal to prepare, groom and develop professionals as per the industrial and social norms. The prudent step of creating a productive institute of management studies was taken by prestigious Dadri Education Society (DES), established in 1961. It owes its experience to the inspiration, pioneering work and farsightedness of its founder Late Sh. Ram Krishan Gupta (Ex. M.P.), the well-known devotee to excellence in education.

The motto of KAIM has been to impart quality education in the field of management. Its faculty strives to equip young people from all over the country to make meaningful contributions to an economy that is increasingly becoming a significant entity in the global arena.

The Faculty of Management Studies focuses on management education more than just business management. The commitment is thought leadership with a deep understanding of business. The approach to pedagogy combines fieldwork, case studies and instrumented feedback with a strong emphasis on concepts and theory. The intent is to encourage intellectual curiosity and open minds to the adventure of ideas.

KAIM rewards initiative, novelty and thinking outside the box. Our students are individualists of enormous intellectual energy with a talent for collaboration and teamwork. We are a diverse lot, possessing flair, and dynamism and thrive on challenges both inside and outside the classroom.

Academic excellence, holistic education, global relevance and contemporary curriculum continue to be the corner stones of KAIM. The institute through its academic curriculum has evolved a philosophy of education which looks beyond employment and concentrates on individual development by imparting the skills of lifetime relevance. It has introduced modules like life-skills modules, language modules, public relations, personality development workshops as an integrated part of academic curriculum.

KAIM boasts of state-of-the-art infrastructure for its students. All these facilities go a long way in ensuring productive campus life and provide a perfect ambience for academic pursuits.

KAIM with residential campus at Charkhi Dadri has become the envy of educational institutions of the city. The sprawling premises with Wi-Fi facility, library, auditorium, conference hall, canteen, health care centre, area for recreational activities, guest house, Bank, Post Office, teaching & non-teaching staff housing.

Finally, KAIM strives to go beyond conventional means of education creating a friendly and warm atmosphere where learning and development are encouraged, resulting in it becoming the center of excellence in holistic education in India.

1.1 Vision of the Institute:

To empower global society by providing skilled and well developed human resource through excellence in professional and technical education.

1.2 Mission of the Institute:

- M1: Establish state-of-the-art facilities for world-class education and research.
- M2: Impart value-based education with uncompromising strides of an outstanding quality.
- M3: Make a positive difference to society through professional and technical education.
- M4: Broaden students' horizons beyond classroom education.

1.3 Quality Policy

KAIM is committed to provide high-quality industry-relevant and value-oriented management education to young men and women. It is a listening organization that seeks to improve itself on a continuous basis. It seeks to maximize value-based return and satisfaction of the learning future managers as the top-priority stakeholder group. It believes that commitment to total quality is the best way to achieve its mission and that it is a journey rather than the destination. KAIM is committed to continuous improvement in quality through innovation, motivation, hard work and optimum utilization of human and material resources.

1.3.1 Quality Objective

- To provide our students technical knowledge and hands on experience by providing quality education system through theory and practical classes including latest e-learning practices.
- To impart necessary training for acquiring the soft skills and thus make them employable while in campus.
- To empower our Faculty and Staff to update their knowledge from time to time for facilitating our students in their learning process.
- To achieve excellent results for our students both in academics at the Institute / University Level and also on Campus Placement.
- To continually improve our Quality Education System through customer satisfaction by duly monitoring their feedback from time to time

1.4 KAIM Philosophy

Providing quality management education to young men and women so as to match the needs of academia and corporate alike. Establishing infrastructure to provide practicing managers an opportunity to acquaint themselves with management technology, experiments and research. Promoting rapport between management graduates and practitioners through seminars, training and consultancies. Encouraging its faculty to undertake basic and applied management research KAIM will be a leader in value based education and business focused research.

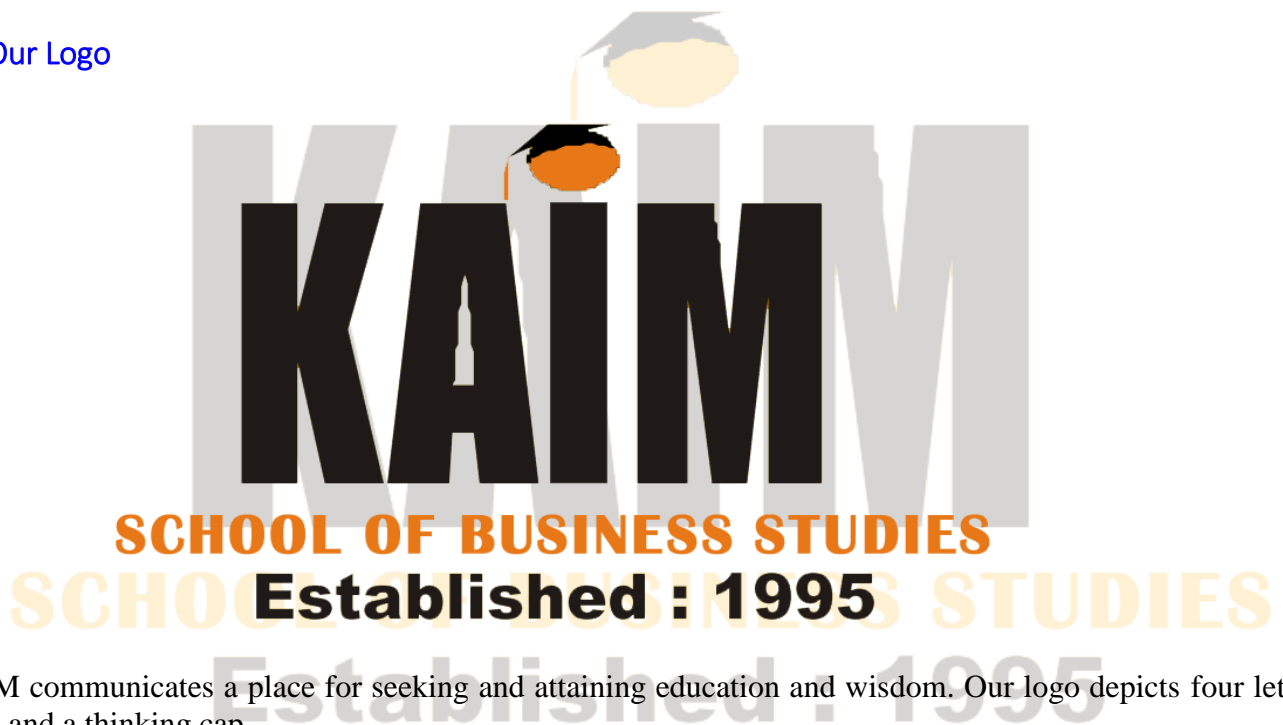
1.4.1 Key Themes

- Improving the student experience
- Maximizing the learning value-add to students from entry to exit
- Proactive employer engagement in the region

1.4.2 Enablers

- People Strategy & Operational effectiveness
- Infrastructure and ICT
- Raising the KAIM profile
- Communicating transparently

1.5 Our Logo



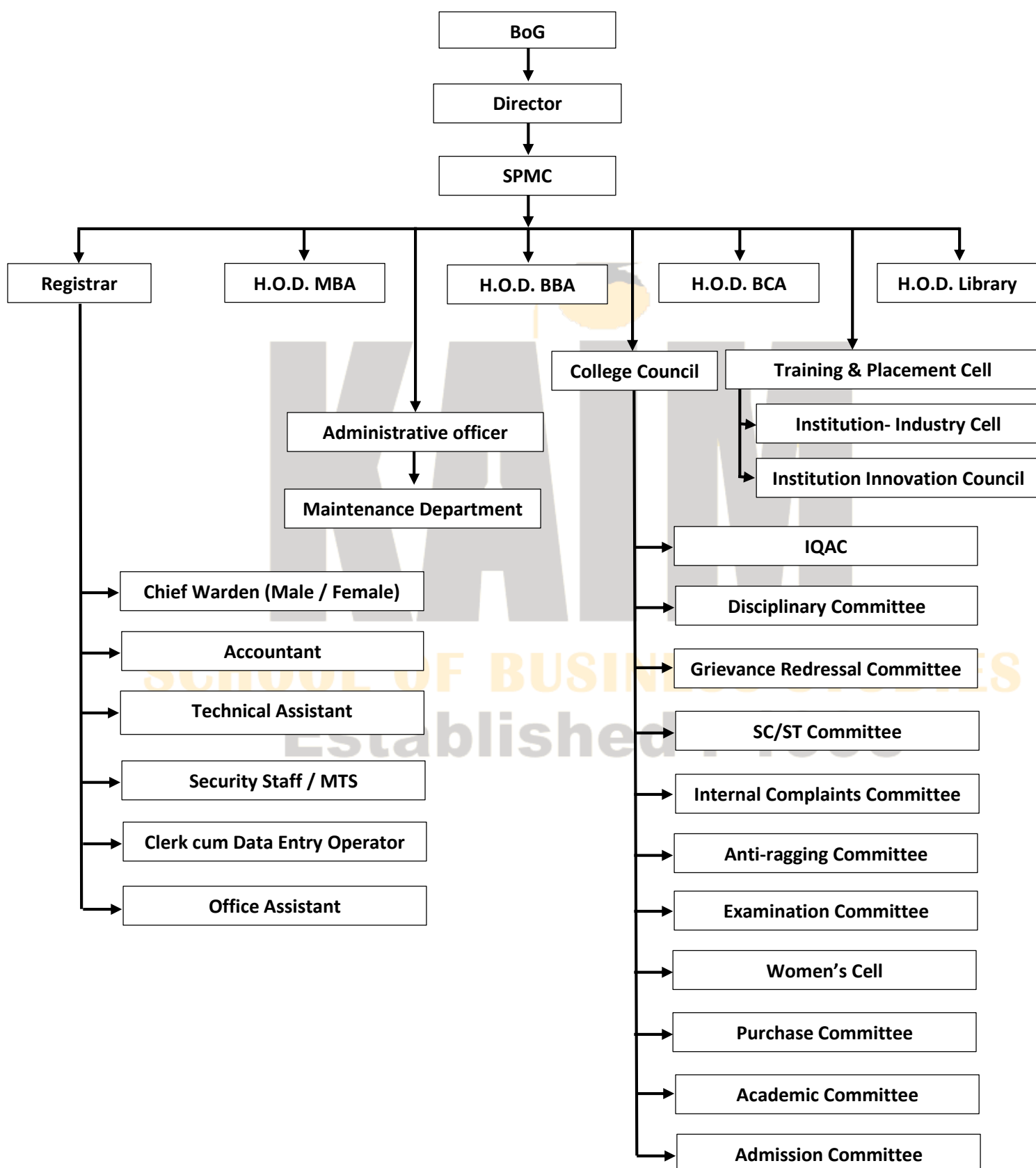
KAIM communicates a place for seeking and attaining education and wisdom. Our logo depicts four letter word and a thinking cap.

Knowledge
Attitude
Innovation
Motivation

The logo represents that **K**nowledge occurs when an individual with learning **A**ttitude is exposed to an environment where **I**nnovations exist everywhere and gains understanding of how it functions. **M**otivation is the key along with continuous reinforcement for the Knowledge-Attitude-Innovation cycle.

“**Thinking Cap**” represents sensible thinking that could unlock your inner genius and boost creativity.

Section 2: Organizational Structure:



2.1 Board of Governors (BoG) / Governing Body

KAIM is governed by Board of Governors (BoG). The BoG is the apex decision-making body of the institute and comprises of eminent personalities from various sectors. It is represented by nominee from the State Government, nominee from the affiliating university, renowned academicians from prestigious institutions of national importance, industry representatives, faculty representatives and members of the Trust.

The Board of Governors meets at least once in every six months. Every year, the BoG usually meets in the months of June and December. For passing any resolution, the quorum should be two fifth (40%) of the BoG strength.

2.1.1 Functions of BoG:

- To provide overall oversight and guidance and to track the operations of the Institute.
- To design and review policies, and programs of the Institute.
- To approve the recommendations of the Staff Selection Committee.
- To consider for implementation the important communications, policy decisions received from the University, Government, AICTE, etc.
- To consider the recommendations of the various committees of the institute for implementation.
- To approve the annual budget of the institute.
- To approve strategic plans related to academic, administrative, and financial operations.
- To exercise guardianship for effective management.
- To recommend initiatives for the operation, improvement, and growth of the Institute.

2.1.2 Constitution of BoG:

- The Governing Body shall have at least eleven members including the Chairman and the Member Secretary. The Registered Trust/ Society/ Company shall nominate six members including the Chairman and the Member Secretary, and the remaining five members shall be nominated as indicated below.
- Chairman to be nominated by the Government/ Registered Trust/ Society/ Company. The Chairman of the Governing Body shall preferably be a technical person either Entrepreneur or an Industrialist or an Educationist of repute who is interested in the development of Technical Education and has demonstrated an interest in promotion of quality Education.
- Two to five Members (Industrialist/ Technologist/ Educationist) to be nominated by the Registered Trust/ Society/Company.
- Nominee of the affiliating University/ Board (Not applicable to PGDM Institutions).
- Nominee of the All India Council for Technical Education (Ex-officio) (Applicable to PGDM Institutions Only).
- Nominee of the State Government/ UT (Ex-officio).
- An Industrialist/ Technologist/ Educationist from the Region nominated by the State Government/UT.
- Director/Director of the concerned Technical Institution (as nominee of the Trust/Society/ Company) – Member Secretary.

- Two Faculty members to be nominated from amongst the Regular Staff, one at the Level of Professor and one at the Level of Associate Professor/Assistant Professor.
- The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of Education is from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing Body, however, shall not exceed 21.

2.1.3 Members of BoG:

S. No.	Name of the Member	Designation
1	Sh. J.P. Aggarwal Managing Trustee, KAIM Trust and Industrialist	Chairman
2	Dr. Vidya Gupta President, DES, Ch. Dadri	Member (Technologist)
3	Sh. Radhey Shyam Airan General Secretary, DES, Ch. Dadri	Member (Educationist)
4	Sh. Tilak Jain CEO, Bharath Cement Products	Member (Industrialist)
5	Sh. Ashok Kumar Gupta FCA, Ex-President, DES, Ch. Dadri	Member (Industrialist)
6	Sh. Sandeip Agarrwal Director Reckon Ind Ltd., New Delhi & Trustees in KAIM and Other Trusts	Member (Industrialist)
7	Dr. V. K. Bishnoi Director, HSB, GJUS&T, Hisar	Member (Educationist)
8	Dr. J.S. Mor Ex-Director, KAIM, Charkhi Dadri	Member (Educationist)
9	Dr. Supriya Dhillon Director, KAIM, Charkhi Dadri	Member Secretary
10	Dr. M.K. Jain Ex-HOD, Commerce Department, J.V.M.G.R.R College ,Charkhi Dadri Educationist from the Region	Member (Educationist)
11	Dr. Anand Kumar Gupta Professor, KAIM, Charkhi Dadri	Member (Educationist)
12	Sh. Ajay Kumar Vashistha Registrar, KAIM, Charkhi Dadri	Member (Educationist)
13	Dr. Sandeep Assistant Professor, KAIM, Charkhi Dadri	Member (Educationist)
14	Nominee of the affiliating University / Board	Member
15	Nominee of the State Government /UT	Member (Ex-officio)

2.2 Strategic Planning and monitoring Committee (SPMC)

SPMC is a prominent body to advice and to assist the director in all academic and administrative matters.

The SPMC will comprise of the President, General Secretary, Director, Heads of the Department (H.O.D.), teaching and non-teaching representatives, members from the alumni, industrialists and educationists, as advisors, from the region to steer the institute in the right direction.

The Committee Secretary issues notices of committee meetings in consultation with the Director. The secretary prepares and keeps the proceedings of the meetings.

2.2.1 Strategic Planning and monitoring Committee Objective:

The primary objective is to provide assistance to the institute in its work and protect the institute's interests and also exercise control of the institute strategic development.

2.2.2 Strategic Planning and monitoring Committee Roles & Responsibilities:

- Prime objective of the SPMC is to provide suggestions and directions to the Director for the smooth running of the institute in various strategic aspects.
- Review the recommendations / suggestions of various stakeholders of the institute and act as a bridge between the Director and the bodies of the institute.
- Determine the direction and scope of the institute over the long term.
- Establish the priority areas, assess strategic initiatives, with regards to the development and implementation control of the institutional strategy.
- Analyses trends and participate in the institute plan delivery.
- Streamline the institute's strategic plan by focusing on brand building, enhancing student strength as well as retaining quality education.

2.3 College Council

College Council is to advise the Director on institute policy and procedural matters.

The College Council consists of the Heads of the Department (H.O.D.), Registrar and two representatives from the teaching staff. The Director is the Chairman of the council. A secretary is elected by the members, and the term shall be three year.

2.3.1 College Council Objective:

College Council is entrusted for advising the director on the suggestions made by the institute's numerous committees.

2.3.2 College Council Roles & Responsibilities:

- Review the recommendations of various committees of the institute.
- Providing easy access to governance information (e.g. committee charges, committee memberships, meeting schedules, minutes, resolutions, and recommendations).
- Review the academic and other related activities for smooth functioning of the institute.
- Visualize and formulate perspective plans for the development and growth of the institute.
- Plan for sustaining the quality of education, quality improvement and accreditation of the institute.
- Responsible for recommending the Director for appointment/approval of teaching, administrative and other staff members in the institute.

2.4 Internal Quality Assurance Cell (IQAC)

Quality enhancement is an integral part of institutional functioning. The quality sustenance and improvement are the prime spots of concentration of the cell. The IQAC in the institute functions to sustain the momentum of quality consciousness among the stake holders of the institution. Through IQAC the institution hopes to make progress in every aspect of the institutional functioning.

2.4.1 IQAC Objective:

To develop a system to improve the academic and administrative performance of the institution, quality enhancement and institutionalization of best practices.

2.4.2 IQAC Responsibilities:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.

2.5 Disciplinary Committee

Discipline committee is constructed with the task of ensuring a peaceful campus congenial for efficient academic business. Any act of commission or omission on the part of the students which threaten the peaceful campus atmosphere will be properly investigated and appropriate disciplinary actions also be recommended to the college council for final pronouncement.

2.5.1 Disciplinary Committee Objective:

To sensitise the students and staff about the importance and relevance of discipline in one's life.

2.5.2 Disciplinary Committee Responsibilities:

- To inform the students and parents about discipline rules of the institute.
- To ensure implementation of discipline rules with humane consideration to maintain decorum and culture of the institute.
- Draft Concise Leave Rule for the teaching and non-teaching staff of the Institute.
- Decide the introduction of Students Uniform in the Institute.

2.6 Grievance Redressal Committee

This committee is vested to settle any type of grievances raised by the students, teachers and non-teaching staff of the institute. The students are ought to lodge their grievances to their respective mentors, and they in turn intimate the matter to the committee for necessary action. Students are not encouraged to petition the Director, initially. They have to avail the avenue provided by the grievance redressal cell and then the Director, if the grievances are not redressed.

2.6.1 Grievance Redressal Committee Objective:

In order to provide opportunities for redressal of certain grievances of students teachers and non-teaching staff of the institute.

2.6.2 Grievance Redressal Committee Responsibilities:

- All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.
- Committee tries to settle the issues amicably in a time bound manner.
- Introduces a reasonable and reliable solution for grievances of various issues received from students/staff.
- Ensures that the grievances are resolved on time impartially and confidentially.

2.7 SC/ST Committee

Ensures the effective implementation of the guidelines /policies and programmes of the Government of India, UGC and State Governments with regard to Scheduled Castes and Scheduled Tribes in the Institute.

2.7.1 SC/ST Committee Objective:

To implement, monitor and evaluate continuously the Reservation Policy in the Institute (if any applicable).

2.7.2 SC/ST Committee Responsibilities:

- Analyze information on admissions, education, training and employment of SCs and STs; prepare reports for transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
- To promote higher education among these two communities suffering economic, social and educational deprivations.
- Resolves the Grievances of SC/ST students and employees of the institute and render them necessary help in solving their academic as well as administrative problems.
- Gives wide publicity through circulars to all the faculties and informs the students about the various scholarships.
- To take necessary steps of measuring for ensuring effective implementation of the policy & programmes/schemes of the State and Central Govt. for SC/ST, if any.
- Collects data regarding the implementation of the policies in respect of admissions, appointments to teaching and nonteaching positions in the institute and inform the same to the deserving people.

2.8 Internal Complaints Committee (ICC)

Internal Complaints Committee (ICC) ensures prevention, prohibition and redressal of sexual harassment in the institute.

2.8.1 Internal Complaints Objective:

To provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected herewith.

2.8.2 Internal Complaints Responsibilities:

- To conduct awareness and educational programs on the sexual harassment of women
- To take measures for prevention of sexual harassment of women
- To undertake redressal of sexual harassment complaints received
- To undertake redressal of any matters relating to harassment to women

2.9 Anti-ragging Committee

This Committee functions to prevent any physical or mental torture or any disorderly conduct towards any student of this institution causing apprehension, dread, humiliation or agitation in him or her. The institute is particularly firm on taking actions against the offenders, as per the provisions contained in the Anti-ragging Act of AICTE.

2.9.1 Anti-ragging Objective:

To curb the menace of ragging in the Institution and to ensure efficient and strict mechanism for redressal of complaints received if any and also take punitive action, if required.

2.9.2 Anti-ragging Responsibilities:

- To conduct Anti-Ragging Workshops.
- Updating all Web sites with Nodal Officers complete details, alarm bells etc.
- Regular interaction and counselling with the students.
- Identification of trouble-triggers.
- Mention of Anti-Ragging warning in the Institution's prospectus, Committee details, Committee member's contacts and information Booklets/ Brochures shall be ensured.
- Surprise inspection of hostels, student accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measures which would augur well in preventing/ quelling ragging and any uncalled for behavior / incident shall be undertaken.

2.10 Examination Committee

The examination committee is in charge of the conduct of internal exams and terminal examinations of the institute. The committee functions in unison with the Academic Committee.

2.10.1 Examination Objective:

To ensure smooth conduct of the examinations (Internal and External) according to guidelines of M.D. University

2.10.2 Examination Responsibilities:

- Prepares relevant time tables of the Institute based on the Examination Time Table
- Prepares and display an overall Supervision Duty List
- The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and prepare budget of expenditure.
- Committee collects list of examiners for assessment and moderation of each subject from respective HODs.
- Ensures that the evaluation and moderation process is completed on time
- Prepares smooth conduct of Examinations, time – table schedules, invigilation duty chart, seat allotment in the Examination halls etc.
- Ensures that the entire exam related documents reach the university in time.
- Conducts Internal Assessment examination as per academic calendar.
- Distributes marks lists to the students after the results of various examinations received from the University.
- Processes all Circulars, Guidelines, Office Orders, Notifications received by the University

2.11 Women's Cell

Women Cell endeavours to empower women and at creating wider gender sensitivity so as to facilitate a congenial working environment.

2.11.1 Women's Cell Objective:

To create understanding of Gender Sensitization and to ensure Gender Equity.

2.11.2 Women's Cell Responsibilities:

- Organising programmes to promote Gender Equity.
- Empowering girl students through various workshops/seminars for self-development.
- Inculcating mutual respect for each other by counselling and guidance
- Encouraging students to take up Gender Studies.

2.12 Purchase Committee

The institution is keen on maintaining credibility and transparency in all transactions, and it respects social audit more than anything. As a part of upholding the idea, we have decided to form a committee to supervise all the purchases made in the campus.

2.12.1 Purchase Committee Objective:

To ensure transparency, accountability and fairness in the procurement process

2.12.2 Purchase Committee Responsibilities:

- Requirements of various departments received by the Director shall be scrutinized and Committee shall call for quotations or for negotiations.
- Purchase Committee shall collect at least three quotations and prepare a comparative statement.
- Recommend the suitable vendor for the procurement.
- To request technical input from relevant staff as required
- Place the purchase order and settle the bills and submit the same for auditing purpose.

2.13 Academic Committee

Academic Committee formulates the guidelines, rules and regulations of all Academic affairs of the Institute.

2.13.1 Academic Committee Objective:

To oversee the academic affairs of the institute and make recommendations to the Director about academic programs and strategic priorities.

2.13.2 Academic Committee Responsibilities:

- Members of the committee give their suggestions and directions for the smooth running of the institute in academic aspect.
- Review the academic and other related activities of the institute.
- The Committee sends out directions for effective curriculum transaction.
- The committee is also made responsible for collecting feedback from the students and the teachers, and suggests remedial actions if needed.
- Review the students and faculty development programs.
- Prepare and review Academics Calendar and Class Routine for the institute.
- Review and update the Institute Prospectus.
- Promote research and extension activities in the institute campus.
- Plan for sustaining the quality of education.
- To develop co-curricular, extracurricular activities for the students.
- Keep vigilance on the attendance of teachers and regularity in taking the classes;
- Review student's attendance/malpractices in examinations;
- To make recommendations to the Director regarding inception of new value added courses, initiate measures for improvements of standards of teaching, training and research.

2.14 Admission Committee

The Admission Committee reviews admission requirements for the students' admissions in the institute.

2.14.1 Admission Committee Objective:

The objectives of this committee is to increase number of admissions in various courses of the institute.

2.14.2 Admission Committee Responsibilities:

- To maximize admissions in various courses of the institute by generating leads, cold calling, WhatsApp messages etc.
- To ensure that all the seats allotted to the Institute are filled.
- To ensure that the staff members are made aware of the counselling material (which includes fees,

admission criteria, admission deadline dates, all the reservations as per reservation policy of the Govt., concessions and scholarships that can be availed by the students)

- To offer counseling on the contents of the programmes offered by the institute.
- To check original documents of the students.
- To keep personal file of the students with proper certificates.
- Categorically sort out General, OBC, SC/ST and minority on percentage wise.
- To organize career counseling's camp in other institutes for admission purpose.
- To give priority to merit and maintain reservations as directed by the University.
- To decide the concessions as stipulated by the Management and the University.

2.15 Institution Innovation Council (IIC):

The Institution Innovation Council focuses on fostering the culture of Innovation amongst the students.

2.15.1 Institution Innovation Council Objective:

To promote innovation in the Institution through multitudinous modes.

2.15.2 Institution Innovation Council Responsibilities:

- To conduct various Innovation, IPR and entrepreneurship-related activities prescribed by MIC in time bound fashion.
- Identify and reward innovations and share success stories.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
- Organize Hackathons, idea competition, mini-challenges etc. with the involvement of industries.

2.16 Institution – Industry Cell (IIC):

Institution – Industry Cell is established to bridge the gap between the institute and industry and thus enhancing the relationship among each other.

2.16.1 Institution – Industry Cell Objective:

The objective of the cell is to make an effective contribution to educational system by identifying the gap between academic curriculum and need of the industry.

2.16.2 Institution – Industry Cell Responsibilities:

- Bridging the gap between Industry-Institute by interactive programs.
- Promoting a partnership approach towards mobilizing industrial personnel.
- To arrange for students' industrial visit.
- Organizing seminars, symposium, exhibitions and workshops both for faculties and students in cutting edge technologies to cater to the current need of the industry.
- To arrange industrial training for students and faculty members.
- To identify the opportunities for student project work in Industries.
- To encourage the department level tie-ups or MoUs with Industries for the mutual benefit.
- To promote consultancy activities and research and developmental activities with industry.
- To enrich the teaching learning process through identified industrial gap.
- To invite industry experts for guest lectures, seminars Brain-storming sessions and expertise sharing.

2.17 Training and Placement Cell:

Training and Placement Cell is to facilitate and support students for training and placement related activities.

2.17.1 Training and Placement Cell Objective:

The objective of the cell is to guide students to choose right career and to give knowledge, skill, and aptitude and meet the manpower requirements of the Industry.

2.17.2 Training and Placement Cell Responsibilities:

- Assist students to develop and implement successful job search strategies.
- Work with faculty members, department heads and administration to integrate career planning with academic curriculum.
- Empower students with life-long, career decision-making skills.
- Providing resources and activities to facilitate the career-planning process.
- Act as an interface among students, alumni and the employment community.
- Create awareness in the students regarding future career options.
- Look after the training and placement activities of students.
- Close liaison with industry.
- Organize lectures / workshops from the industry professionals.
- Arrange Training programs for soft skills and for interview facing skills for the students using institutional and external expertise.

Section 3: Code of Conduct

As an employee: You should keep in mind some constants that are the foundation of our success - past present and future. There are seven things that glue us together in pursuit of our Institute. These are Integrity, Quality, Innovation, Specialization, Respect and Results. The last is team work.

Integrity:

Without integrity, nothing else matters. This means doing what we say we will do ... internally and externally... in all cases.

Quality:

Going the extra mile in each of your endeavors and heading towards our vision “leader in values based education and business focused research”.

Innovation:

This has been a hallmark of our history and is the lifeblood of our future. We possess a great deal of intellectual capital, which we must leverage to innovative approaches for our students by maximizing their learning value-add from entry to exit to use it further in the competitive marketplace. Our culture is of continuous improvement and total quality that encourages creativity and innovation

Specialization:

The dictionary defines specialization as “the distinctive mark of quality, of service excellence.”

Respect:

We must respect and support all those we can come in contact with and operate in a professional manner.

Results:

The greatest challenge will be to make something happen for your students that are positive and lasting, something that creates value. In the final analysis, achievement of results for the students, within the boundaries of our value system, is what matters most in our institute.

Team Work:

We cited team work at last but it is required at every moment to achieve our goals. Team work means working together in desired direction.

3.1 Conduct Rules

Every staff member shall, at all times, maintain absolute integrity, decorum of conduct devotion and commitment to duty. He/she should carry out the orders and act accordingly to the instructions of his/her superiors so far as his/her official duties are concerned. He / she shall do nothing which is unbecoming of a staff member of the Institute. Further, he/she shall not do any act, which is prejudicial to the interest of the Institute.

Disciplinary Rules:

The following acts of omission and commission, which are illustrative but not exhaustive, shall be deemed to constitute misconduct and will entail disciplinary action. They are:

Misconducts: -

- Negligence or failure to perform assigned duties;
- Unauthorized absence / Habitual late / Irregular attendance;
- Habitual indebtedness, insolvency;
- Smoking within premises;
- Disorderly conduct;
- Furnishing false information regarding age, qualifications, marks and previous employment at the time of joining Institute;
- Taking / giving bribe;
- Dishonesty; theft, fraud or damage concerning any business/documents/property of Institute ;
- Drunkenness, riotous or indecent or disorderly behavior;
- Gambling within premises of Institute ;
- Willful insubordination, disobedience, negligence or refusal to accept charge sheet / other communication;
- Commission of any act which amounts to a criminal offence or involving moral turpitude;
- Unauthorized communication of any official document/information of Institute;
- Lending or borrowing money or accepting expensive gifts from person / firm having official dealing with Institute ;
- Conviction by court of law; sexual harassment; threatening or intimidating other employees;
- Possession of illegal / unauthorized weapons or firearms;
- Engaging in business other than that of the organization;
- Holding unauthorized meetings, civic, political or union activities/collection of funds during the working hours in premises of Institute ;
- Resorting to or abetting illegal strike/slowdown/distribution of handbills and posters or any other act of subversion of discipline;
- Being found in possession of or attempting to punch another employee's attendance card;
- Deliberately spreading false information or rumors;
- Refusal to accept any communication or warning in writing, etc.
- Unauthorized absence beyond 7 days.

3.2 Disciplinary Action

For offences, the punishment shall be imposed by the disciplinary authority after enquiry. Punishment shall be based on findings of enquiry, gravity of misconduct and past record of the staff.

Censure/ Warning

Punishment may be awarded in the following forms: For offences, censure/warning will be given in writing, fine, stoppage of increment, demotion, suspension, discharges, dismissal from service.

Suspension

The Disciplinary Authority has power to suspend any staff member pending enquiry. During suspension pending enquiry, the delinquent staff member will not get any allowance.

3.3 Do's & Don'ts at KAIM

Here are a few general rules and principles an employee of KAIM is expected to remain mindful of:

Always

- Conducts himself/herself in accordance with the highest, ethical standards, remembering that the definition of a Professional, that we like best, is that of a person who places the students interest above considerations of personal financial gain
- Is neatly dressed and groomed
- Is pleasant, tactful and considerate in manner, remembering to lead rather than drive people;
- Is “on schedule” and requests assistance, when falling behind is anticipated;
- Is always quick to respond to students queries or messages
- Remembers that the students ultimate benefit is more important than his/her possible “interim annoyance”;
- Stays out of “politics”; and
- Tries to “put himself/herself in the other person’s place” when exist differences of opinion.

Never

- Promises more than he/she expects to be able to deliver;
- Lies or misrepresents anything, either to students, subordinates or superiors;
- Acts on “primary reactions” - always considers the consequences of any stand or action, checks himself/herself when necessary;
- Fails to communicate weekly - in writing - with superior and designated, other recipients of weekly reports;
- Criticizes surroundings, local habits, foods;
- Gets involved in political arguments, national or international, or such controversial topics as race and religion;
- Criticizes others in a non-constructive way or in the presence of third parties

Section 4: Mentoring

KAIM follows an intensive mentoring program for all its students. The faculty is actively involved in a personalized mentoring process for the students. Each faculty is assigned the role of a “mentor” and is expected to counsel, maintain discipline and motivate their mentees (students). The mentoring process works at three levels-personal, academic and for the professional development of the students. The roles and responsibilities of the mentors broadly include:

- Ensuring overall integration of the student with the program -academically and psychologically.
- Counseling and motivating the students.
- Managing discipline & conduct related issues of the set of assigned students.
- Counseling the students to ensure adherence to attendance norms and be responsible for their self-learning.
- Attendance waivers under exceptional circumstances to be communicated to the office.
- Providing students the necessary support, academically and psychologically.
- Mentoring second year students with special attention on their preparation for the placements.
- Upon announcement of pre-placement talks and interviews, mentors should make sure they spend time with their mentees in order to enable them to understand themselves better and be better prepared for the interviews.
- Keeping in touch with TPO to be able to guide your mentees effectively.

Section 5: Academic plan

The academic plan / calendar comprises of all the events / activities to be undertaken in the academic session. The plan has to be made for the odd and even semesters accordingly. The entire session should be divided keeping in mind the requirements of the semester (academic as well as curricular, Co-curricular activities, guest lectures, industrial visits etc.) and teaching days.

Section 6: New Hire Orientation

On the Day of Joining

The following is a list of action items to be taken care on the day of your joining at KAIM.

1. Joining Documents: You will be required to submit following documents/ certificates:

- A copy of your appointment letter
- A copy of your joining report
- A copy of your birth certificate
- A copy of educational certificates from Class XII onwards
- A copy of your experience certificates from first job onwards
- A salary certificate from where you were last employed and a copy of your last salary slip
- A copy of the relieving certificate from all the organizations that you have worked so far prior to joining KAIM
- PF, Family Declaration forms, Nomination form, Declaration of Address

2. Employee ID: You will be issued a unique employment identification number which will be used for all KAIM processes and communication.

3. Seating arrangement: The Administration staff will help you with the seating arrangement on the day of joining.

4. Bio-metric records, Library Accounts, Email ID, Website profile: These would be created on the day of joining.

5. Mentor allocation: On the day of your joining, you will be appointed to a mentor who is an existing employee – a seasoned employee assigned to them to help answer the new joiner's questions and share with them an understanding of organizational practices. They also can help to introduce the new hire to people with whom they will be interacting on a regular basis, give them a walking tour of the campus, and perhaps have lunch with them one day during their Induction.

6. Orientation Program: All new employees go through an orientation program that is designed to assist them in adjusting to their jobs and work environment and to instill a positive work attitude and motivation at the onset.

Section 7: Working Days and Working Hours

Institute shall remain open for six days a week. Faculty has a six day week. Depending on exigencies, the Institute may remain open on Sundays as well. All employees are supposed to be available at all time for official duties. However the normal working hours for the Institute shall be from 9.00 a.m. to 4.00 p.m. The faculty is expected to take the classes as scheduled by the office. Delays/Rescheduling in classes is not acceptable.

Lunch Break

Lunch Break will be for 45 minutes.

Login System

You will be required to log in your presence in the attendance system and log out when you leave the office. In case, you are on tour, or on outside duty or have to leave for any work during the office hours, you are required to inform the administrative officer along with approval from competent authority.

Movement out of the premises

A staff member, who is required to go out on official duty, shall inform about the “Out Door Duty” duty duly approved by the competent authority. Following are the term and conditions:

- For “Out Door Duty” you will be paid T.A / D.A. as per institute norms.
- If “Out Door Duty” is on working day then you can’t claim any compensatory leave and incase duty hours exceeds 12 hr. then next day reporting hours can be extended up-to maximum 2 hrs to avoid any late arrival.
- If “Out Door Duty” is on holiday then in lieu of you can claim compensatory leave and incase duty hours exceeds 12 hr. then next day reporting hours can be extended up-to maximum 2 hrs to avoid any late arrival.

Section 8: Dress Code

KAIM staff has to follow the dress code of the institute. This helps to add a standard for our desired professional appearance.

Section 9: Probation – Confirmation Policy

To provide the newly joined employees clear guidelines on terms and conditions of probation and how and when do they get confirmed. During this period (normally one year) your performance will be reviewed and on completion of prescribed time, there would be an evaluation done. You will know of the evaluation through a formal feedback session. On satisfactory performance your services will be confirmed in writing. In the event of unsatisfactory performance, behavior or attitude, you will be either counseled to improve your performance and the probation period would be extended or your services may be terminated depending on the circumstances. If there is no improvement at the end of the extended probation period, you may either be counseled again and another extension may be given or the management will terminate your services. Any employee who renders two years of regular service without any break (excluding Extra ordinary Leaves or EOL's) will be considered confirmed employee inviting a notice period of three months from either side while leaving the job. The confirmation of those employees who avail EOL's will be extended by the time period so availed.

Section 10: Compensation Policy

It is our endeavor to provide employees interesting and challenging work, an enabling environment and attractive rewards that encourage them to contribute and perform effectively. Compensation will be just one of the enabling factors in our multi-pronged Talent strategy. Our objective is to provide a fair compensation that is market competitive, remunerative and reflective of the capabilities and skills of an employee; a compensation to attract and retain high caliber professionals. The salary has been structured ensuring tax & labour compliance and balancing both the long term and short term cash and protection requirements of employees. Compensation heads have been structured to be role and level specific. These compensation heads may be reviewed periodically to ensure that it is current with market and with tax provisions.

Payment of salary

Your salary will normally be paid in the first week of each month. Salary payments will be credited to your PNB bank account. For this purpose you are required to open a bank account in PNB within two weeks of joining the organization. After getting your account opened, you are required to intimate your account number to the Accounts department.

Salary Confidentiality

All information related to compensation, its elements and eligibility is confidential. All employees therefore have the responsibility of ensuring that the details of same are not shared with any third party.

Provident Fund

The provident fund shall be operative with the Commissioner of the Provident Fund, Government of India, as per the Provident Fund policy of Government of India. Presently it is Rs. 1800, will be deposited by both, the employer and the staff members in PF account given to the staff members by the PF Commissioner. An element of interest on this amount is payable at the time of withdrawal of the same as per policy of the Govt. Those who wish to get their PF account transferred from the previous company should complete a PF transfer form and submit in the accounts department.

Medical Reimbursement Policy

Medical allowance which is a part of employee's CTC will be paid on monthly basis. Employee need not to submit any voucher/Bill as it will be paid along with the salary.

Section 11: Holidays

National Festival and Declared holidays as per MDU, Rohtak. (**Annexure -5**)

Section 12: Leave Policy

General Conditions:

- Leave is earned by duty or services and it cannot be claimed as a matter of right.
- The leave year is from 1st January to 31st December of the same year.
- In case of the exigencies of work, it will be open to the Competent Authority to refuse, postpone, revoke or reduce leave of any description.
- Leave is earned by duty or services and it cannot be claimed as a matter of right. Hence, all leaves will be considered approved only if the same is sanctioned. You are required to proceed on leave only on its approval non adherence to this will be seriously viewed.
- During the period of leave, staff members shall not take up or accept any employment or work either on remuneration or without remuneration.
- During the period of suspension, staff members shall not be granted any leave. However, during the pendency of disciplinary proceedings, the competent authority may grant leave.
- Before proceeding on any kind of leave, staff members shall intimate to the Competent Authority his/her address while s/he is on leave and shall keep the said authority informed of the changes in address, if any.
- Overstay beyond the sanctioned leave shall be treated as leave on loss of pay unless the concerned staff members has got the extension of leave sanctioned (by Competent Authority) before the expiry of the leave already sanctioned. However, before treating such unauthorized absence as leave on loss of pay, the competent authority shall satisfy itself that there were no extenuating circumstances, which prevented the staff members from obtaining prior sanction for overstay. Over-stay of leave beyond 7 days without proper sanction can call for disciplinary action.
- National, Regional and Declared Holidays will be decided in December each year for every calendar year (January to December).
- On separation from the Institute, if the individual has taken CL in excess of the entitlement, the same shall be recovered from salary. Leave cannot be availed in advance, except as special consideration in case of an emergency.

Casual Leave (CL)

- All the regular staff members of the institute or those having rendered more than 2 years of continuous present services will be allowed 15 casual leaves per annum.
- All the Contractual / temporary / ad-hoc staff members will be allowed one casual leave per month.
- All the staff members barring any extra-ordinary circumstances/having prior sanctioned permission of the chair will be allowed to avail a maximum of two casual leave per month.
- Any staff member can be denied the casual leave if the chair deems fit so. Any such four sanctioned leave will be taken as absence from duty.
- In case of a staff members whose CL has been exhausted or taken in excess of the entitlement or who has extended leave without informing the authorities of the Institute, those excess leave CL taken will be treated as leave without pay (LWP), if approved expert facto by the management. If the leave is not so authorized, it will be considered as violation of conduct rules and dealt accordingly.

Summer Vacation Leave (SVL)

- All the teaching staff members will be allowed to avail two weeks of SVL at a stretch in the months of June and July.
- All the class IV and above non-teaching staff members will be allowed to avail 10 days of SVL in the month of June and July.

Compensatory Leave

- All the staff members can avail any compensatory leave with the prior sanctioning by the chair.
- The chair reserves the right to sanction or not any compensatory leave.
- If at all, any staff member fails to give the sanction for compensatory leave, it will treated as leave without page. The compensatory leave may accumulate into one's account but only by the timely sanction by the chair.

Short Leave:

- If any staff member comes/leaves the institute half an hour before/after the institute timings, it will treated a short leave. The staff member may get two short leaves per month. The third short leave in the month will be treated as one casual leave.
- All the staff members may get a maximum of eight half day leave per annum. The ninth or more half-day leaves will automatically by convert into full casual leaves.

Duty Leave:

- All the staff members performing official duty will be considered for duty leave after getting the prior sanction from the chair.
- Any staff member availing duty leave for performing out station duty will be entitled for TA/DA as per rules. Full DA will be paid to anyone if the time for duty leave exceeds 12 hrs or else half DA for the day would be paid.

Extra-ordinary Leave (EOL):

- Any staff member can be granted EOL with permission of the chair in any extra-ordinary circumstances.

Maternity Leave (ML)

- This is applicable to all those female staff who have completed one year of continuous service. ML may be granted to a female faculty / staff members for first two surviving children. A maximum period of three months of ML may be sanctioned all such employees without pay. The faculty / staff member will have to necessarily join back to duty on completion of such leaves, however in case of medical exceptions a certificate may be submitted for the extension of leave which may be granted on its merits and the prevailing maternity leave. As regards any further details the staff may get in touch with office before proceeding on such leave.

Study Leave

- A study leave/extended/deputation for a maximum period of two years may be available on recommendation of the Director only after the faculty members has completed at least five years of service at the Institute.
- Eligibility of study leave would be assessed on how this leave would improve the intellectual capital of the institute
- Should be applied 30 days in advance in the beginning or end of academic year
- During the period of study leave the faculty member will not be entitled to draw any salary. He will also not be automatically entitled for promotion as a result of his receiving any advanced degree during the course of his study leave.
- During the period of study leave the faculty will not engage in any gainful employment in other organization and an employee will have to sign an undertaking binding them to the terms of such leave.

Sabbatical Leave

- Faculty members are also entitled to a sabbatical year, after completion of six years, subject to the approval of Director. He / She will have to give a bond to serve the institute for a period of two years after availing of the leave. Applying for leave has to be done at the end or beginning of the academic year. During the period of sabbatical leave the faculty will not engage in any gainful employment in other organization and an employee will have to sign an undertaking binding them to the terms of such leave.

Section 13: Travel Policy and Daily Allowance - Rules & Guidelines

The objective of these rules is to provide a set of guidelines that govern travel for official purposes.

These rules are intended to provide reasonable and adequate allowances/ reimbursements related to the responsibilities and needs of various categories of & staff members in consistent with their status in the Institute. It is expected that the entitlement should not exceed the need and these rules should not be misutilized.

For the use of personal vehicle for official work compensation would be paid as per the norms of the institute.

Section 14: Loans

KAIM provides loan to their staff members in the organization. But it will not be a matter of right but purely discretionary by the management. Following are the prescribed guidelines:

- Amount of the loan is maximum Rs. 35,000
- The loan shall be repayable in 12 months of equated monthly installments, which shall be deducted from the salary.
- In case, staff members leave the organization prior to refunding the loan then it shall be deducted from his full & final settlement.

KAIM
SCHOOL OF BUSINESS STUDIES
Established : 1995

Section 15: IT Policy for all Employees

Internet / Email

The Institute's computers, computer files, the e-mail system, Internet access and the software furnished to employees are the Institute's property and are meant for official work. The Institute specifically prohibits the use of computers, handhelds and the e-mail system including Internet access in ways that are disruptive, offensive or harmful to morale. This includes sexually explicit messages, images and cartoons, ethnic slurs, racial comments, off-color jokes or anything that could be construed as harassment, shows disrespect for others, defames or slanders someone, or otherwise harms another person or business. Employees may not access the Internet to visit any websites that contain pornographic content, any discriminatory message, or one that disparages any group. Employees may not use computers or the e-mail system for commercial messages of any kind or for messages of a religious or political nature, solicitations, gambling or other inappropriate usage. Internet access should be used in such a way that all transmissions, whether internal or external, are accurate, appropriate, ethical and lawful.

Software

Illegal duplication of software or violation of copyright laws by the duplication or sharing of software, installing of pirated software or the distribution of copyrighted material, downloading of non-work related or objectionable files is strictly forbidden. An employee should not misuse a password, access a file or retrieve a stored communication that is not normally accessible to that employee. Access is provided to employees for various online software and resources. All data contained therein is property of the Institute and therefore may not be misused, communicated, handed over or passed on in any format and through any medium to anyone other than for whom it is intended by the Institute. Immediate action will be taken against those found guilty of violating this policy.

Measures

In order to enforce these policies, computer, Internet and e-mail usage may be monitored by the Institute, including retrieving and reading e-mail messages and other computer files, and monitoring of Internet traffic. Therefore, e-mail messages and other use of the Institute's computers is not confidential, and even though you may be issued a private password or other private access code to log in to a system, you may have little expectation of privacy with regard to your use of the system. Employees should immediately notify the management of any violation of these policies. Those found guilty of violating these policies will be subject to disciplinary action, suspension of online accounts or if necessary, face termination of employment.

Updates / Revisions

As and when necessary employees need to comply with system policies, installation of software upgrades, cooperate in the up keep of their systems and online profiles in order to meet the Institute's standards. Management reserves the right to update or modify these policies as and when necessary.

No Dues Certificate

During Exit from the institute, the employee should submit all the possessions (Issued time to time) of I.T. Lab to get the No Dues Certificate (NDC). In case of loss of any possession, the employee should submit the new merchandise of the same brand and model. In case of non-availability of the same brand and model, the upper version of it will be provided to the Lab.

Section 16: Employee Referral Policy

Objective

To encourage Employees to refer suitable candidates from time to time and helping us meet the staffing requirements of the organization.

Eligibility

When you refer your friend / acquaintance, we expect you to have briefed the candidate about KAIM. Please do bear in mind the "MUST HAVES" for all those being referred:

- Strong academic background
- Excellent Communication & Presentation skills
- Relevant experience
- Strong Analytical Skills
- Team Player
- Should be open to travel/ relocate
- Strong Educational background

It's opened and closed with prior announcement.

Section 17: Library

- Books should be borrowed and returned from the library personally. Transactions should not be carried out through an intermediary.
- All the borrowed books should be returned at the end of the semester. If the book is lost it has to be replaced with a brand new copy of the latest edition of the same author and title. A processing fee which is equivalent to 30% of the MRP of the book should be paid. If the book has ceased publication amount equal to twice the price of the book should be paid.
- To buy books outside of what you have already recommended as a part of the course outlines, a useful book if found appropriate to be in the library, may be bought by the concerned faculty and get it reimbursed from the office. They can then be taken to the library where it would be stamped and the bill sent for processing from there.
- KAIM has a tie-up with various libraries, and access to various data bases to provide faculty members facilities to carry out research work. KAIM Libraries have Institutional membership with DELNET. As a member faculty is eligible to borrow books from these libraries.

- **DELNET:** Developing Library network is an electronic network of more than 1000 major libraries in India. Using the combined resources of all member institutes DELNET has created very useful databases of books, journals, audio visual material and CD-ROM's etc. KAIM has joined DELNET and has online access to all these databases.
- **No Dues Certificate:** During Exit from the institute, the employee should submit all the possessions (Issued time to time) of library to get the No Dues Certificate (NDC). In case of loss of any possession, the employee should submit the new merchandise of the same author and edition along with a processing fee which is equivalent to 30% of the MRP of the book. In case of non-availability of the same author and edition, the latest edition of it will be provided to the Library.

Section 18: Performance Management System

Objective

The Performance Management System has been designed so as to achieve organization goals and facilitate individuals in achieving professional aspirations.

The key objectives of the Performance Management System are to

- Strengthen the Intellectual Asset base of the firm
- Align and harness employee energies towards achieving superior results for our Stakeholders
- Guide employees on the path to strengthening their professional capabilities
- Provide a rational and objective basis for identifying high potential to take on future leadership roles
- Provide an objective basis for rewarding and recognizing performance

The Performance Appraisal Cycle

Individual performance and contribution will be reviewed on a continuous basis through appropriate monitoring and feedback. In this appraisal the focus will be on review of performance against key deliverables and targets and on capabilities demonstrated in the course of the year. The key outcomes of the end of year performance discussions will be

- An agreed set of action to be undertaken by the employee to improve performance
- Identification of development needs
- Identification of potential for career progression and growth
- Basis for deciding performance awards

The appraisal conducted once a year (Probably in the month of September)

Components of the appraisal system:

- Self-appraisal
- Appraisal by Director

- Teaching feedback from Students
- Appraisal also includes data from the admin Office (like classes held, re-scheduled or cancelled; number of guest lecturers conducted, etc.)

The review should be an open and confidential dialogue between the Vertical head/ Director/Chairperson and the faculty, sharing and discussing.

Annual Increment

Annual Increment determined from time-to time will be awarded based on “Annual Assessment” of performance as per specified Performa (amended from time-to time). However, management in its absolute discretion may consider for any staff members, advance/special increments or one time award based on outstanding performance and potential at any time.

Note: - Annual increment will not be granted on fixed rate basis. It will be awarded purely on the performance basis (*see components of the appraisal system*). Hence, management will not entertain any employee if a junior, on his better performance, will be awarded more increment than a senior.

Promotion

Promotion to higher grades shall generally be made subject to needs of the Institute and availability of posts as well as performance of the employees. Eligibility for promotion will conform to AICTE/UGC norms wherever applicable.

Section 19: Confidentiality Policy

Non-Solicitation

During the term of your employment, you will not directly or indirectly:

- Employ or solicit for employment, or advise or recommend to any other person or entity that they employ or solicit for employment, any employee of the organisation.
- Solicit or encourage any employee of KAIM to leave the employ of the Organisation, to do any act that is disloyal to the organisation, is inconsistent with the interests of the organization.
- Make any statements or perform any acts intended to interfere with, reasonably likely to interfere with or having the effect of interfering with, any interest of KAIM.
- Undertake any alternate employment or engage in competition with, perform any services for, participate in or be connected with any organization which engages in competition with KAIM.
- Any assignment/consultancy/training/international teaching assignment need to be approved by competent authority Director.

Confidentiality

We expect utmost discretion and confidentiality of information to be maintained at all times even beyond the employment term. Any indiscretion or willful sharing of confidential information with third parties shall be deemed as a gross misconduct and may result in immediate termination of services without notice or compensation.

No reports, proposals, designs, patterns, literature etc. (printed and/or on any electronic media) containing information internal to KAIM should be taken out of the office, without prior knowledge of the administrative head. In no case, a copy of any Business Proposal / Project Report or any other Document or Software in any form can be given out to any third party without specific written approval from the administrative head.

Section 20: Exit Policy

Objective

To provide guidelines to be followed when the employee leaves the company either due to Resignation or Termination. This is to ensure that both parties have all issues tied to mutual satisfaction in a fair manner.

Termination of Service

During probation period and / or extended period of probation, every staff is liable to be terminated at any time without any notice or assigning any reason(s) thereof. On confirmation, services of a staff member can be terminated by giving one month's notice, or by payment of one month's basic pay in lieu thereof. For disciplinary cases, no payment or notice period is required.

Resignation

Staff will be required to give compulsorily one month's prior notice in case of separation from the Institute. Faculty, whether confirmed or not, will not resign from the services of the Institute in the middle of the teaching term once he / she accepts a course for teaching in a particular term. The teaching term will be as per the session of M.D. University calendar. In case he / she fail to do so, the faculty will be liable to pay three month's salary, in addition to serving the notice period as per rules, all faculty members are required to fill an Exit Form (Annexure 7) on leaving the institute. The mail /letter has to be sent to the Director. Written acceptance of resignation will be given to the employee clearly specifying the date of relieving by the office. During the notice period the employee will help to complete all formalities including exit interview and handing over the no dues certificate. The Administration will help in procuring the No Dues Certificate from all the departments (Like Library, I.T. lab, Concerned HOD etc). On receipt of No dues Certificate the full and final settlement of account would be prepared and cheque issued.

Retirement

Staff shall retire from service of the Institute on attaining the age of superannuation fixed at 60 years. However, the retirement age may be changed from time-to-time by the management. To determine age of retirement, the official record of age available with the Institution shall be treated as final. However, fresh arrangement can be made to avail the service of the retired employees on consultancy basis on terms fixed by the management, which will be at the sole discretion of the Management.

In case of long unsanctioned leave

You will be considered to have voluntarily abandoned the service of the organisation if you fail to report for duty, either after 7 days from the date of expiry of your sanctioned leave, or you are absent for a period of 7 consecutive days or more without sanction or if you turn up to rejoin duty after an unauthorized absence of more than 7 days and are unable to explain your absence to the satisfaction of the organisation.

Return of KAIM's Property

You shall promptly upon the termination of your employment, deliver organisation's equipments and belongings (laptop, mobile phone, data card, books, visiting cards etc.), correspondence and all other documents, papers and records in whatever form, including but not limited to, electronically held data containing or referring to any client, proprietary or confidential information concerning the business of the Firm and of any of its Clients which may have been prepared by you or have come into your possession, custody or control in the course of your employment. You shall not keep any copies of these items.

No copy (printed or digital) of any document or proposals or report or contacts' data base can be made by the departing employee. Any violation of the Institute's intellectual property ownership or rights will be taken very seriously, and legal action may be initiated against such employees who are found to have taken any organization document or file or presentation or any other official records.

SCHOOL OF BUSINESS STUDIES
Established : 1995

Section 21: Job description

21.1 Assistant Professor

Duties and Responsibilities:

Teaching

- To contribute to teaching across the range of programmes (undergraduate/ postgraduate). Teaching involves delivery of the course, preparing, maintaining and improving competence in subjects being taught, preparing teaching material, setting examination papers, assessments and maintaining student's attendance record.
- To supervise students in related research areas/Projects/internship.

Research

- To pursue research independently and collaboratively which can flow into teaching and learning.
- To participate in research seminars and other research related activities in the Institute
- To show research leadership and to work with and encourage junior staff.

Administration

- To undertake administrative tasks as desired by the institute.

Relationships

- To establish a range of collegial relationships with colleagues in other disciplines and research groups.
- To undertake some managerial duties within the Institute
- To participate in the admissions and placement activities and campus events

Mentoring /Advising

To be actively involved in a personalized mentoring process for both first and second year students.

- To guide students in their personal, academic and professional development
- Provide support and challenges to students to stretch their limits.
- Mentoring second year students with special attention on their preparation for the placements.

21.2 Associate Professor

Duties and responsibilities:

In addition to what Assistant professor does an Associate Professor should in one academic year.

- Publish one research paper in National or International Refereed journal.
- Publish a case study or a book
- Organize and conduct one full MDP for KAIM (Joint/Individual)

21.3 Professor

Duties and responsibilities:

In addition to what Assistant professor does a Professor should in one academic year.

- Publish two research papers in National or International refereed journal publication.
- Organize and conduct two full MDP's as program director on behalf of KAIM (Individual).

21.4 Director

The director oversees the functioning of the institute. The following are the duties and responsibilities for the director.

Regulation / Monitoring:

One of the important responsibilities of a Director is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the University; along with the expectations of the top management; students and their parents. The following are some of the important responsibilities coming under this category.

- Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
- Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
- Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
- Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / AICTE / Management.
- Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the institute.

- Monitoring all the liaisoning activities with governmental, corporate and other academic bodies / institutions.
- Monitoring the liaison of activities with departments within the institute and most importantly with the top management of KAIM.
- Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College Council and the various committees.
- Monitoring the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
- Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, government, and university apart from the ones conducted by the top management.
- Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
- Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

Developmental Functions:

Director also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Director.

- The Director needs to locate, contact, attract and recruit the right kind of the staff members suitable for the institution keeping in view the future needs of the institution.
- Nurturing and facilitating the faculty and giving all the necessary guidance and support.
- Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
- Focusing on building an image for the institution at an overall level or in terms of a particular strength either in terms of a department or activities.
- Developing the working and learning culture in the institution.
- Developing the necessary infrastructure most importantly the library, laboratory with international ambience.

Strategic Functions:

Director needs to shoulder various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in long term. The following are some of the strategic functions.

- Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the institute.
- Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the institute.
- Contributing to various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies.

Leadership Functions:

These are in fact the most critical functions of a Director of an academic institution. With the fulfillment of these functions, the Director will exhibit the true qualities of a leader by being a role model to all his / her colleagues. The following are some of the leadership functions.

- The Director shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
- Take-up research, publication, consultancy & training and establish credentials as academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
- To set high standards of discipline, commitment and involvement in work pattern.
- To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
- Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

Visionary Functions:

These functions are the ultimate functions of a Director. The following are some of the visionary functions:

- Developing a long term model for the institution and working for realizing this vision in close association with the top management.
- Taking steps at regular intervals which facilitate towards realizing the vision.
- Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
- Under each of the heads mentioned above, the Director could take up many more functions suiting to the requirement and needs to the institution from time to time.

Planning:

The Director requires to prepare long term as well as short term plans (concrete documents) and present to the top management.

Execution and Reporting:

The Director requires to present regular reports about each and every function that they have taken-up or intend to take-up to the top management.

21.5 Registrar

- The Registrar shall be the custodian of the records, the common seal and such other property of the Institute as the Institute Council may, commit to his charge;
- Prepare and update the Handbook of the Statutes and Regulations approved by the authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the Institute ;
- Receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action;
- Render necessary assistance for inspection of the Institute , its buildings, class rooms, computer labs, libraries and equipments, as directed by the Director;
- Organize training and orientation of non-teaching employees in the Institute and affiliated institute s;
- Place before the Governing body a report of the development activities of the Institute every six months;
- Extend all support to the other divisions such as examinations, admissions, and finance.
- Represent the Institute in suits or proceedings by or against the Institute sign powers of attorney and perform pleadings or depute his representatives for this purpose.
- Consultation with President/Gen Secretary enter into the agreement; sign documents and authenticate records on behalf of the Institute.
- Safeguard the properties such as buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other resources of the Institute.
- Perform such other duties as may specify in the rules and bye-laws or as may be specified by the Board of Governor or Director from time to time
- Responsible for the audit of equipment and usability.
- The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the Institution.
- Proposes annual budget of the department.

21.6 Training and Placement Officer:

The activities of the TPO comprise of (i) Training (ii) Placement and (iii) Alumni. TPO also proposes annual budget of the department.

Training

- To create an awareness among the students about the requirements of various recruiting organizations.
- To train the students in communication skills.

Placement

- To maintain the data base of various companies / prospective recruiters and recruiting agencies and correspond with them.

- To coordinate with the HOD's, Exam branch, and the Director to procure a list of the eligible students for jobs, projects, further studies and desirous of becoming entrepreneurs and guide them in the respective areas.
- To organize regular mock interviews and group discussions in association with the language faculty.
- To intimate the students about the placement campaign in various major cities in the country.
- To correspond with various prospective employers with respect to Project Works, Seminars, Industry Visits and Job recruitment
- To gather the information about further studies of various universities and display the same for higher studies.
- To procure and organize all the brochures, question papers and other information related to advanced courses.
- Prepare an annual report of trainings given, workshops organized, seminars conducted, guest faculty invited to campus, companies visiting the campus, list of students selected, alumni contacted and number of leads generated in the month, and finally submit a copy to the Director, and maintain a record of the same for AICTE.

Alumni

- To educate the present outgoing batch of students about the alumni association and its relevance for the betterment of the students after their graduation.
- To coordinate the filling up of the alumni proforma by the outgoing students.
- To maintain an alumni database and conduct an alumni get together at least once in a year.
- To send greetings or letters of appreciation to the alumni.

21.7 Librarian

- Responsible for the overall in charge of the library.
- To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
- To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the HODs, Academics about the same for procurement.
- Maintains documentations of books, journals, magazines, newspapers, CD's & library materials
- Prepares a periodical requirement of books and journals to students and Faculty Member.
- Responsible for maintaining and updating e-journals and all teaching aids
- Arranges to prepare the library budget and policies relating to the library/Digital library.
- Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports.
- Provides all statistical information pertaining to the library.

21.8 Administrative Officer

Administrative officer is the over-all in-charge of administrative functions like Transport, Campus maintenance, Security of institute property, and personnel, canteen operations, Public relations, Health Centre, among others. The specific duties and responsibilities are as follows:

- Assists the Registrar in the day-to-day administrative functions of the institute, and also in developing policies, procedures, and systems which ensure productive and efficient operations.
- As the custodian of the institute property records, manages the filing, storage and security of documents.
- Assists in the preparation of contract agreement/document for canteen operations, Security services, general maintenance, and supply of Private Vehicles by Travel agencies, as required.
- Oversees and manages the transport operations with the assistance of Transport-in-charge and ensures provision of convenient, safe and hassle-free transport to the students and staff as per the institute policy and in conformance with RTA rules.
- Co-ordinates provision of, and maintains, the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories, washrooms, electrical installations, RO plants, borewells, furniture, campus green cover, transport vehicles, telephones, photo copiers, Fax machines, Air conditioners, Computers, Printers, Cash Counting Machines, CC Cameras, Water Coolers etc.
- Ensures campus security and safety of personnel through administering the Agreement with security service providers, comprising monitoring of the work of security staff, enforcing the terms of the agreement, and compliance with the instructions issued by the institute from time to time.
- Serves as the primary point of contact and liaison with public and other departments.
- Co-ordinates response to legal notices, filing of petitions and liaisons with advocates representing the institute.
- Identifies training needs of office staff, and organizes staff development programmers.
- Monitors fuel efficiency of transport vehicles periodically and takes corrective actions as required.
- Monitors and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
- Keeps an inventory of office equipment and furniture, identifies them with unique asset Nos., co-ordinates annual verification of the assets.
- Any other functions assigned by the Registrar /Director from time to time.

21.9 Head of the Department:

- To take advise/sanction from the Director for implementation of academic, co-curricular and extracurricular activities.
- Proposes annual budget of the department.
- Assigns duties to staff of the Department.
- Ensure allocation of workload to all staff members.
- To co-ordinate with the staff of the department for smooth functioning of academic, co-curricular and extracurricular activities of the department.
- To present the departmental budget/requirement to the Director.

- To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.
- To ensure smooth conduct of examinations including paper setting, assessment of theory and lab.
- To submit recommendations, if any, to the examination committee for processing of results.
- To ensure purchases and maintenance of stock registers.
- To ensure Quality, Maintenance and cleanliness of the department.
- To recommend leave of the departmental Colleagues.
- To motivate faculty towards Research Proposals.
- To encourage research/innovative programs in the department.
- To organize need based workshop/seminars/symposia/visits/excursions etc.
- To invite guest speakers for interaction and guidance of the students.
- To guide the students for career opportunities.
- To facilitate faculty in the preparation and processing of self-appraisal of performance.
- To ensure that institute equipment/facilities under the department's control are properly maintained and serviced as required.

Responsibilities include:

Faculty

- Assisting faculty in providing a quality educational experience for students.
- Recommending, mentoring, and supervising faculty.
- Coordinating and recommending full-time faculty responsibilities: teaching assignments, committee assignments, and student advisee assignments.
- Providing the Director with inputs regarding the needs of faculty within the department, participation of faculty in departmental activities, and suggestions for faculty development.

Program and Curriculum

- Preparing and recommending class schedules.
- Supporting the integrity of curricula, encouraging student success.
- Planning, developing, implementing, and evaluating curriculum for students enrolled in the programs offered by the department.
- Assisting in providing leadership to meet the instructional goals of the department and institute.
- Review, prepare and ensure timely submission of various project reports and training reports of the students.

Department

- Conducting regular meetings of the department faculty.
- Coordinating the formulation of department short- and long-term plans.
- Facilitating interaction and collegial spirit among the department faculty.
- Coordinating the preparation of proposed departmental budget request.

Administrative

- Represents the department at meetings of department chairs.
- Assists with student complaints, and grievances originate in the department.
- Plans, executes, and monitors academic and support activities of the department
- Maintains discipline and culture in the department
- Maintains records of departmental activities and achievements

21.10 PS to Director

- Provide full administrative and secretarial support at a senior level to the Director to ensure the smooth management of day to day affairs, and most effective use of time. Handle sensitive and complex issues in a professional and objective manner. Take initiative as appropriate especially in the Director's absence.
- Manage Director's diary, assessing priority of appointments and reallocation as necessary.
- Process Director's correspondence, ensuring that incoming correspondence is dealt with by the Director/or on behalf of the Director, or other staff as appropriate.
- Maintain Director's office systems, including data management and filing.
- Maintain records of Director's contacts.
- Screen calls, enquiries and requests, and deal with them when appropriate.
- Assist Director in researching and following up with action on matters which fall within the Director's responsibility – chasing responses, triggering follow-up action.
- Produce documents, briefing papers, reports and presentations for the Director.
- Organise meetings and ensure that Director is well prepared for those meetings, preparing agendas, pre-meeting briefings and meeting papers. Manage arrangements for Trustees' and Sub-Committee meetings, including production/distribution of agenda and papers.
- Assist/support Director, Development Manager & Communications Manager in arranging funding partner and other events.
- Meet and greet visitors at all levels of seniority.
- Supervise all incoming/outgoing mails.
- Any other duties as may reasonably be required by the Director.

21.11 Accountant

- Documenting financial transactions
- Monitoring the efficiency of existing accounting procedures and ensuring they comply with the government regulations
- Reviewing financial documents to resolve any discrepancies and irregularities
- Reconciling already documented reports, statements and various transactions
- Creating, reviewing and presenting budgets
- Recommending financial actions by analyzing accounting options
- Cooperating with auditors in preparing audit reports
- Providing guidance on revenue enhancement, cost reduction and profit maximization.
- Preparing and analyzing financial statements like cash flow statement, balance sheet and profit and loss statement

- Submitting annual tax returns
- Maintain Cash Book & Ledger of KAIM on Daily Basis.
- Maintain Cash Book & Ledger of Boys Fund of KAIM on daily Basis.
- Maintain Cash Book & Ledger of DES Hostel on daily Basis.
- Maintain Vouchers of All above Mentioned Accounts on Daily Basis.
- All Vouchers should be signed on daily Basis. No vouchers will be signed after 48 hours of the prescribed date. Henceforth, the accountant will be responsible for same and will be penalized financially (Equivalent to voucher amount)
- Maintain Bank Accounts as well as Bank Registers with Ledger of All above Mentioned Accounts on Daily Basis.
- Maintain Files of TDS Return, ITR File and Balance Sheet.
- Maintain Record of Payment of ESIC, EPFO & TDS on Time.
- Maintain the Record of Cash in Hand of All above Mentioned Accounts on Daily Basis.
- Maintain the Record of Salary Register of All Staff Members of All above Mentioned Accounts on Daily Basis.
- Maintain the Trial Balance of All above Mentioned Accounts (Monthly Basis).
- Maintain the Record in TALLY properly of All above Mentioned Accounts on Daily Basis.
- Maintain the File of Pending Bills / Cheque / other Documents of All above Mentioned Accounts on Daily Basis.
- Maintain Fees Software, Fee Receipts, Fee Register, Fee Reconciliation and Fine of Class wise students on Daily Basis.
- Backup the Data of TALLY in Pen Drive also on Daily Basis.
- Any other Works given by Director and Office.
- Get all the Accounts Audited on time.
- Prior approval from the director and the in-charge of accounting is required for any advance on purchases.

21.12 Technical /Computer Lab Assistant

- Manages all the activities relating to the Computer systems and networking.
- Support computer lab operations.
- Support faculty and students to use computer software and hardware.
- Extend appropriate procedures, respond to queries and document resolution of repetitive issues.
- Respond to queries and introduce students to use of computers and peripheral equipment.
- Develop records of students involving in computerized instructional support.
- Manage laboratory software, test materials and hardware to ensure security.
- Handle lab equipment efficiently.
- Watch lab occupants while entering and leaving lab to secure equipment.
- Log equipment damage and malfunctions.
- Capture statistical reporting information.
- Offer access to reference manuals and other information to users.
- Extend assistance towards computers and printers' support.
- Clean, review and handle minor equipment maintenance to assure its operational condition.

21.13 Library Assistant

- Library Assistant are responsible for assisting with the administration and organization of a library. Their duties include helping library visitors find the right reference materials, processing interlibrary loans and signing up visitors for their own library card.
- Library assistants typically need to be able to complete the following tasks:
 - Charge and renew materials
 - Assist patrons in locating materials
 - Weed collection of worn-out and obsolete materials as necessary
 - Greet and direct visitors
 - Maintain records
- Library assistants help to keep libraries organized and efficient while assisting patrons as necessary. They typically assist students with checking materials in and out and sometimes with locating materials.
- When not assisting patrons, library assistants also will help with restocking shelves and otherwise organizing library materials.

21.14 Security Staff

- Acts as in charge for Gate Entry of students, teaching & non-teaching members and any other entry inside the campus.
- Monitors Material movement in and out of the premises.
- Verifying the ID Cards.
- Issues the Visitor ID and collects the required data from the visitor.

21.15 Chief Warden

- Responsible for allotment of rooms to the students.
- Responsible for maintenance of the hostels.
- Looks after the quality of food served in the hostels.
- Keeps strict discipline among students of the hostels.
- Reports to the Director in case of any indiscipline or misbehavior by the students.
- Looks into the grievances/complaints of the students if found genuine.
- Arranges for first-aid in case of any emergency and arrange for hospitalization of student/staff, if required.

21.16 Multi-Tasking Staff (MTS)

- General cleanliness and upkeep of the institute.
- Carrying files and papers within the building.
- Physical maintenance of records of the institute.
- Photocopying, sending of fax, etc.
- Other non-clerical work in the institute.
- Assisting in routine office work like the diary, dispatch, etc.

- Assisting on the computer.
- Cleaning of rooms and dusting of furniture etc.
- Delivering post (outside the building).
- Watch and ward duties.
- Opening and closing of rooms.
- Cleaning of the building, fixtures, etc.
- Driving of vehicles, if in possession of a valid driving license.
- Upkeep lawns, parks, potted plants, etc.
- Any other work assigned by the superior authority.

21.17 Data Entry Operator

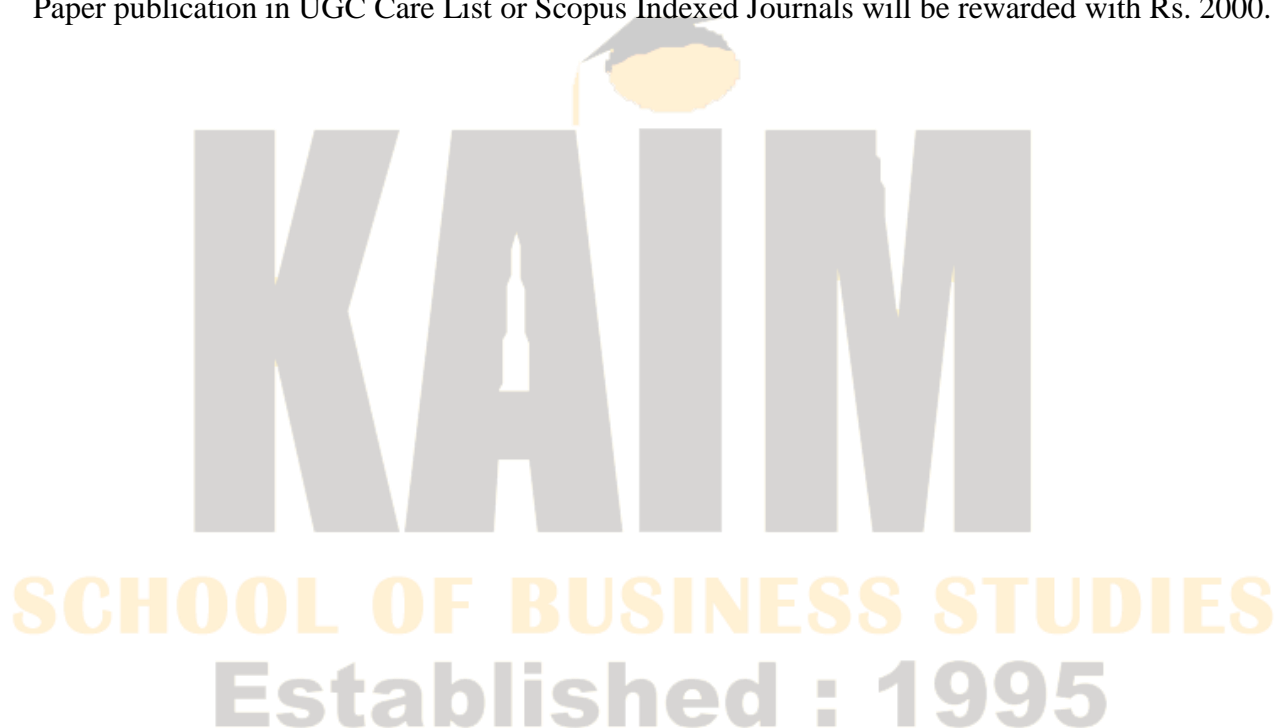
- Insert data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Scan documents and print files, when needed
- Keep information confidential
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies
- Ensure proper use of office equipment and address any malfunction

21.18 Clerk

- Performs clerical duties including typing, filing, and completion of simple forms.
- Operates office machines including copiers, scanners, phone and voicemail systems, personal computers, and other standard office equipment.
- Answers phones, directs calls to appropriate individuals, and prepares messages.
- Copies, sorts, and files records related to office activities, business transactions, and other matters.
- Prepares letters, memos, forms, and reports according to written or verbal instructions.
- Sorts incoming mail and delivers to appropriate department or individual; processes outgoing mail.
- Maintains filing systems either manually or electronically.
- Manages calendars and schedules appointments.
- Performs other related duties as assigned.

Section 22: Paper presentation in a Conference/seminar:

- Any faculty allowed for attending a conference/seminar/workshop would be considered as official duty.
- Paper publication in National Conference (approved / sponsored by UGC / AICTE / State or Government approved University) will be rewarded with Rs. 1000.
- Paper publication in International Conference (approved / sponsored by UGC / AICTE / State or Government approved University) will be rewarded with Rs. 1500.
- Paper publication in UGC Care List or Scopus Indexed Journals will be rewarded with Rs. 2000.



Annexures

Annexure 1: Performa/ Information for Application to Attend Conferences

- **Name of Faculty:**
 - **Date of joining & confirmation:**
1. Name of the organizer and the event.
 2. Please evaluate the rank of the organizer in terms of its reputed in a scale of five (Five is highest)
 3. What do you think to be the distinctive contribution of your paper?
 - new theoretical insight
 - new modeling exercise
 - generation of new primary data
 - Synthesis of existing knowledge

(Please fill the below columns and encloses a copy of the paper)

1 How will the participation help you professionally?

2 How will KAIM derive any benefit from your participation? Please be specific

3 Total cost of participation & breakup

- Registration
- Travel
- Boarding

4 Support requested from KAIM

Annexure 2: Performa for Research/ Case Development

1	Title of the Project		
2	Director Investigator		
3	Other Investigators		
4	Objectives		
5	Description of Methods		
6	Details of work done, if any, by Director Investigator on the subject of proposed research		
7.	Expected time period	From:	To:
8.	Final outcome of the project	Research Proposal	
		Case Study	
		Book	
		Any other (please specify)	
9.	Any other Details(please specify):		

Date:

Signature of the Director Investigator:

Annexure 3: Performance Review & Development Plan (Faculty)

Instructions:

1. Please complete the form using a pen. You may leave out sections which do not apply to you or those you do not wish to complete for any reason.
2. Your response should be to the point. Where you feel that you have not been able to achieve an objective please indicate the reasons for the same.
3. Parameters for assessment are as follows:

Excellent (4) - Performance surpasses norms significantly and consistently

Good (3) - Performance is better than average

Average (2) – Performance is below average

Poor (1) Performance falls well short of norms

4. Your assessment will take place within 30 days of your returning the form. Delayed submission will delay increments/promotions. No increment/promotion will take place with retrospective effect.

SECTION –I (To be completed by Appraiser)

Name of the Course	Program	Teaching Feedback	No of Students enrolled	No of Students giving feedback	No of classes on time	No of classes rescheduled	No of guest lectures	Submission of In-House Exam/ unit Test results (On time / Delayed)

1. List all courses taught during the period under review

2. My contribution as a Mentor

 KAIM SCHOOL OF BUSINESS STUDIES Established : 1995	
Mentee Feedback	

List any innovative methods used in teaching and how it helped your students?

4. Industry Engagement

- 1 Details of Guest Lectures held for the period under review
- 2 Details of Industry visits

S. No.	Topic	Course	Name	Designation

S. No.	Course	Details of Industry Visited

5. Academic/ Non-Academic responsibilities taken during the period under review

Academic	Non academic

Comments by Director
Name:
Signature:

6. List Refereed papers, articles, working papers, case study and research briefs published

S. No.	Title	Journal	Year/ Month

7. List papers accepted for presentation at Conference/Seminars

S. No.	Title	Conference Name	Country	Year/ Month

8. List books / chapter published

S. No.	Title	Publisher	Year/ Month

9. List of MDP/Consulting/Customized Trainings /FDP's CONDUCTED on behalf of KAIM

S. No.	Title	Organization	Year/ Month

10. List of MDP's /FDP's ATTENDED

S. No.	Title	Organization	Year/ Month	Rating

11. Additional qualifications/certifications acquired during the period under review

1		
2		
3		
4		

12. How can KAIM contribute to increasing your work efficiency?

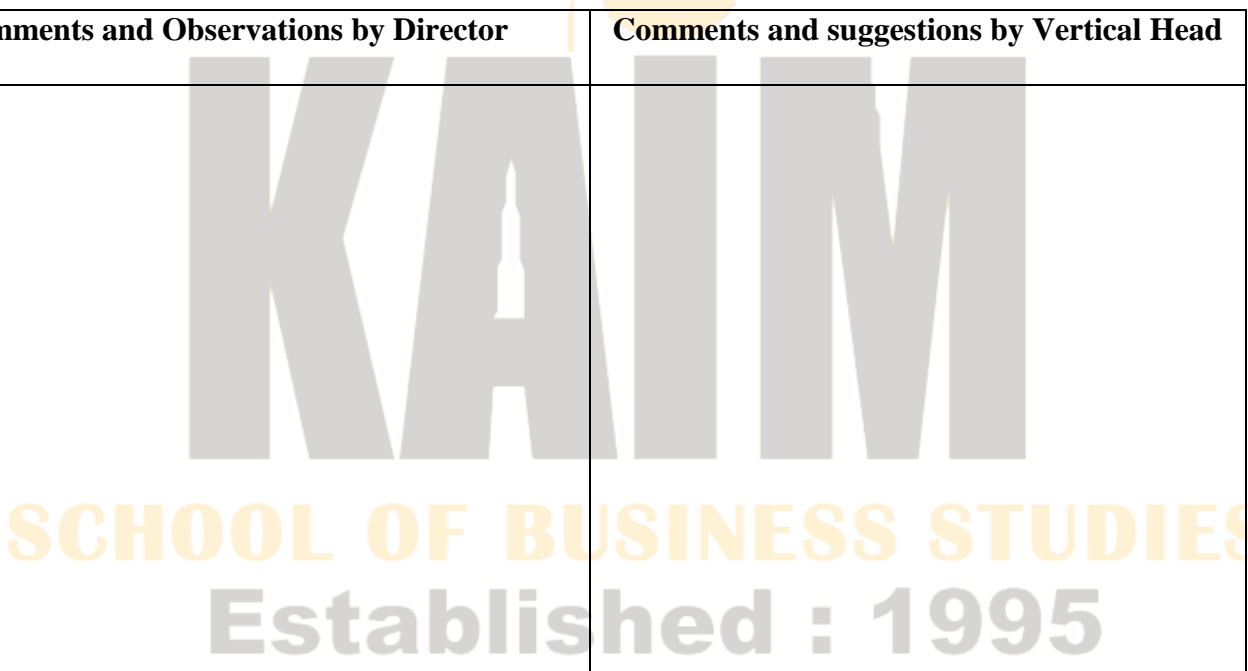
1	Date of last Increment				
2	Increment given in last assessment				
3	Date of last assessment				
4	Attendance (Total days worked)				
5	Number of leaves availed	CL	LWP	Other	

SECTION – II (To be filled in by Director and / or Vertical Head)

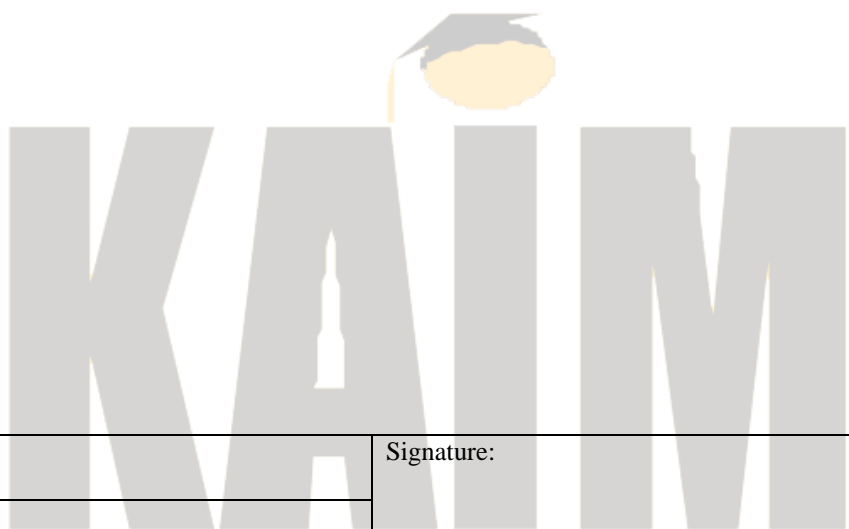
S. No.	Statements	1	2	3	4
1	Ability to learn and use new skills				
2	Offer constructive and creative suggestions for improvement				
3	Participate and share information (Cooperation)				
4	Seek improvement in performance				
5	Take assigned responsibilities				
6	Assist in conducting examination				
7	Willingly collaborate with others				
8	Help in Placements				
9	Considerate, respectful and treat others fairly				
10	Help in admissions				
11	Accept mistakes/failures and take criticism positively				
12	Able to perform under pressure				

13	Comfortable working with different colleagues				
14	Accept and adapt to change				
15	Constantly seek improvement and is willing to learn				
16	Display initiative and commitment				
17	Participate and attend institutional events regularly				
18	Proactively seek additional responsibilities				

Excellent (4) - Performance surpasses norms significantly and consistently Good (3) - Performance is better than average Average (2) - Performance is below average Poor (1) Performance falls well short of norms

Comments and Observations by Director	Comments and suggestions by Vertical Head
 <p>KAIM SCHOOL OF BUSINESS STUDIES Established : 1995</p>	

Final Comments (Vertical Head / Director / Chairperson) post appraisal increment amount recommended

<div style="text-align: center;">  <p>KAIM</p> <p>SCHOOL OF BUSINESS STUDIES</p> <p>Established : 1995</p> </div>	
Name:	Signature:
Date:	

Final Order:

Basic	HRA	Medical	Conveyance	Academic & Research	Other Allowances	Gross

Annexure 4: Performance Review & Development Plan (Staff)

Designation	Organization/Location	Job content	Period		Special achievement, if any
			From	To	

Administrative Responsibilities taken during the last term at KAIM (Filled by Supervisor)

Administrative Responsibilities	Supervisor's Comments

Rate on following parameters (Filled by Supervisor)

Outstanding - 5
 Very Good - 4
 Good - 3
 Requires improvement - 2
 Unsatisfactory - 1

Parameters	Rate	Remarks (if Any)
Interpersonal Effectiveness & Team Work		
Communication & Personality		
Integrity		
Commitment		
Innovation		

Targets achieved		
Involvement in Institutional Activities		
Initiative		
Emotional maturity		

Final Comments (Vertical Head / Director / Chairperson) post appraisal increment amount recommended

Name:	Signature:
Date:	

Final Order:

Basic	HRA	Medical	Conveyance	Other Allowances	Gross

Annexure 5: Exit form

Employee Exit Checklist

This form is designed to ensure that the required processes are followed and that all company property and equipment is returned. Please have this checklist signed by the following people to confirm that the appropriate items have been returned and/or actions completed. This form has to be filed in the employee's personal file.

It is the employee's responsibility to ensure that this form is completed and returned to HR dept on your final day. Please note that your final pay will not be prepared until this form has been sent to HR/Finance dept.

Name:	Dept:	Designation:	Exit date:
Resignation letter given to HR, date			
Reason for leaving			
Notice period			
Employee Date of Joining			
Employee Date of leaving			
Agreement signed			
Access / Identity Card			
Have you submitted your tax related papers			
Have you handed over all the details of the responsibilities you were handling?			
System admin (LAN/Email ID deleted)			
Salary dues if any			
Office Keys			
Exit Interview conducted			
Mailing address			
Any other remarks			

Employee Signature:	_____	Date:	_____
HOD:	_____	Date:	_____
Administrative Officer:	_____	Date:	_____
Director:	_____	Date:	_____

Exit Interview Form

Personal Details

Name	
Designation	
Reporting Authority	
Date of Joining	
Date of Leaving	
Key Responsibility Areas	

1. Reasons for Leaving.

[Please mark a tick against the reason(s) for leaving.]

Career & Growth

Higher job responsibilities in the next job	
Better prospects in the next job	
No perceived growth in the present job	
Lack of personal growth	

Compensation & Benefits

Low Salary	
Perks not adequate	

Personal Reasons

Higher studies	
Marriage	
Health problem	
Unable to adjust	
Old age	
Leaving country	
Any other (specify)	

HR & Administration Policies

Promotion scheme is not good	
Last increment was not satisfactory	
Organization n culture	
Working conditions	
Job location	
Others (Specify)	

Job Related

Lack of challenges	
Lack of job satisfaction	
High pressure at work	
No work	
Underutilized potentials	
Working hours	
Superior does not cooperate	

2. Comments on your relationship with

- a. Superior(s) _____
b. Colleagues _____
c. Subordinates _____

3. Please give your perception in respect of the following organizational process (es) by rating them.

(Put a tick mark in the appropriate column.)

Factors	Highly dissatisfactory	Dissatisfactory	Satisfactory	Highly Satisfactory
Challenges & satisfaction in terms of job.				
Authority Commensurate with responsibility				

Recognition in terms of respect & rewards				
Opportunity in terms of growth & development				
Compensation package with respect to job				
Quality of Superior- Subordinate relationship				
Employee's welfare				
Training Policy				
Employee's participation in decision making				
Organization culture				
Openness & trust				
Working conditions				
Communication process				
Team work				
HR & personnel policies				
Freedom to work creatively				
Employee are encouraged to take higher responsibility				
Support & cooperation from the peers				

4. Kindly suggest improvements that in your view can help the organization to grow.

5. Did organization treat you well after you decided to quit? Did you expect anything different?

6. If given an opportunity, would you like to rejoin the organization in the future? If yes then 'why', if not then 'why not'.

-
7. Any specific remarks / appreciation you would like to give regarding the organization and/or any colleague.

Signature

Date:

Admin Office

1. Comments on the behavior of the outgoing employee.

2. Comments on the exit interview.

For Admin Office

Name of Interviewing Officer:

Date:

SCHOOL OF BUSINESS STUDIES
Established : 1995

Annexure 6: Joining Form (Teaching)

MAHARISHI DAYANAND UNIVERSITY, ROHTAK

Institute Teacher's Return

Note : This form must be submitted within 7 days of the joining alongwith all requisite relevant document.

1. Name of Teacher (Mr./Miss/Mrs.).....
2. Father's Name.....
3. Date of Birth (as recorded in Matric/Higher Secondary Certificate).....
4. Married/Unmarried.....
5. Present Home Address.....
6. Designation of the Post.....
7. Do you belong to SC/ST/BC/Physically Handicapped/Blind etc. (Please Tick)

Recent
Passport Size
Photograph
Duly Attested

ACADEMIC QUALIFICATION

Name of examination	University/ Board	Subject Taken	Year of Passing	Roll NO.	Marks & Div. obtained	Percentage of marks
Matriculation						
+2/Pre-University /Intermediate						
Bachelor's Degree						
Master's Degree						
Master of Philosophy						
Doctor of Philosophy						
UGC NET						
Any other Distinction in the academic field						
Research papers of any publications etc. :						

8. TEACHING EXPERIENCE IN AFFILIATED INSTITUTE

Name of Institute	Period Form To	Degree	M.A.	B.Ed./ M.Ed.	Other Courses, if any,	Name of University to which Institute is affiliated
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9. Subject(s) for teaching of which approval is sought:

Important Note : One Attested Photo-copies of all the Certificates/ marks sheet/ Degree as well as original Matric onwards must be supplied alongwith institute Teacher's Return

Number of teaching periods allotted or proposed to be allotted (subject-wise).

Three Year Degree Course	M.A. Pt. I	M.A. Pt. II Ist year, IInd year, IIIRD year	B.Ed/ M.Ed.	Other Courses Courses
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Scale of Pay:.....

Total Pay Drawn:.....

Date of Joining:.....

Nature of appointment : Part-time/Adhoc/Temporary/Regular/Leave vacancy/Contractual basis

In Case of temporary appointment, reasons and period thereof may be mentioned

If on probation, the period of probation

In the case of Regular appointment, state whether it was through the properly constituted Selection Committee:.....

If appointment already approved, quote University letter no. date and the name of the institute Institute/School where approved. Also enclose an attested copy of the letter of approval.

Name of the institute where last employed.

Reasons for leaving the said institute /Institute/School:

Has the relieving chit been obtained?

Has the candidate read the Service & Conduct Regulations etc. and signed the agreement form?

I declare that I have not been disqualified by the University for appointment as a in an affiliated institute Institute/School and that I have obtained a relieving chit from my previous employers.

Signature of the teacher concerned

Countersigned by the institute Director

Annexure 7: Joining Form (Non-Teaching Staff)

MAHARISHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. 25 of 1975)

NAAC Accredited 'A+' Grade

NON-TEACHING STAFF'S RETURN

Name of Candidate (Mr./Ms.).....

Father's Name.....

Date of Birth (as recorded in Matric/Higher Secondary Certificate).....

Married/Unmarried.....

Present Home Address.....

Designation of the Post.....

Do you belong to SC/ST/BC/Physically Handicapped/Blind etc. (Please Tick)

Recent
Passport Size
Photograph
Duly Attested

ACADEMIC QUALIFICATION

Name of examination	University/ Board	Subject Taken	Year of Passing	Roll NO.	Marks obt./ Max. Marks	% of marks
Matriculation						
+2/Pre-University /Intermediate						
Bachelor's Degree						
Master's Degree						
Master of Philosophy						
Doctor of Philosophy						
Any other Distinction in the academic field						

EXPERIENCE IN AFFILITED INSTITUTE /INSTITUTE/SCHOOL

Name of Institute /Institute/School	Period		Total
	From	To	

Scale of Pay:.....

Total Pay Drawn:.....

Date of Joining:.....

If on probation, the period of probation

In the case of Regular appointment, state whether it was through the properly constituted Selection Committee:.....

If appointment already approved, quote University letter no. date and the name of the institute Institute/School where approved. Also enclose an attested copy of the letter of approval.

Name of the institute where last employed.
Reasons for leaving the said institute /Institute/School:

Has the relieving chit been obtained?

Has the candidate read the Service & Conduct Regulations etc. and signed the agreement form?

I declare that I have not been disqualified by the University for appointment as a in an affiliated institute Institute/School and that I have obtained a relieving chit from my previous employers.

Signature of Candidate

Countersigned by the Institute Director
with Seal



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