

# HR POLICY & SERVICE RULES

*(With effect from 1<sup>st</sup> April, 2015 & updated up to 31<sup>st</sup> December 2019)*



Indian Institute of Management Raipur  
GEC Campus, Sejbahar, Old Dhamtari Road  
Raipur 492 015

# HR POLICY & SERVICE RULES

*(With effect from 1<sup>st</sup> April, 2015 & updated up to 31<sup>st</sup> October 2019)*

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## Preface

These Rules and Regulations have been prepared for Indian Institute of Management Raipur.

Pursuant to the decision of constitution of a Committee for preparation of HR Manual & Service Rules, the Committee held several meetings to formulate the methodology of preparation of the HR Manual & Service Rules in a systematic way. It was decided by the Committee that the Manual will be evolved gradually by collecting the following inputs.

- a. Thorough study of HR / Administrative / Academic Procedure & Manual of all the six old IIMs namely IIM Ahmedabad, Bangalore, Calcutta, Lucknow, Kozhikode and Indore.
- b. A cursory examination of the IIT & NIT Bills.
- c. Thorough study of DoPT Letters and Office Memorandums on various Administrative Procedures currently in vogue in the Central Government Offices.
- d. Study of various GoI / MHRD Circulars and Guidelines issued from time to time.
- e. Proposals forwarded by the Administrative Reform Commissions from time to time.
- f. Relevant Chapters of GFR 2005
- g. A close examination of Minutes of BoG and its empowered Committees meetings held since inception of the Institute and decisions taken therein.
- h. Once the HR Policy and Service Rules is approved by the Board of Governors of IIM Raipur and implemented, this will supersede all previous circulars and rules/regulations hereafter.

The Committee as stated above held series of meetings to deliberate on various issues required to be incorporated / omitted in the HR Manual & Service Rules in the light of above suggestions at every stage. The contents of the final draft were discussed in detail in the Faculty Council Meeting as well as in a meeting with the Staff of the Institute.

Any modifications, corrections on these Rules and Regulations will have to go through a process of approval by the Board of Governors, IIM Raipur

## Contents

Chapter No.	Particulars	Page #
1.	Introduction	6
	1.1. Definitions	6
	1.2. Empowered Committees Constituted by the BoG	6
	1.3. Committees at IIM Raipur	6
	1.4. Nomination to the Board	6
2.	Empowered Committee of BoG	8
	2.1. Empowered Committees	8
	2.2. Role & Responsibilities of Finance & Audit Committee	8
	2.2.1 Role and Purpose	8
	2.2.2 Authority	8
	2.2.3 Constitution of Committee	9
	2.2.4 Resignation / Removal	9
	2.2.5 Meetings & Communication	9
	2.2.6 Responsibilities	10
	2.2.7 Entitlement of Honorarium & TA / DA	11
	2.2.8 Confidentiality	12
	2.2.9 Composition of Finance & Audit Committee	12
	2.3. Roles & Responsibilities of Construction Committee	12
	2.3.1 Role and Purpose	12
	2.3.2 Authority	13
	2.3.3 Constitution of Committee	14
	2.3.4 Resignation / Removal	14
	2.3.5 Meetings & Communication	14
	2.3.6 Responsibilities	15
	2.3.7 Entitlement of Honorarium & TA / DA	16
	2.3.8 Confidentiality	16
	2.3.9 Composition of Construction Committee	16
	2.4. Roles & Responsibilities of HR Committee	16
	2.4.1 Role and Purpose	16
	2.4.2 Authority	17
	2.4.3 Constitution of Committee	17
	2.4.4 Resignation / Removal	18
	2.4.5 Responsibilities	18
	2.4.6 Meeting & Communications	19
	2.4.7 Support to the Committee	19
	2.4.8 Entitlement of Honorarium & TA / DA	19
	2.4.9 Confidentiality	19
	2.4.10 Composition of HR Committee	20
	2.5. Committee for Gender Sensitivity and Prevention of Sexual Harassment of Women at Workplace	20
	2.5.1 Sexual Harassment Committee	20
	2.5.2 Guidelines to deal with complaints against sexual harassment of women at work place	21
	2.5.3 Procedure	22
	2.5.4 Disposal of the Report	22
3.	Organisation Chart	23
4.	Powers & Functions of Director, Dean (s) and CAO	24
	4.1. Powers & Functions of Director	24
	4.2. Powers & Functions of Dean(s)	24
	4.2.1 Dean (Academics)	24
	4.2.2 Dean (Planning & Research)	25
	4.3. Powers & Functions of the CAO	25
	4.4. Delegation of Power	25
	4.5. Delegation of Powers: Part –I: Delegation of Powers to the Director	26
	4.5.1 Academics	26

4.5.2	Executive Education	27
4.5.3	Faculty Appointments	27
4.5.4	Personnel	28
4.5.5	Financial	29
4.5.6	Purchase – Capital	30
4.5.7	Revenue – Purchase	30
4.6.	Delegation of Powers: Part – II: Delegation of Financial Power	31
4.7.	Delegation of Powers: Part – III: Delegation of Powers for works	35
5.	Faculty Recruitment Policy	38
5.1.	Type of Faculty Position	38
5.2.	Minimum Qualifications & Experience Requirements for Faculty Position	39
5.3.	Recruitment Process for Regular Faculty	40
5.4.	Internal Candidates Seeking Higher Position	41
5.5.	Minimum Criteria for Specific Positions	42
5.6.	Terms & Conditions of Appointment	42
5.7.	Visiting Faculty Compensation Rules	43
5.8.	Faculty Confirmation	43
5.9.	Superannuation Age	44
5.10.	Resignation by Faculty	44
6.	Non-Faculty Recruitment Policy	45
6.1.	Non-Faculty Recruitment	45
6.1.1	Classification of Non-Faculty	45
6.1.2	Designation, Scale of Pay and Qualification	45
6.2.	Appointing Authority	47
6.3.	Recruitment Process	48
6.4.	General	49
6.4.1	Verification process at the time of Joining	49
6.5.	Non-Faculty Probation	49
6.6.	Non-Faculty Confirmation	49
6.7.	Superannuation Age	50
6.8.	Resignation of permanent Non-Faculty	50
7.	Faculty Teaching Hours, Annual Work Plan & Performance Appraisal	51
7.1.	Required Teaching Hours for Faculty Members	51
7.2.	Faculty Annual Work Plan	53
7.3.	Annual Performance Appraisal	53
8.	Faculty's Growth Avenues & Promotion	54
8.1.	Growth Avenues for Faculty Members	54
9.	Non-Faculty Performance Appraisal, Growth Avenues & Promotions	55
9.1.	Performance Appraisal	55
9.2.	Growth Avenues for Non-Faculty	55
9.3.	Guidelines for DPC	55
9.4.	Appointment of Academic / Research Supporting Staff	56
10.	Faculty Development Policy	58
10.1.	Faculty Development Fund	58
10.1.1	Faculty Development Scheme for regular appointment	58
10.1.2	Faculty Development allowance	59
10.2.	Incentive for Research & Case Publications	59
10.2.1	Incentive for Research Publications	59
10.3.	Nominating Faculty Members for Faculty Development Programme	61
10.3.1	International	61
10.3.2	National	62
11.	Guidelines, Rules and Procedures for Management Development Programmes	63
11.1.	Broad understanding	63
11.2.	In-company programme	63

11.3.	Management Development Programme	63
11.4.	Advanced Management Programme	63
11.5.	Broad Guidelines for Offering executive Education	63
11.6.	In-company Programme	64
11.7.	Rules for in-company programmes	64
11.8.	Nomination of Programme Directors & Delivery	65
11.9.	Honorarium for teaching in long term programme	65
11.10.	Executive Education and Consulting (EE&C) Policy	65
11.11.	Difficulty Resolution	66
12.	Guidelines, Rules and Procedures for Consultancy and Professional Activities	67
12.1.	Broad Understandings	67
12.2.	Broad Guidelines	67
12.3.	Definition	67
12.4.	Rules and Operating Procedure	68
12.5.	Budget	68
12.6.	Sharing of Professional Fee	69
12.7.	Permissible Consulting Time	70
12.8.	Consultancy Report	70
12.9.	Accounting and Reporting System	71
12.10.	Professional Activity	71
12.11.	Difficulty Resolution	72
13.	Non-Faculty Development Policy	73
13.1.	Non-Faculty Development Scheme (NFDS)	73
13.2.	Policy for Employee Award	73
13.3.	Special Incentive	73
14.	Leave, Holidays and Vacation Rules	74
14.1.	Leave	74
14.2.	Casual Leave (CL)	74
14.3.	Restricted Holiday	74
14.4.	Earned Leave and Vacation Leave	74
14.5.	Half Pay Leave	75
14.6.	Commuted Leave	75
14.7.	Leave Not Due	76
14.8.	Extraordinary Leave (EoD)	77
14.9.	Leave Salary	77
14.10.	Maternity Leave	78
14.11.	Paternity Leave	78
14.12.	Sabbatical Leave	78
14.13.	Study Leave / Fellowship / Exchange, Programme/Training	79
14.14.	Leave Sanctioning Authority	79
14.15.	LWOP	79
15.	Leave Travel Concession Rules	80
15.1.	Admissibility	80
15.2.	Types of LTCs / Block Years	80
15.3.	EL Encashment Facility	80
15.4.	Relaxation for travel by air to visit J&K	81
15.5.	Carryover of leave travel concession	81
15.6.	Place to be visited by employee and family members of his family under LTC to any place in India	81
15.7.	Reimbursement	81
15.8.	Forfeiture of Claim	81
15.9.	Grant of advance and adjustment thereof	81
16.	TA/DA Rules	83
16.1.	Travel	83
16.2.	Boarding, lodging and local conveyance	83
16.3.	TA on transfer, TA entitlement on retiring employees	83
16.4.	International (Conference) Travel for faculty	84

16.5.	Special Cases	84
16.6.	TA on joining	84
16.7.	Mileage Points	84
16.8.	Travel advance & settlement Rules	84
17.	Medical Scheme	86
17.1.	Rules for outdoor and indoor medical treatment for self & dependent family	86
17.2.	Medical facilities in the Premises of IIM Raipur	86
18.	Children Education Allowances	87
19.	Housing Rules	88
19.1.	General Conditions	88
19.2.	Occupation of Campus House beyond the Date of retirement	90
20.	Disciplinary Rules	92
21.	Rules of Resignations and Retirement	93
21.1.	Superannuation Benefits	
22.	New Pension Scheme	95
22.1.	Key features of Tier-I account	95
22.2.	Minimum contribution requirements	95
22.3.	Change structure for PoPs	95
23.	Gratuity and Leave Encashment Policy	96
24.	Grievance Redressal	97
24.1.	Faculty Grievance Redressal	97
24.2.	Non-Faculty Grievance Redressal	97
25.	General Rules	98
25.1.	Policy on Relocation Allowance	98
25.2.	Smoking Policy	98
25.3.	Administration, Interpretation and Amendments	98
25.4.	Policy for Overseas Exposure	98
Annexures:		
I.	Application form for faculty position	100
II.	Application Screening Summary Sheet for faculty position	104
III.	Format of one-page summary of CV	105
IV.	Evaluation form for faculty position	106
V.	Format of Letter of Recommendation from referee for Faculty Position	107
VI.	Annual Faculty Self-Performance Appraisal Form	108
VII.	Annual Work Plan for Faculty	112
VIII.	Application form for Non-Faculty position	115
IX.	Application Screening Summary Sheet for Non-Faculty position	118
X.	Format of Selection Committee Feedback for Non-Faculty position	119
XI.	Format of Letter of Recommendation from referee for Non-Faculty Position	120
XII.	Format of Annual Staff Performance Appraisal	121
XIII.	Format of Application for Casual Leave (Faculty & Non-faculty)	128
XIV.	Format of Application for Earned Leave (Faculty & Non-faculty)	130
XV.	Application for LTC & Clam Bill	132
XVI.	Travel request form	136
XVII.	Salient features of the Group Mediciam Policy & Application for Medical Claims	137
XVIII.	Check List for verification process	141
XIX.	Consultancy Approval Form	142
XX.	Faculty Development Programme	145
XXI.	In-company Management Development Programme	149
XXII.	Management Development Programme (Open)	152





# 1. Introduction

These Rules will be applicable to all employees of the Institute. They may be supplemented or amended by the Board of Governors (BoG) as and when required.

For any other matter relevant to the service conditions of the employees, not specifically covered in this Manual, the Institute shall be guided by the rules, norms and procedures as prescribed by the Government of India from time to time.

## 1.1 Definitions:

- a. "Institute" means the Indian Institute of Management, Raipur
- b. "Board" means the Board of Governors of the Institute
- c. "Director" means the Director of the Institute
- d. "Faculty" means the Faculty of the Institute
- e. "CAO" means Chief Administrative Officer of the Institute
- f. "FA&CAO" means Financial Advisor & Chief Accounts officer of the Institute
- g. "AO" means Administrative Officer of the Institute
- h. "OA" means Office Assistant of the Institute
- i. "PA" means Personal Assistant of the Institute
- j. "JE" means Junior Engineer of the Institute
- k. "JA" means Junior Assistant of the Institute
- l. "RA/TA" means Research Assistant/ Teaching Assistant of the Institute
- m. "Non-Faculty" mean persons serving in the Institute in any capacity other than "Faculty". "Non-faculty" would be referred to as "Staff" for the purpose of this Manual. Non-faculty includes staff members on Probation appointed on regular scale and staff members appointed on contract (consolidated salary). This does not include staff members appointed from manpower agencies working with the institute.
- n. "Employee" means anybody who has been employed by the Institute. Trainee, Academic Associates and any other trainee appointees are not treated as employees of the Institute.
- o. "Headquarters" means Institute's offices at the Institute campus at Raipur / Naya Raipur
- p. "Government" means the Central Government unless the context otherwise requires.
- q. "Area" means the various functional Academic Areas of the Institute

## 1.2 Empowered Committees Constituted by the BoG

The Board of Governors, IIM Raipur has appointed Empowered Committees to assist the Board in fulfilling responsibilities.

## 1.3 Committees at IIM Raipur

IIM Raipur is administered / managed by several Faculty Committees. Such Faculty Committees are appointed by the Director on the need basis.

## 1.4 Nomination to the Board

Chairman BoG nominates 2 faculty members to the BoG. These members will have a term of two years.

## 2. Empowered Committees of the BoG

### 2.1 Empowered Committees

The Board of Governors have constituted following three empowered committees:

- i. Finance & Audit Committee
- ii. Campus Construction Committee
- iii. HR Committee

### 2.2 Role & Responsibilities of Finance & Audit Committee

#### 2.2.1 Role and Purpose

The primary function of the Finance & Audit Committee (“the Committee”) is to assist the Board of Governors (“the Board or BoG”) in fulfilling its oversight responsibilities for:

- i. The financial reporting and budgeting processes,
- ii. The system of internal controls and risk assessment,
- iii. The compliance with legal and regulatory requirements,
- iv. The qualifications, independence, and performance of the internal audit function.
- v. Compliance observations of Comptroller & Auditor General (CAG) Audit (external Auditor appointed by MHRD)
- vi. Approvals of non-budget and other expenditure as per the delegation of Financial Process.

#### 2.2.2 Authority

The Committee's authority comes from the Board. The Committee has the authority to approve budget including revised budget and annual financial statement and also the deviations in budget estimates and budgeted expenditure, investments, lending, borrowing and direct the Internal Audit Department / Internal Auditor to conduct an audit, review, and/or a special investigation into any matters within the scope of the Committee's responsibility.

The Committee is empowered to:

- i. Have access to all activities, records, property, and personnel of the Institute in discharge of their duties.
- ii. Suggest sources of earning and application thereof for approval of BoG.
- iii. Approve the use of outside accountants, consultants or others retained by the Institute to assist in conducting audits, reviews, and/or special investigations.
- iv. Approve, Review and recommend appropriate budget and financing for IIM Raipur as part of the budget approval process.
- v. Consider & pass any resolution on the annual report, the annual accounts and financial statement for consideration of the Board.
- vi. Review, propose, adopt vary or rescind from time to time provisions of Rules, codes, manuals and having financial implications and significant accounting policies with approval of BoG.
- vii. Delegate authority to the subcommittees/Director or any other functionary of the Institute as per institutional needs.

- viii. Approve & retain with Board approval, independent counsel / accountants, or others having special competence as necessary to assist in fulfilling its responsibility or assist in the conduct of an investigation.
- ix. Perform such additional functions & carry out such duties as assigned by BoG.
- x. Approve fee structure and major contracts exceeding Rs. 25 lakh in each case
- xi. The Committee will have the resources and authority necessary to discharge its duties and responsibilities.
- xii. Approve expenditure which is not included in the annual budget.

### 2.2.3 Constitution of Committee:

- i. Each member of the Finance & Audit Committee shall ordinarily be a Member of the BoG of IIM Raipur.
- ii. Finance and Audit Committee will comprise the following members:
  - Chairperson of the Committee (one of the BoG members)
  - Three members of the BoG including the FA&JS of MHRD.
  - Director, IIM Raipur
- iii. Financial Advisor & Chief Accounts Officer of the Institute shall act as Member Secretary of the Committee and will be the non-voting member of the committee.
- iv. The Committee is empowered to associate any expert in the field of Finance Accounts & Information technology to attend any meeting including special meetings, if any.
- v. Collectively, the members of the Committee should have professional experience and expertise in the fields of finance, accounting, budgeting, financial reporting, auditing, administration, information technology and knowledge of Government Finances and Accounting System.
- vi. At least one member of the Committee should have finance & accounting expertise. However, the lack of any such member shall not invalidate or otherwise affect the actions taken by the Committee.
- vii. A quorum shall consist of three Committee members present in person including by tele-conferencing or video –conferencing, etc.
- viii. Chairman, BoG may attend any meeting of the Committee at his discretion.

### 2.2.4 Resignation / Removal

- i. Any members resigned / removed from membership of Board of Governors or ceased to be the member of BoG shall automatically cease to be a member of the Committee.
- ii. Any member who wishes to resign from membership of the Committee shall submit his resignation to Chairman BoG through Chairman of Finance & Audit Committee. The member shall be deemed to have resigned from the day the Chairman BoG accepts the resignation.
- iii. Chairman BoG shall have authority to remove any member, except the Director of the Institute from the committee if the member becomes insolvent or of unsound mind or a convict or found indulging in moral turpitude.

### 2.2.5 Meetings & Communication

- i. The Committee shall meet four times in a Financial Year preferably once every Quarter or more frequently as deemed necessary by any Committee member. Chairman can also call an extraordinary meeting on short notice.
- ii. All meetings shall be chaired by the Chairman, Finance & Audit Committee. In exceptional cases when Chairman is out of Country or seriously ill, the meeting will be

chaired by any of the members present by election among the members present. In such case FA & CAO shall act as electoral officer.

- iii. Each member shall be entitled to one vote and shall cast that vote on each item submitted. However, in case of a tie or equal votes in favour or against any point of resolution, Chairman, Finance & Audit Committee shall have an additional vote.
- iv. Members shall only abstain from a vote when there is a valid conflict of interest addressed to the Committee.
- v. The Committee may invite members of Institute, representatives of the external auditor or others to attend meetings and provide pertinent information, as necessary.
- vi. Agenda of the meeting will be circulated to all the members of the Committee minimum seven days in advance through email. However, in case of emergency meeting, the notice period of seven days shall stand waived off. Agenda papers for discussion shall also be provided well in advance of the date of meeting.
- vii. The minutes of each meeting will be prepared and approved in subsequent meetings.

## 2.2.6 Responsibilities

The Finance and Audit Committee is accountable to the Board for carrying out the following responsibilities in relation to management of funds, including fees & other charges, grants, deposits, gifts, donations bequests benefactions, etc. and the expenditure incurred on affairs of the Institute:

### *i. Budgeting*

- a) Review and approve the annual budgets including the revised budget.
- b) Monitor performance against the budget periodically.
- c) Review, recommend and approve funding, investments and expenditure.

### *ii. Financial Statements*

- a) Review significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, and recent professional and regulatory initiatives, and understand their impact on financial statements.
- b) Review significant financial reporting issues and judgments made in connection with the preparation of the financial statements.
- c) Review with the external auditors the results of the internal / external audit, including any difficulties encountered.
- d) Discuss the annual audited financial statements and the auditors.
- e) While the Committee has the responsibilities and the authority as set forth in this Charter, it is not the responsibility of the Committee to plan or conduct individual audits, reviews and/or investigations.

### *iii. Risk and Internal Controls*

- a) Discuss with BoG the major policies with respect to risk assessment and risk management.
- b) Consider the effectiveness of the internal control environment.

- c) Understand the scope of internal and external auditors' reviews of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with Institute responses.
- d) Review any disclosures made about significant deficiencies in the design or operation of internal controls or any fraud that involves employees who have a significant role in the internal controls.

*iv. Internal Audit*

- a) Review and concur the appointment, replacement, or dismissal of Internal Auditor.
- b) Annually review the performance of Internal Auditor, the charter, plans, activities, staffing, and organizational structure of the internal audit function.
- c) Review and approve the annual report; the quarterly & annual audit reports, compliance reports and discuss overall results with the Internal Auditor.
- d) Review the effectiveness of the internal audit function, including compliance with the International Standards for the Professional Practice of Internal Auditing and the Code of Ethics of The Institute of Internal Auditors. This may be accomplished through a Quality Assurance and Improvement Program as required by the IIA/CAG.

*v. CAG Audit*

- a) Review the observations made by CAG Audit and report the same to the BoG with recommendations for remedial measures.
- b) Guide and review the Compliance Report submitted by the Institute.

*vi. Compliance*

- a) Review the effectiveness of the system of accounting being followed and the books of accounts being maintained.
- b) Review the effectiveness of the system for monitoring compliance with laws, policies and regulations.
- c) Review the results of investigations resulting from instances of noncompliance.
- d) Review the findings of any examinations by regulatory agencies, and any auditor observations on management of finances.
- e) Encourage continuous improvement of and foster adherence to, the IIM Raipur policies, procedures, and practices at all levels.

*vii. Communication & Reporting*

Regularly report to the Board about Committee activities and issues that arise with respect to:

- a) The quality or integrity of the financial statements of IIM Raipur
- b) The compliance with legal or regulatory requirements,
- c) The performance of the Internal Auditors
- d) The performance of the internal audit division of the Institute.

## 2.2.7 Entitlement of Honorarium & TA / DA

The members of the Committee shall be entitled for:

- To & fro air ticket and DA as applicable
- Local Conveyance
- Honorarium for attending the meeting as per IIM Raipur Rules
- The officials of IIM Raipur will not be paid honorarium for attending the meeting.

## 2.2.8 Confidentiality

All deliberations of the Committee, and all records, material and information pertaining to the Institute obtained by a member of the Committee shall be considered confidential. Committee members shall maintain the confidentiality of such deliberations, and shall safeguard such records, material and information from unauthorised access.

## 2.2.9 Composition of Finance & Audit Committee

The current composition of Finance & Audit Committee is given below:

*Chairman*

- Dr. S.C. Vats, New Delhi

*Members:*

- Financial Advisor & Joint Secretary, MHRD
- Shri Kewal Handa, Former MD, Pfizer India
- Member Secretary, AICTE (Ex-officio)
- Prof. B. S. Sahay, Director, IIM Raipur
- FA&CAO - Secretary

## 2.3 Role & Responsibilities of Construction Committee

### 2.3.1 Role and Purpose

The primary function of the Campus Construction Committee (“the Committee”) is to assist the Board of Governors (“the Board or BoG”) in fulfilling its oversight responsibilities for:

- i. Planning & construction activities in the proposed new campus at Naya Raipur as well as in the existing campus.
- ii. Coordination with other committees constituted by the Board and maintenance of strong, positive working relationship with the management.
- iii. Develop an annual plan responsive to the needs of the institute. The annual plan shall consist of providing inputs for construction activities, phase wise construction plan & quality aspects.
- iv. Finalization of Technical Consultants including Architects and Project Management Consultant, Contractors, Independent technical experts.
- v. Monitoring activities of Technical Consultants, Project Implementation Unit, review of schedule of construction & completion and any other specific task assigned by the BOG
- vi. Approval to estimates of various repairs & maintenance work under specific powers of the Committee
- vii. The committee shall also recommend the technical and financial requirements of various works undertaken for review and approval of the Board.

### 2.3.2 Authority

The Committee's authority comes from the Board. The Committee has the authority to approve estimates of estimates,/accord of technical sanction to detailed estimates, authorizing excess of estimates, acceptance of lowest tender, acceptance of single tender, award of work by negotiation with lowest tenderer, acceptance of a tender other than lowest, award of work without call of tenders, execution of agreement, accord of sanction to extra/substituted itemd, grant of extension of time, passing of bills, purchase of materials against sanctioned estimates/allocation of emergent work as per delegation of power for works by the BOG.

The Committee is empowered to:

- i. Have access to all construction activities, records, property, and personnel of the Institute in discharge of their duties. The committee shall have access to key functionaries of the institute related to construction activities including budget documents for construction.
- ii. Understand the scope of the Institute requirements, define the scope of Work / job to be assigned to Technical Consultants including Project Management Consultants and Contractors.
- iii. Consider, Approve & pass any resolution on any formulation of project, plans drawing & design, scope of the work/ project, quality of construction as per delegation of authority and those to be put-up for approval of the Board.
- iv. Approve the engagement of outside consultants or contractors or others retained by the Institute to assist in preparation of construction repairs & maintenance plans, drawings designs, BoQs, tenders, and execution of work, monitoring and evaluation, reviews of progress, audit and/or special investigations.
- v. Discuss and guide the Institute functionaries on the major policies with respect to risk assessment and risk management in relation to the construction plans & activities.
- vi. Consider and recommend acquisition /disposal of immovable properties for the Institute for approval of the Board.
- vii. Review of job performed by the Technical Consultants and suggest remedial measures for encountering the problems and difficulties in the execution of on-going project work in order to speed up the progress.
- viii. Review reportings, significant findings of the experts on monitoring & evaluation, together with Institute responses.
- ix. Review any disclosures made about significant deficiencies in the design or operation of internal controls or any fraud that involves employees who have a significant role in the internal controls.
- x. Apprise BoG regarding the progress of the works.
- xi. Review, propose, adopt, vary or rescind from time to time provisions of Rules, codes, manuals having implications pertaining to construction and significant construction accounting policies with approval of BoG.
- xii. Delegate authority to subcommittees/Director or any other functionary of the Institute as per institutional needs.
- xiii. Approve & retain with Board approval, independent counsels / accountants, technical auditors or others having special competence as necessary to assist in fulfilling its responsibility or assist in the conduct of an investigation.
- xiv. Perform such additional functions & carry out such duties as assigned by BoG.
- xv. Approval of the budget and expenditure including payment to concerned parties related to construction as per delegation of Powers.
- xvi. Review, discuss and assess the performance of Committee as well as its role and responsibilities. The committee may seek advice and suggestions from BOG.

- xvii. The Committee will have the resources and authority necessary to discharge its duties and responsibilities.

### 2.3.3 Constitution of Committee:

- i. Each member of the Campus Construction Committee shall ordinarily be a Board Member of the Governing Body of IIM Raipur.
- ii. Campus Construction Committee will comprise of following members:
  - Chairman of the Construction Committee: Director, IIM Raipur
  - Four members of the BoG
- iii. Chief Administrative Officer (CAO) of the Institute shall act as Member -Secretary of the Committee and will be the non-voting member of the committee.
- iv. The Committee is empowered to associate any expert in field of Construction / Electrical / Design / Architecture / other expert to attend any meeting including special meetings, if any.
- v. Collectively, members of the Committee should have professional experience and expertise in the fields of administration, construction, engineering projects, and project & contract management.
- vi. However, the lack of above shall not invalidate the member or affect the actions taken by the Committee.
- vii. A quorum shall consist of three committee members present in person including by tele-conferencing or video –conferencing etc.
- viii. Chairman, BoG may attend any meeting of the committee at his discretion.

### 2.3.4 Resignation / Removal

- i. Any members resigned / removed from membership of Board of Governors or ceased to be member of BoG shall automatically ceased to be member of the Committee.
- ii. Any member who wishes to resign from membership of the Committee shall submit his resignation to Chairman BoG through Chairman Campus Construction Committee. The member shall be deemed to have resigned from the day the Chairman BoG accepts the resignation.
- iii. Chairman BoG shall have authority to remove any member, except for Director of the Institute from the committee, if the member becomes insolvent or of unsound mind or a convict or found indulging in moral turpitude.

### 2.3.5 Meetings & Communication

- i. The Committee shall meet four times in a Financial Year preferably once every Quarter or more frequently as deemed necessary by any Committee member. Chairman can also call an extraordinary meeting at short notice.
- ii. All meeting shall be chaired by the Chairman, Campus Construction Committee. In exceptional cases when Chairman is out of Country or seriously ill, the meeting will be chaired by any of the members present by election among the members present.
- iii. Each member shall be entitled to one vote and shall cast that vote on each item submitted. However, in case of tie or equal votes in favour or against any point of resolution, Chairman, Campus Construction Committee shall have an additional vote.
- iv. Members shall only abstain from a vote when there is a valid conflict of interest addressed to the Committee.
- v. The Committee may invite members of management, representatives of the



Government Construction Agencies or other experts to attend meetings and provide pertinent information, as necessary.

- vi. Agenda of Meeting will be circulated to all the members of the Committee at-least seven days in advance through email. However, in case of emergency meeting, the notice period of seven days shall stand waived off. Agenda papers for discussion shall also be provided well in advance of the date of meeting.
- vii. The minutes of each meeting will be prepared and approved in subsequent meetings.

### 2.3.6 Responsibilities

The Campus Construction Committee is accountable to the Board for carrying out the following responsibilities in relation to finalization of plans for construction, repairs & maintenance activities and review of monitoring, supervision and evaluation of construction activities of the Institute:

#### *i. Project planning & budgeting:*

- a) Review significant construction and reporting issues, including complex or unusual items of construction and highly judgmental areas, and recent professional and regulatory initiatives and understand their impact.
- b) Review and access the issues related to development of campus & construction activities

#### *ii. Project execution*

- a) Finalization of appointment of Technical consultants for Campus Design (Architects and Project Management Consultant) and contractors for comprehensive development of New Campus of IIM Raipur at Naya Raipur
- b) Approve & retain with Board approval, independent counsel or technical experts, or others having special competence as necessary to assist in fulfilling its responsibility or assist in the conduct of an investigation
- c) Monitor progress of work, quality performance and expenditure against budget periodically.
- d) Review of project implementation with the external technical experts including regulatory authorities and difficulties encountered.

#### *iii. Project Monitoring & Control*

- a) Finalization & Appointment of Contractors for construction works including repairs and maintenance works as per financial delegation.
- b) Review of the progress of the work with the PMC engineers and architects, technical consultants, independent experts etc.
- c) Consider the effectiveness of the internal controls environment.

#### *iv. Compliance*

- a) Review the effectiveness of the system for monitoring compliance with laws, policies and regulations, Review the results of investigations resulting from instances of noncompliance.
- b) Review the findings of any examinations by Technical experts, regulatory agencies, and any auditor observations on management and execution of construction/ maintenance activities.

- c) Encourage continuous improvement of, and foster adherence to, the IIM Raipur policies, procedures, and practices at all levels.
- d) Review the observations made by CAG Audit / Independent Technical Experts on construction & maintenance activities and report the same to the BoG with recommendations for remedial measures.
- e) Guide and review the Compliance Report submitted by the Institute.

v. *Communication & Reporting*

Regularly report to the Board about Committee activities and issues that arise with respect to:

- a) The Propriety, quality and progress of construction & maintenance activities
- b) The compliance with legal or regulatory requirements,
- c) The performance of the Technical Consultant including PMC

### 2.3.7 Entitlement of Honorarium & TA / DA

The members of the Committee shall be entitled for:

- To & fro air ticket and DA as applicable
- Local Conveyance
- Honorarium for attending the meeting as per IIM Raipur Rules
- The officials of IIM Raipur will not be paid honorarium for attending the meeting.

### 2.3.8 Confidentiality

All deliberations of the Committee, and all records, material and information pertaining to the Institute obtained by a member of the Committee shall be considered confidential. Committee members shall maintain the confidentiality of such deliberations, and shall safeguard such records, material and information from improper access.

### 2.3.9 Composition of Construction Committee

The current composition of Construction Committee is given below:

*Chairman*

- Prof. B. S. Sahay, Director, IIM Raipur

*Member*

- Shri Siddharth Shriram, CMD, Mawana Sugars Ltd.,
- Shri Kewal Handa, Former MD, Pfizer Ltd., Mumbai
- Prof. MSK Khokhar, Acting Vice Chancellor, GGU, Bilaspur
- Dr. K. P. Issac, Member Secretary, AICTE, New Delhi

## 2.4 Role & Responsibilities of HR Committee

### 2.4.1 Role and Purpose

The primary function of the HR Committee (“the Committee”) is to assist the Board of Governors (“the Board or BoG”) in fulfilling the following responsibilities:

- i. Assist the Board of Governors, IIM Raipur in fulfilling its responsibilities as stewards of

IIM Raipur (the Institute) by advising the Board on the effective implementation and application of sound human resource policies that are aligned with the organization's values, vision, mission and aspirations.

- ii. Recommend to the Board for its consideration relating to the Institute's Human Resource Policies and Service Rules. The Committee shall appraise the annual performance of the faculty and the Staff and lead the annual evaluation thereof.
- iii. Carry out any other related initiatives as may be necessary or desirable to enhance performance of the Management and the employees of the Institute but limited to learning and development.

#### 2.4.2 Authority

The Committee's authority comes from the Board. The Committee is empowered to:

- i. Approve all policy matters pertaining to human resource management, procedural codes, manuals governing recruitment, general conditions of service of IIM Raipur employees, welfare measures, grievance redressal, wage/salary structure and compensations as per GoI instructions, office procedures and review performance of IIM Raipur employees.
- ii. The committee is also authorised to have access to all HR activities, records, property, and personnel of the Institute in discharge of their duties and direct the Institute to conduct reviews. The committee shall also have access to key functionaries of the institute related to human resources management.
- iii. Have access to all activities, records, property, and personnel of the Institute in discharge of their duties.
- iv. Suggest sources of earning and application thereof for approval of BoG.
- v. Understand the scope of the Institute requirements to provide steady stream of professionally competent faculty and support staff
- vi. Consider review & pass any resolution recommending delegation of administrative powers to Director of the Institute for approval of the Board.
- vii. Approve & recommend annual review of performance of faculty, officers and staff for approval of the BoG.
- viii. Develop grievance redressing mechanism of faculty and staff.
- ix. Delegate authority to sub-committees/Director or any other functionary of the Institute as per institutional needs.
- x. Approve & retain with Board approval, independent counsel / accountants / HR experts or others having special competence as necessary to assist in fulfilling its responsibility or assist in the conduct of an investigation.
- xi. Perform such additional functions & carry out such duties as assigned by BoG.
- xii. The Committee will have the resources and authority necessary to discharge its duties and responsibilities.

#### 2.4.3 Constitution of Committee

- i. The Committee shall be comprised of a minimum of four members and maximum six members including Chairman. The Chair of the Board may participate in any meeting at his discretion.
- ii. The Committee members shall be appointed by the Board. Each member shall continue as a member until a successor is appointed, unless the member resigns, or is removed by resolution of the Board or otherwise ceases to be a member of the Board.

- iii. Where a vacancy occurs at any time in the membership of the Committee, it may be filled by the Chairman, BoG until the next duly called Board meeting, and shall be filled by the Chairman if the membership of the Committee is less than four members as a result of the vacancy.
- iv. If the Chair of the Committee is not present at any meeting of the Committee, the Chair of the meeting shall be chosen by the Committee from among the members present. The CAO of the Institute shall be the Electoral Officer.
- v. The Chair presiding at any meeting of the Committee shall have a vote in all matters considered by the Committee. In the event of a tie, the Chairman will have a casting vote.
- vi. The Chief Administrative Officer, IIM Raipur will serve as Member Secretary of the Committee. If the Member Secretary is not present in any meeting of the Committee, the Committee may appoint an Acting Secretary to perform the functions of the Secretary in that meeting. The Member Secretary will be a non-voting Member.
- vii. The Committee shall assist in deliberations required for the fulfilment of the Board's mandate and those specific responsibilities and duties assigned to the Committee; however, unless specifically stated otherwise, the Committee shall act in advisory capacity only, recommending decisions to the Board for approval.

#### 2.4.4 Resignation / Removal

- i. Any members resigned / removed from the membership of the Board of Governors or ceased to be member of BoG shall automatically cease to be a member of the Committee.
- ii. Any member who wishes to resign from the membership of the Committee shall submit his resignation to Chairman BoG through Chairman of HR Committee. The member shall be deemed to have resigned from the day their Chairman BoG accepts the resignation.
- iii. Chairman BoG shall have the authority to remove any member, except the Director of the Institute from the committee if the member becomes insolvent or of unsound mind or a convict or found indulging in moral turpitude.

#### 2.4.5 Responsibilities

The Committee shall have the following duties and responsibilities in respect of HR:

- i. Ensure effective human resources policies and strategies that support the Institute's Values, Vision, Mission and Aspirations.
- ii. Review, and wherever required, report to the Board best practices, trends, new technologies and current emerging public policy issues in HR matters including but not limited to Occupational Health and Safety.
- iii. Ensure the review of the performance of all employees of the Institute excluding Director and annually guide the evaluation performance parameters.
- iv. Review and recommend the total compensation guidelines and philosophies covering salary, bonus, long term incentives and benefits for management and for the faculty & staff to the BoG.
- v. Review and recommend to the Board approval of all agreements, pertaining to management of Administration & Establishment of the Institute.
- vi. Regularly review policies and programs relating to pension benefit plans and other welfare measures such as Medical, LTC, CEA Loans and Advances to employees of the Institute.

- vii. Review and recommend changes in honorarium / remuneration of delegates and invitees attending various meetings of the Institutions.
- viii. Assess the learning and development needs of Faculty & Staff and recommend learning opportunities which can be used by the Institute to meet its needs for development.
- ix. Review its Terms of Reference on an annual basis and recommend any changes to the Board.
- x. Recommend delegation of administrative powers and authority to the Director and any other officer of the Institute in order to ensure smooth functioning of the Institute.

#### 2.4.6 Meetings & Communications

The Committee shall meet a minimum of four times a year, preferably quarterly.

- i. An extraordinary meeting of the Committee may be called by the Chair of the Committee, depending upon the need of the Institute.
- ii. A quorum for meetings shall be three Committee Members present in person or by telephone or other telecommunications device that permits all persons participating in the meeting to speak and hear one another.
- iii. The agenda and associated material shall be sent to each member of the Committee seven days in advance through email and the hard copy well in advance of the meeting and well before start of the meeting in case of emergency meeting.
- iv. The Committee shall have the right to permit absence of the members on discussion on any point if the conflict of interest is brought to the notice of the committee.

#### 2.4.7 Support to the Committee

- i. The Committee shall identify, through the Director / CAO, the staff support required and the kind and frequency of information required by the Committee.
- ii. The Committee shall have access to any and all books of records of the Institute required for the execution of the Committee's risk management obligations and, as necessary, shall discuss with appropriate Institute officers and employees, co-ordinated through the Director, such records and other relevant matters.
- iii. The Committee shall have the authority to request the Board; the retention of external advisors, experts or consultants, in order to properly discharge its duties and responsibilities.

#### 2.4.8 Entitlement of Honorarium & TA/DA

The members of the Committee shall be entitled for:

- To & fro air ticket and DA as applicable
- Local Conveyance
- Honorarium for attending the meeting as per IIM Raipur Rules
- The officials of IIM Raipur will not be paid honorarium for attending the meeting.

#### 2.4.9 Confidentiality

All deliberations of the Committee, and all records, material and information pertaining to the Institute obtained by a member of the Committee shall be considered confidential. Committee members shall maintain the confidentiality of such deliberations, and shall safeguard such records, material and information from improper access.

#### 2.4.10 Composition of HR Committee

The current composition of HR Committee is given below:

*Chairman*

- Shri Kewal Handa, Former MD, Pfizer Ltd., Mumbai

*Member*

- Shri Ashok Thakur, Secretary (HE), MHRD, New Delhi
- Smt. Chokila Iyer, Former Foreign Secretary, New Delhi
- Member Secretary, AICTE, New Delhi (Ex-officio)
- Dr. S.C. Vats, New Delhi
- Prof. B. S. Sahay, Director, IIM Raipur

### 2.5 Committee for Gender Sensitivity and Prevention of Sexual Harassment of Women at Workplace

#### 2.5.1 Sexual Harassment Committee

The committee shall consist of:

- a. Two faculty members
- b. One member of the staff
- c. One Woman from outside with known contribution to Women cause on recommendation of the State Women Commission.
- d. One additional outside member preferably from a Government academic institute.
- e. Chief Administrative Officer as Member Secretary

*Note*

- a. The Lady Member will be the Chairperson of the Committee.
- b. 50 percent of the members of the committee will be women.
- c. Chief Administrative Officer of the Institute will be the member-Secretary of the committee.
- d. No person who is a complainant, witness, or defendant in the complaint harassment shall be a member of the Committee.

*The current composition of Committee for Gender Sensitivity and Prevention of Sexual Harassment of Women at Workplace is given below:*

- |                                  |  |
|----------------------------------|--|
| a. Prof. Vinita Sahay            | Chairperson  |
| b. Prof. S. K. Mitra             | Member   |
| c. Dr. Anagha Shukre             | Faculty Representative   |
| d. Mrs. Lata Goyal               | Staff Representative   |
| e. Mrs. Vibha Rao                | Independent Member (Chairperson, State Women Commission, Chhattisgarh) |
| f. Dr. Rachna Rastogi            | Independent Member (Faculty, Government Engineering College, Raipur)   |
| g. Gp. Capt. (Retd.) Vivek Dubey | Member Secretary   |

## 2.5.2 Guidelines to deal with complaints against sexual harassment of women at work-Place.

Central Government with a view to providing protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and matters connected therewith has recently enacted “*The Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013*.”

Sexual Harassment includes such unwelcome sexually determined behaviour (Whether directly or by implication) as:

- a) Physical contact & Advances
- b) A demand or request for sexual favours
- c) Sexually coloured remarks
- d) Showing pornography
- e) Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

There may be instances when the victim women may have apprehension and a reasonable ground to believe that her objection to the acts of sexual harassment as defined above would disadvantage her in connection with her employment and may face adverse consequences, if the victim does not consent to such unwelcome sexually determined advances or behaviour.

The Supreme Court of India in its judgement in Vishakha & Others Vs State of Rajasthan makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the court and to evolve a specific policy to combat sexual harassment in the workplace. In compliance with the mandate of the Supreme Court guidelines as well as the Act recently passed by the Government of India, IIM Raipur will adopt the following to prevent, prohibit and punish sexual harassment of women at workplace. The institute is committed to providing for all women, who fall within its institution including its academic, non-academic staff and students at the place of work and study, an atmosphere free from sexual harassment, intimidation and exploitation.

Without prejudice to the generality of this obligation, following instructions are issued.

- a) Express prohibition of sexual harassment as defined above at the workplace.
- b) The rules/regulations of IIM Raipur relating to conduct and discipline shall include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.
- c) Appropriate work conditions shall be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at workplaces and no woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment.
- d) Criminal proceedings: Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority. In particular, it should ensure that victims, or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.
- e) Disciplinary action: Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.
- f) Third-party harassment: Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person-in-charge will take all steps

necessary and reasonable to assist the affected person in terms of support and preventive action.

- The Committee against Sexual Harassment envisaged and constituted under this order will be deemed to be an inquiry authority for the purposes of CCS Rules and the Report of the Committee against Sexual Harassment shall be deemed to be an inquiry report under the CCS (CCA) Rules. The disciplinary authority will act on the report of the Committee against Sexual Harassment in accordance with the Rules.

### 2.5.3 Procedure

If being a woman working in IIM Raipur and have been sexually harassed in any of the forms given below:

- a) Physical contact and advances;
- b) A demand or request for sexual favours;
- c) Sexually coloured remarks;
- d) Showing pornography;
- e) Any other unwelcome physical; verbal or non-verbal conduct of sexual nature.

And has a reasonable ground to believe that she has been subjected to an unwelcome act at the work place as defined in Vishakha Guidelines can file a complaint to Director IIM Raipur or to any member of the Committee or through the existing channel. Filing of a complaint shall not adversely affect the complainant's status/job/salary/promotion/ grades etc. The complaint in writing must be filed by her in person if she wishes to have an inquiry. It is clarified that it is the reasonable perception of the women that would be relevant in determining whether any conduct was sexually determined & if so whether such conduct was unwelcome or not, and that her objection would disadvantage her in connection with her education or employment including evaluation, grading, recruitment or promotion or when it creates hostile working, educational or living environment.

- The complaint will be forwarded to the Member Secretary of the Committee against sexual harassment for calling for meeting of the Committee in consultation with Chairperson of the Committee.
- *Action will be taken by the committee* as per the guidelines of the Supreme Court as well as the Act recently passed by the Government of India.
- Inquiry to be completed within 90 days: The inquiry shall be completed and the Inquiry Report submitted to the Committee Against sexual Harassment within a period of 90 days from the date on which the inquiry is commenced. In the event of any delay in submission of the Inquiry Report the reasons for the same shall be recorded in writing.

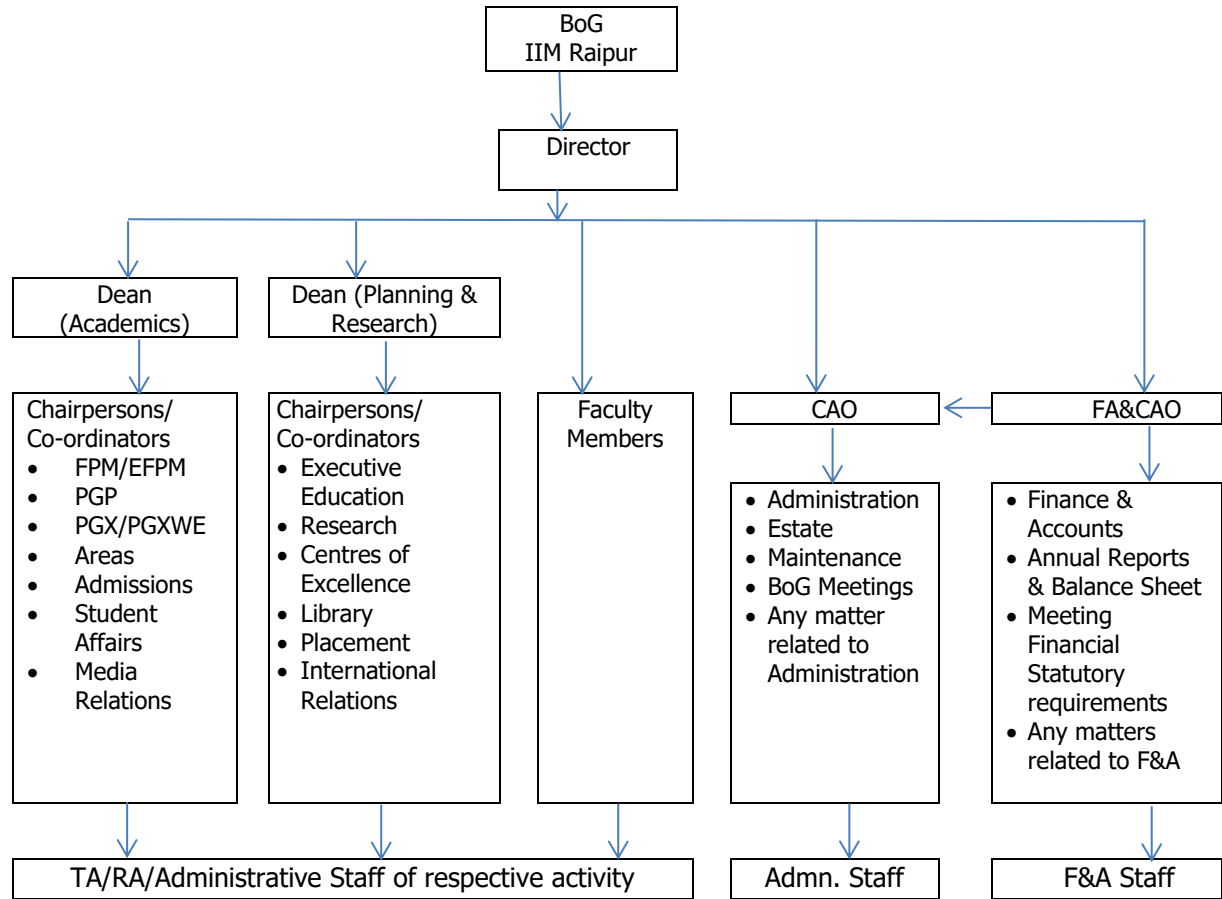
### 2.5.4 Disposal of the report:

- a) After concluding its inquiry, the Committee shall prepare a detailed and written report of its findings. The inquiry report shall specify the details of the charge(s) against the defendant, the statements made and evidence presented in the inquiry and a discussion of the reasons upon which the findings arrived at by the Committee.
- b) No observations regarding the work and behaviour of either the complainant or defendant shall be made which are not related to the alleged act of sexual harassment.
- c) Detailed written report so prepared will be submitted to the Director, IIM Raipur within 90days for further necessary action.



### 3. Organisation Chart

The organisation structure of IIM Raipur is given below:



## 4 Powers & Functions of the Director, Dean(s) and CAO

### 4.1 Powers & Functions of Director

- a) The Director shall be the principal executive officer of the Institute and shall exercise general supervision and control over the affairs of the Institute and ensure implementation decisions of all authorities of the Institute.
- b) It shall be the duty of the Director to ensure that the provisions of the Memorandum of Association, the Rules and Byelaws of the Institute are faithfully observed and implemented.
- c) If it is in the opinion of Director that an immediate action is called for, where he is required to exercise the powers conferred upon on any other authority of the Institute, then he can proceed to take such action, he deems fit in those circumstances by recording reasons and later on at the earliest, he shall be required to report / ratify the action to such authority whose powers had been exercised.
- d) The Director shall have the power to send employees (staff / faculty) for training or for a course of instruction subject to such terms and conditions as may be laid down by the Board from time to time.
- e) The Director being principal executive officer of the institute shall act as Head of Department for any Rules/Notifications/OMs of the Central Govt.
- f) All powers relating to the proper maintenance of discipline of the Institute shall vest in the Director.
- g) The Director shall exercise all other powers as may be delegated to him by the Board of Governors.
- h) The Director shall have the power to convene meetings of various bodies of the Institute.
- i) Subject to the budget provisions made for specific purpose, the Director shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.
- j) In exceptional cases, subject to availability of funds, the Director shall have the power to create contractual posts with the approval of Chairman, for not more than two years on approved pay and shall thereof report to the Board.
- k) The Director shall have the power to employ technical staff/general staff on the contract basis (up to 2 years) within the overall budgetary allocation of the Institute.
- l) Director shall have powers to engage outsourcing agencies, in the interest of the institute, in areas such as technical, financial and other specialized areas under intimation to the Board.
- m) The Director may during his absence from the headquarter, authorize in writing, one of the Deans if any, or the faculty member on the Board, to sanction advances for travelling allowance, contingencies and medical treatment of the employees or any other matter as he/she deems fit.

### 4.2 Powers& Functions of the Dean (s)

There are two Deans, Dean (Academics) and Dean (Planning & Research). Deans shall be directly responsible to the Director of the Institute.

#### i) Dean (Academics)

- a) Will be responsible for all Post-Graduate & Doctoral Programmes including Admissions, Academics, International Relations, and Students' Affairs.

- b) To develop international linkages with business schools worldwide for student and faculty exchange.
- c) To motivate academic excellence with a multidisciplinary faculty, a diverse student body, and the faculty members including economic development, and other relevant national and international issues.
- d) To lead and manage the Post-Graduate and Fellow Programmes of the institute and in formulating policies, growth plan, budget and its implementation.
- e) To review the course curricula, pedagogy and benchmarking with other IIMs and top schools in the world.
- f) To invite international faculty to teach Post-Graduate and Fellow students.
- g) To develop strong relationship with other IIMs.

#### ii) Dean (Planning & Research)

- a) Will be responsible for Research, Centres of Excellence, Placement of Post-Graduate Programmes, Executive Education and Campus Development.
- b) To foster an organizational, educational and research climate that promotes and celebrates excellence is an important priority.
- c) To mobilise research grants from national and international funding organisations.
- d) To develop external relations with the Government, Public and Private sectors for Research, Executive Education and Consultancy
- e) To lead and manage the institute-wide planning and research, in formulating policies, growth plan, budget and its implementation.
- f) To facilitate in organising national and international Conferences, Summits and Seminars
- g) To set new benchmarks through national, regional and international accreditations
- h) To start new initiatives for the institute in terms of programmes, research, centers, collaboration, etc.

### 4.3 Powers & Functions of the CAO

- a) The CAO shall be directly responsible to the Director of the Institute.
- b) The CAO is the head of general administration, finance and accounts. He shall be the custodian of records, estate, seal of the Institute and other property of the Institute.
- c) The CAO shall perform other duties as may be specified in the Rules and Bye-laws from time to time or as per the directions given by the Director from time to time.
- d) The CAO shall act as the First Appellate authority under the RTI Act-2005.
- e) The CAO will be the Secretary to the BoG, IIM Raipur

### 4.4 Delegation of Power

The Delegation of Power has been approved by the BoG in its Meeting held on:

Part - I	: Delegation of Power to Director
Part – II	: Delegation of Financial Powers
Part - III	: Delegation of Power for Work

## 4.5 Delegation of Powers: Part – I: Delegation of Powers to the Director

### i) Academic

- i. To implement, design, revise any existing or new full/part-time programmes of study, training and programmes of study, training and research, leading to the award of diplomas and titles to be conferred by IIM Raipur.
- ii. To enter into Student Exchange Programme agreements with Indian and Foreign Universities, wherein no expenditure is envisaged for IIM Raipur except granting facilities such as accommodation, course materials and tuition fee waiver to the visiting students, whenever the counterpart institution grants such facilities to IIM Raipur students free of cost.
- iii. To enter into corporate partnerships with Indian or Foreign companies for executive education, wherein IIM Raipur agrees to conduct series of training programmes spread over a number of years for a corporate client or a group of clients. These activities are expected to generate a surplus for IIM Raipur.
- iv. To enter into collaborative arrangements with foreign universities to offer open or customized training programmes. These are expected to generate a surplus for IIM Raipur.
- v. To accept endowments for establishing Faculty Chairs from individuals, public/private limited companies in India or abroad, Government or quasi-Government organisations and supra national organisations such as IMF, RBI, ILO, World Bank etc.
- vi. To accept recurring grants/sponsorships or enter into collaborative arrangements for establishing Faculty Chairs or Centers from individuals, public/private limited companies in India or abroad, Government or quasi-Government organisations and supra national organisations such as IMF, RBI, ILO, World Bank etc.
- vii. To enter into collaborative research projects or programmes with Indian or foreign universities or institutions wherein no net expenditure by IIM Raipur in excess of 10 Lakh over and above the funding provided by the external funding agency.
- viii. To register as a Scientific and Industrial Research Organisation (SIRO) with the Ministry of Science and Technology. To register under FCRA and accept foreign contributions. To operate bank accounts in foreign currency.
- ix. To register as a wholly charitable society with the Income Tax Department.
- x. To claim exemption u/s 10(23c) (iiiab) of Income Tax Act, 1961.
- xi. To register for service tax in respect of the services rendered by IIM Raipur faculty under the head “Management Consultancy/Event Management/Convention Service” under the Central Excise Department.
- xii. To register under any other law that may become applicable to IIM Raipur from time to time.
- xiii. To sanction seed money for research projects/case study. To revise such amounts from time to time.
- xiv. To accept externally funded research projects/assignments or consultancy assignments and to assign the project to one or more faculty. The details of such projects, together with the name of the faculty to be included in the Director’s Report to the Board.
- xv. To accord sanction to outsource part of the work to outside professionals/agencies.
- xvi. To appoint project-tied temporary research staff. Such staff may be remunerated wither on a lump sum basis, monthly basis, on reaching milestones or other ways.

- xvii. To sanction honoraria/incentives with respect to externally funded projects provided the time devoted for research/consultancy for which payment is being made is counted towards overall ceiling of 52 days per year and the honoraria/incentive is specifically provided for in the research/consulting budget.
- xviii. To undertake publication of IIM Raipur's journals, periodicals and other publications in the furtherance of research and academic activities.
- xix. To apply for and obtain patents and copyrights in respect of the intellectual property in the name of the Institute or jointly with another party.
- xx. To commercially exploit intellectual property rights and enter into suitable arrangements with parties concerned.
- xxi. To accept consultancy assignments from the Government and private bodies/institutions and to enter into agreements and carry out the assignment as per the Consultancy.

## ii) Executive Educations

- i. To approve the target participation and financial budget including the fees to be charged in respect of the open, customised and partnership programmes and international programmes.
- ii. To approve cancellation of a programme and write off of expenditure booked against the programme.
- iii. To refund the participants' fees for non-participation on a case to case basis.
- iv. To approve schedule of charges for boarding and lodging in Management Development Centre (MDC), Executive Block and classrooms and sanction expenditure for house-keeping/purchases within the approved budget estimates.
- v. To approve award of contracts for catering, maintenance of MDC, Executive Block, utility store, book store, merchandise store, or other such establishments on campus.
- vi. To fix the overall budget for expenditure to be incurred in respect of open programmes in a financial year towards advertisements, printing of brochures and pamphlets.
- vii. To fix the honorarium of guest faculty.
- viii. To engage the services of outside agencies or experts for specific needs of the executive programmes (e.g. Conducted tours, yoga, meditation classes etc.)

## iii) Faculty Appointments

- i. To appoint Full, Associate and Assistant Professors against sanctioned posts.
- ii. To fix the initial pay of the faculty granting up to 10 advance increments after protecting the last pay drawn by the faculty in his/her earlier position. Such appointments must however be reported to the Board at the earliest.
- iii. To appoint visiting faculty against sanctioned posts and to fix his/her remuneration and other terms.
- iv. To appoint adjunct Faculty to teach specific courses on a part-time basis and fix his/her remuneration.
- v. To accord following kinds of leave under the rules governing the same:
  - Study leave
  - Sabbatical leave

- Extra ordinary leave up to 2 years to take up employment in another organisation and to depute faculty to another organisation for advanced research.
- vi. Such approvals should however be reported to the Board at the earliest.
  - vii. To permit deputation of faculty to serve in another organisation in India or abroad including under schemes sponsored by the Central Government. Such deputations to be reported to the Board at the earliest.
  - viii. Approval to attend seminars/workshops in India or abroad and also sanction the participation fees and travel allowance as per rules governing the same or that sanctioned by the sponsoring organization in full or in part. Such participation by faculty may be mentioned in the Director's Report.
  - ix. To reimburse expenses on development of course material for education and training, sanction book allowances, etc. from income earned out of Executive Education Programmes/IIM Raipur Endowment Fund. Also, to approve expenditure on Faculty Development like the fee for the membership of Professional bodies. Such amounts may be revised from time to time.
  - x. To accord permission to the faculty to accept part-time nomination on the Board of Directors of companies/ organizations, Board of studies of academic institutions as examiner, evaluator etc. Nominations to the Board of Directors to be reported to the Board in the next meeting.

#### iv) Personnel

- i. The Director as the Executive Head of the organization is vested with full powers to uphold general discipline and ensure proper conduct of the employees of the institute. He shall be the appointing authority and the disciplinary authority in respect of all employees.
- ii. To make appointments and to effect promotions to all sanctioned non-faculty posts including the CAO, FA&CAO, librarian in accordance with the recruitment and promotion rules.
- iii. Subject to the budget provision being made, to make appointments for the specific period under IIM Raipur (Contract Appointment) Rules to meet the needs of specialized expertise from time to time.
- iv. To accept resignation from service and permit voluntary retirement under the rules of IIM Raipur.
- v. To accept request for condonation of the notice period.
- vi. To order premature retirement (Other than faculty) as per rules framed from time to time.
- vii. To terminate temporary appointment by giving the required Notice or by payment of the salary in lieu of the notice period to the extent considered necessary.
- viii. To impose penalties, major or minor on all members of faculty and employees for whom he is the appointing authority.
- ix. To approve deputation of an employee to another Government/non-Government for a period not exceeding 2 years at a time.
- x. To sanction retirement benefits to the retiring employees in accordance with the service rules governing the same.
- xi. To sanction a periodical increase in DA and other allowances and ad hoc bonus as extended to the employees of autonomous bodies by the MHRD.

- xii. To sanction interest- bearing/non-interest bearing advances to the employees in terms of IIM Raipur rules.
- xiii. To sanction travelling allowance in accordance with the rules of IIM Raipur to the employees, members of the Board of Governors, guest faculty, people attending interviews, candidates attending fellowship programmes, retiring employees to enable them to settle down at a place other than Raipur.
- xiv. To sanction Leave Travel Concession/Allowance in accordance with the rules of IIM Raipur. To modify if necessary such rules from time to time.
- xv. To sanction reimbursement of medical expenses to the employees and their dependents in accordance with the scheme approved by the Board of Governors.
- xvi. To sanction, under special circumstance, reimbursement of medical expenses to employees and their dependents not covered in the above scheme.
- xvii. To sanction other entitlements to employees such as tuition fees, conveyance charges etc. To modify/introduce new entitlements from time to time.
- xviii. To sanction leave of all kinds to employees including faculty in accordance with IIM Raipur leave rules.
- xix. To sanction incentives in respect of approved schemes for passing Hindi examinations, other departmental examinations, promoting small family norms; special awards instituted for long and meritorious service.
- xx. To allot or cancel allotment of quarters and to exercise full powers under the Quarters Allotment Rules of IIM Raipur and to fix charges for electricity, water and other services.
- xxi. To appoint casual labourers on daily rate (other than for work of regular nature) for seasonal or intermittent nature of work, for which regular posts cannot be created, at minimum wages notified by the state Government. Such appointments shall comply with the provision of the contract Labour (Regulations and Abolition) Act, 1970.

v) Financial

- i. To act as a custodian of property and assets to take such action as is considered necessary to safeguard the title to ownership and rights over property and assets of IIM Raipur.
- ii. To defend on behalf of the Institute/Society or refer cases of arbitration to execute and sign contracts, memorandum of understandings, law suit, legal documents, indemnity bonds, authenticate applications, etc. in respect of the affairs of IIM Raipur.
- iii. To open and operate bank accounts including foreign currency accounts.
- iv. To sign cheques along with FA & CAO/ CAO as the second signatory beyond Rs. one Lakh.
- v. To open DEMAT accounts and entrust custodial services and sign on applications and discharge documents. To open letters of Credit, sign declarations, undertakings of certificates warranted by various authorities such as RBI, Income Tax, Customs and Central Excise, Passport and other official agencies.
- vi. To approve short term investments of the Institute i.e. for a period of less than 1 year.
- vii. To engage the services of specialists such as accountants, advocates, architects, designers or any other professionals and fix their remuneration in respect of projects.
- viii. To write off cash losses up to Rs. 10,000 in each case ascertaining that the loss is not due to theft, fraud or negligence.

## vi) Purchase - Capital

- i. To approve special requests for capital investments which are not approved in the budget.
- ii. To approve Capital investments of significant value after consideration of their financial impact.
- iii. Awarding of contracts after final selection by a Purchase Committee.
- iv. Approving amendments to any change in prices of contracts already awarded.
- v. Extension of time beyond the stipulated date of completion of work without a levy of penalty, in exceptional cases due to a strong insinuation under intimation to the Finance Committee.
- vi. To accord approval for revised estimates in respect of capital work up to a maximum of 20 percent of the contract value.

## vii) Revenue - Purchase

- i. IIM Raipur shall operate with a panel of approved contractors. Generally there shall be a minimum of 3 and a maximum of 6 such contractors for each type of job. Assessment of the contractors to be carried out as laid down in GFR-2005.
- ii. To review the performance of such contractors on a periodic basis and terminate the contract/ contracts if found unsuitable.
- iii. To incur any revenue expenditure as provided in the annual budget or against any provision.
- iv. To sanction revenue expenditure other than that provided in the budget.
- v. Incur expenditure of non-recurring nature for functional needs including expenditure on seminars, workshops, special events.
- vi. To extend a financial aid to deserving students by appropriate schemes of fees waiver, scholarships, prizes, awards and other incentives to students.
- vii. To extend prizes, awards and other financial incentives to deserving employees both teaching and non-teaching by appropriate schemes.
- viii. To incur expenditure on entertainment and hospitality on visiting dignitaries and other visitors to the institute.
- ix. To sanction institution of law suits or prosecution and to incur necessary expenditure.
- x. Write off of assets and stock losses after making a suitable enquiry, if the same cannot be made good and after ascertaining that the loss is not due to theft, fraud or negligence.
- xi. To write off obsolete, unserviceable and redundant assets and consumables.
- xii. To write off assets and consumables if they have been lost due to theft, fire or any other natural disaster.
- xiii. To approve disposal of assets and consumables under auction/tender or by a buy-back arrangement.
- xiv. To appoint a committee from among the employees of IIM Raipur in connection with achieving the various short term/ long term objectives of the institute.
- xv. To take such measures as are considered necessary in exigency of service not herein specifically provided for, in the overall interest of IIM Raipur. Such matters will be reported to the Chairman/Board at the earliest.



- xvi. To delegate his /her powers to the Dean, CAO and FA&CAO to the extent considered by him/her to be necessary for smooth and efficient functioning of the institute.
- xvii. To define, specify and prescribe rules and procedures, mannuals etc. to regulate the working of functional areas and responsibilities of officers and staff in the organization.

#### 4.6 Delegation of Powers: Part – II: Delegation of Financial Power

Sl. No.	Nature of Power	Director	Dean	CAO	Remarks
1.	Purchase of books, periodicals, Journals, Newspapers etc. for library	Full power			Chairperson, Library Committee - Rs.1 Lakh per transaction and Librarian - Rs 50000 per transaction.
2.	Purchase of stationery for office use	Full power	Rs. 25,000 each purchase	Rs.15,000 each purchase	This power should be exercised after following usual purchase
3.	Printing of forms & brochures MDP; placement, PGP, PGPEX, Admission etc.	Full power	Rs. 2 lakhs each purchase	Rs. 1 lakh each purchase	This power is to be exercised after observing usual purchase procedure Quarterly report to be submitted to Director by FA&CAO
4.	Purchase /hiring of office equipments, computers, softwares, Installation/ development of net-working systems etc.	Up to Rs 25 lakhs each case	Rs. 1 lakh in each case	Rs 50,000 in each case	As per purchase procedure and quarterly report to Director to be made by FA&CAO. This power is to be exercised after usual purchase procedure.
5.	Purchase of furniture - Hostels, class rooms Canteens, office, MOP etc.	Full power	Rs. 2 lakhs each case	Rs. 50,000 each case	This power is to be exercised after observing usual purchase procedure Quarterly report to be submitted to Director by FA&CAO
6.	Purchase of books, newspaper periodicals, magazines, etc. for office use	Full power	Rs. 5,000 each case	Rs. 1,000 each case	
7.	Maintenance and repair of furniture/equipment	Full power	Rs.1,00,000 each case	Rs. 50,000 each case	This power is to be exercised after usual procedure to be followed by dealing AO Same remarks as above; Quarterly report to be submitted to the Director by FAO
8.	Repair of vehicles Existing	Full power		Full power	Same remarks as above; Quarterly report to be submitted to the Director by FAO
9.	Repairs and maintenance of Institute's buildings, roads,	Full power	Rs. 2,00,000 each	Rs. 1,00,000 each	This, power should be exercised on the. basis, of competitive tender

	auditorium, Gym, Residential Quarter, MDP; Eng, Administration		contract	contract	Quarterly report to be submitted to the Director by FAO
10.	Binding of books and records	Full power	Rs. 25,000 each case	Rs. 5,000 each case	Chairperson, Library Committee: Rs.25,000 each-case and Librarian : Rs.5,000 each case
11.	Telephone, mobile, postage & ranking charges and other communication facilities-in connection with official purposes	Full power		Full powers except overseas calls	As per Work order and Rules of the Institute
12.	Traveling advance Existing	Full power		Full power for other officers & Staff	Travel to be approved by the competent authority.
13.	Grant of air journey	Full power	-	-	As per IIM Raipur Rules
14.	Reimbursement of conveyance charges incurred for official purpose (including taxi fare)	Full power		Full power for other officers/ staff subject to limit of Rs 1,000 p.m. / employee	It should be ensured that economical mode of transport is availed of. A quarterly status of expense should be submitted to the Director by FAO. Recommendation should come through respective Chairperson/ HOD
15.	To sanction LTC advance and reimbursement	Full power		Full power in respect of other officers and staff	As per prevailing LTC Rules/entitlements.
16.	Sanction of OT/honorarium allowances etc. to the employees of the Institute	Full power		Full powers for OT to Drivers and Security staffs / as per rules	A quarterly statement should be submitted to the Director by the FA&CAO indicating OT sanctioned during the quarter
17.	Refreshment charges & supply of light refreshments during meetings, conferences etc. in connection with visits of VIPs, Dignitaries, Outside Faculty Delegations and other hospitality charges in the Institute	Full power	Rs.2,000.00 per Meeting	Rs. 1000.00 per Meeting	Quarterly report to be submitted to Director by FA&CAO
18.	Employment of casual and muster roll labour to be paid from contingency	Full power		Rs 15,000 p.m.	The rate of daily wage shall be the same as fixed by the local authority from time to time. Quarterly report to be given to the Director by FA&CAO

19.	Purchase of motor vehicles, buses etc. for Institute's work	Full power			For fresh cases the Board is to be apprised for information. For replacement after usual procedure.
20.	Purchase of liveries for supply to Institute's employees	Full power			This power should be exercised after observing usual purchase procedure
21.	Purchase of crockeries and other furnishing, materials for staff canteen, hostels, including for guest house	Full power	Rs. 20,000 each case	Rs. 10,000 in each case	This power should be exercised after observing usual purchase procedure by respective AOs.
22.	Purchase of fuel, lubricant, spare parts, etc. of vehicles of the Institutes	Full power		Full power	A statement of consumption of fuel & lubricant per vehicle should be submitted to Director quarterly by AO (Transportation)
23.	Refund of deposits of earnest money and caution money student)	Full power	-	Full power	After recommendation by the relevant or concerned officials
24.	Write off of unserviceable Material / stores/ furniture/ equipment	Rs. 1,00,000 p.a.			This power should be exercised on the recommendation of committee formed for this purpose. The value of individual item should not exceed Rs 5,000/-
25.	Write off of short age of cash found during disbursement	Rs.500 p.a.			This power should be exercised on the recommendation of the FA&CAO.
26.	Write off of irrecoverable value of stores/Institute's money	Rs. 10,000		Rs. 2000/-	No stores loss or cash loss should be split up to bring within, the power of the sanctioning authority. All losses should be written off only after proper scrutiny
27.	Waiver of loans & advances	Rs. 1.000/-each individual case			This power should be in consultation with the FA&CAO.
28.	Refund of revenue (student fees, MDP participation fees), etc.	Full power			This power should be exercised in consultation with FA&CAO and following processes and rules.
29.	Recreational and welfare activities	Full power	Rs. 1,00,000 pa single event		Subject to budget provision approved.
30.	Medical claim	Full power		Rs. 50,000	This power should be as per prescribed Medical Reimbursement Rules

					and limits.
31.	To refund earnest money/security deposit of contractors/suppliers	Full power		Full power	Subject to approved terms of contract.
32.	Legal expenses for Institute work	Full power		Rs. 10,000 per case	On recommendation of dealing AO
33.	Reappropriation of funds (excluding reappropriation between plan and non-plan budget);	Full power, subject to the maximum limit of 10% of the approved provision of plan and non-plan budget			This power should be exercised provision total plan and non-plan budget is not exceeded
34.	To sanction expenses for campus maintenance excluding repair and maintenance of buildings, roads etc. (item no. 9)	Full power	Rs.25,000 each case	Rs. 10,000 each case	Includes horticulture, pisciculture, gardening, jungle clearance, water bodies cleaning etc.
35.	To declare stores/office equipments, as surplus/unserviceable to Fix their selling price and prescribe their mode of disposal	Full power			This power should be exercised on recommendation by a committee of j which FAO should be a member.
36.	To sanction deposit/advances with P&T authorities and other statutory bodies	Full power			To be exercised in consultation will CAO and FA&CAO.
37.	To sanction deposit/advance with other than statutory bodies	Full power			
38.	To sanction PF advance	Full power		Full power for other officers and staff	As per prevailing rules- (For Director, Sanctioning authority is Chairman, BOG)
39.	To sanction festival flood advance and other approved advance (Fan advance, FFRA etc.)	Full power		Full power	This power is lo be exercised as par the existing rules.
40.	To sanction bicycle/scooter/car advance	Full power		Full power for bicycle and scooter	Subject to rules and recommendation of the designated Committee
41.	To sanction House Building	Full power			This power should be exercised as per rules- and the recommendation of the designated Committee

42.	To sanction installation of telephone/ fax/communication systems	Full power			As per approved budget.
43.	To sanction imprest/ advance to employees	Full power			To be exercised in consultation with CAO and FA&CAO.
44.	Students and Alumni activities.	Full power	Rs.25,000 in each case		
45.	To take on rent/lease of buildings (or Institute's activities and for residential purpose of faculty and other members of the Institute	Full power			As per prevailing rules .and procedures. The BOG to be periodically informed.
46.	Payment of licence fees and taxes	Full power		Full power	Duly processed and recommended by respective AOs.
47.	To sanction contingency expense	Full power	Rs. 5,000 each case	Rs. 1,000 each case	
48.	To sanction plan for infrastructure development & modification	Full power	Rs.50,000		This should be done on the basis of the competitive lender and within approved budget.
49.	Payment to students council/ Employees. Recreation club/Staff canteen subsidy/ other welfare measures	Full power			As per prevailing rules/practice.

#### 4.7 Delegation of Powers: Part-III: Delegation of Powers for works

Sl. No	Nature of Power	Designation/ Authority	Extent of Power
1	Approval of estimate/ Accord of technical sanction to detailed estimates	PE cum Estate Officer	Rs. 10.00 lakhs
		Director	Rs. 200.00 lakhs
		CCC	Rs. 500.00 Lakhs
		BoG	Full Powers
2	Authorizing excess over estimates	PE cum Estate Officer	Excess up to 5% of the sanctioned amount. Excess over and above 5% of the sanctioned amount to be brought before Director/ Campus Construction Committee for clearance/approval.
		Director	Full powers for estimates approved by Director (i.e.Rs.200.00 lakhs)
		CCC	Rs.500 Lakhs
		BoG	Full Powers
3	Acceptance of lowest tender	PE cum Estate Officer	Rs. 10.00 lakhs

		Director	Rs. 200.00 lakhs
		CCC	Rs. 500.00 lakhs
		BoG	Full powers
4	Acceptance of Single Tender	PE cum Estate Officer	Rs.2.00 lakhs
		Director	Rs.50.00 lakhs
		CCC	Rs. 200.00 lakhs
		BoG	Full Powers
5	Award of work by negotiation with lowest tenderer / single tenderer	PE cum Estate Officer	Rs. 5.00 lakhs
		Director	Rs. 100.00 lakhs
		CCC	Rs. 300.00 lakhs
		BoG	Full Powers
6	Award of work by acceptance of a tender other than lowest	Director	
		CCC	Rs. 200.00 Lakhs
		BoG	Full Powers
7	Award of work without call of tenders	PE cum Estate Officer	Rs. 2.00 lakhs
		Director	Rs. 5.00 lakhs
		CCC	Rs. 50.00 lakhs
		BoG	Full powers
8	Award of additional quantities against abnormally high/low rated items	PE cum Estate Officer	Rs. 25000.00
		Director	Rs. 5.00 lakh
		CCC	Rs. 50.00Lakhs
9	Execution of agreement	PE cum Estate Officer	Full powers
10	Accord of sanction to extra/substituted items	PE cum Estate Officer	Rs. 1.00 lakh
		Director	Rs. 25.00 lakhs
		CCC	Rs. 100.00 lakhs
		BoG	Full powers
11	Grant of extension of time for completion of work	PE cum Estate Officer	Rs. 10.00 lakhs
		Director	Rs. 100.00 lakhs
		CCC	Rs. 200.00 lakhs
		BoG	Full powers
12	Powers to levy compensation from contractors	Director	Rs.50.00 lakhs
		CCC	Rs.100.00 lakhs
		BoG	Full powers
13	Passing of bills (final bills and running bills)	PE cum Estate Officer	Full powers
14	Purchase of materials against sanctioned estimate/ allocation for emergent work	PE cum Estate Officer	Upto Rs. 50000/- at a time subject to a ceiling of Rs. 50,000 in a year
		Director	Upto Rs. 5.00 lakhs at a time subject to a ceiling of Rs. 500.00 lakhs in a year

Legend:

PE cum State Officer: Project Engineer cum Estate Officer

BoG: Board of Governors

CCC: Campus Construction Committee

Note: It is proposed to review this document to make modifications as and when necessary.  
Construction Committee may be read as Campus Construction Committee

## 5 Faculty Recruitment Policy (27<sup>th</sup> BoG Meeting held on 2<sup>nd</sup> November 2017).

Faculty members may be appointed on a regular position, on contract, as an adjunct or as a visiting faculty. Retired Professors of the age of more than 65 years may be appointed as Emeritus Professor or Honorary Professor. Professors from other countries may be appointed on contract or part-time employment during winter season of those countries.

### 5.1 Type of Faculty Positions

#### a) Visiting Faculty (Contract Appointments - regular scale/ consolidated salary):

- i) For teaching specialized courses or otherwise, IIM Raipur shall hire visiting faculty on fixed period contract basis. Normally, this shall be aimed at attracting academicians or professionals of repute who are desirous of a short-term engagement or prospective faculty candidates with excellent qualifications, but could not go through the formal process of recruitment, those awaiting the award of doctoral degree, or recently superannuated faculty members from premier national level institutions (like CFIs) and who fulfil the age criterion as laid down by MHRD.
- ii) For the recently superannuated/retired faculty members from premier national level institutions, academicians seeking to spend sabbatical period at IIM Raipur, candidates under Fulbright or from International Exchange Partners of IIM Raipur, and candidates from abroad who could not go through the formal recruitment process, the appointment shall be done by the Director in consultation with the Dean and Area concerned. They shall be exempted from the process followed for regular appointments.

Faculty members may be appointed on fixed term contract basis. Doctoral candidates having completed the final defense but with less than three years' experience, can be appointed as Visiting Assistant Professor on contract basis on a consolidated salary based on the prevailing DA at the time. These candidates shall be appointed through the same process as followed for regular appointments.

Based upon the faculty performance and requirement at IIM Raipur, the duration of appointment may be extended by issuing a fresh offer.

If any visiting faculty seeks to take regular appointment, he/she shall have to undertake the regular faculty recruitment process, as applicable at that time. Exemption from a seminar may be granted, if the applicant has already delivered the same during the process of contractual appointment. Upon regularization, the Director may consider some or all of the current contract period as normal service to the advantage of the candidate.

Fixed term appointees for two or more years are eligible for proportionate annual vacation/earned leave, casual leave, medical facility and LTC. They are also eligible for campus housing facility subject to its availability and the terms of the agreement.

- b) **Guest Faculty:** Industry/ subject experts shall be invited for taking few sessions (not more than 20% of regular sessions) and share special expertise in a long duration program or MDP. The concerned course faculty or MDP program director shall be responsible for identifying such faculty. They shall be entitled for the payment of honorarium as per the norms at that time, which shall be decided by the Director in consultation with the respective Dean and Chairpersons.
- c) **Adjunct Faculty:** For teaching specialized courses or otherwise where there is shortage of



faculty at institutional level, adjunct faculty shall be considered for teaching a full or part course in a long duration program. Areas concerned along with the program chairperson shall identify the suitable candidate(s) for Adjunct faculty. The Director, in consultation with the respective Dean and Chairpersons, shall decide the terms of appointment. Honorarium shall be paid as per the norms.

- d) **Distinguished/Senior Fellows:** Distinguished scholars, professionals or civil servants may be invited as Distinguished/ Senior Fellows. The offer shall be for maximum period of two year and consolidated honorarium, based on candidate's academic/ professional credentials, shall be paid. The Director IIM Raipur shall lead the discussions and negotiations for the offer.
- e) **Emeritus Professor:** On the recommendation of the Faculty Council of the Institute, Emeritus Professor may be appointed in absentia by the Board of Governors, who has retired at the age of 65 years and has served as a full Professor at least for a period of minimum 10 years. An Emeritus Professor may pursue academic work within the framework of the Institute. Emeritus Professor will get a consolidated salary to be negotiated and fixed by the Director. Residential accommodation and medical facilities will be provided as per IIM rules.
- f) **Regular Appointments:** Full-time faculty members joining the institute on regular basis shall be appointed as Assistant Professor, Associated Professor or Professor upon meeting the specified criteria for the regular appointment. The paramount consideration for appointment of an employee shall be the necessity for securing the highest standards of competence, efficiency, integrity and subject area requirements. The regular faculty of the Institute will be eligible for salary and allowances as per Government of India norms.

## 5.2 Minimum Qualifications & Experience Requirements for Faculty Positions

For academic positions, designations, qualification, experience and pay scales for various regular positions shall be governed and as per the directions from the MHRD.

### i) **Professor:**

Ph.D. in the appropriate branch with first class or equivalent (in terms of grades, etc.) in the preceding degree, with a very good academic record throughout. Minimum 10 years teaching/research/industrial experience of which at least 4 years should be at the level of Associate Professor in IITs, IIMs, IISc Bangalore, NITIE Mumbai and IISERs or at an equivalent level in any such other Indian or foreign institution/institutions of comparable standards. He / She should have high research, training and consulting credentials.

### ii) **Associate Professor:**

Ph.D. in the appropriate branch with first class or equivalent (in terms of grades, etc.) in the preceding degree, with a very good academic record throughout. Minimum of 6 years' experience of which at least 3 years should be at the level of Assistant Professor, and ability to interact with a diverse student body and executives, and ability to undertake research independently. Candidates from industry (Government / PSU / Research Organization) must have experience of 6 years at the level equivalent to Assistant Professor.

### iii) **Assistant Professor:**

Ph.D. in the appropriate branch with first class or equivalent (in terms of grades, etc.) in the preceding degree, with a very good academic record throughout. Minimum three years of teaching/research/industrial experience (excluding period of doing Ph.D.). However, in exceptional cases of candidates with excellent academic credentials, this experience requirement may be waived. A fresh Ph.D. may be considered for the position on contract basis. Candidates

from industry (Government / PSU / Research Organization) must have experience of 3 years at the level equivalent to Assistant Professor.

**iv) Assistant Professor Grade-II (36<sup>th</sup> BoG Meeting held on 15th October 2019)**

A candidate who is not eligible for **Assistant Professor Grade-I** may be appointed as **Assistant Professor Grade-II**. At the entry level s/he may be placed in Academic Level 10 and shall move after 1 year to Academic Level 11. After 3 years in Academic Level 10 & 11 together, s/he may be brought on regular position as **Assistant Professor Grade-I** in Academic Level 12, based on his/her performance.

**Pay Band:**

*Academic Level 10 (Rs. 57,700 – Rs. 98,200)*

*For Fresh recruits, minimum pay in the Pay Matrix to be fixed at Rs.84,700/ p.m.*

*OR*

**Academic Level 11 (Rs. 68,900 – Rs. 1,17,200)**

*One-year post PhD experience – Rs.89,900/ p.m.*

*Two years post Ph.D. experience – Rs.92,600/p.m.*

**v) Recruitment Policy for Professors of Practice**

- Master's Degree (preferably MBA) or equivalent professional qualification from a reputed national or international institution. (Candidates with non-business degrees such as Master's in Psychology, Master's in Social Work, Chartered Accountant etc. would also be considered)
- Not less than 15 years of managerial or professional experience out of which at least 5 years at senior management position is mandatory.
- While a Ph.D. is desirable, it is not essential. However, a lack of Ph.D. must be offset by demonstrated domain knowledge, obtained from the field.

**Pay-Scale:**

The overall compensation (consolidated salary) will be equivalent to that of a regular Associate Professor or Full Professor.

**Selection Process:**

- Interested applicants may register and apply online via IIM Raipur's website.
- Shortlisting of the candidates will be done based on qualification, work experience & demonstrated interest in academic activities & statement of purpose.
- Shortlisted candidates will be invited for presentation and personal interaction with a selection committee consisting of Director IIM Raipur (Chair), two senior faculty members of the institute and one or two external experts.

### 5.3 Recruitment Process for Regular Faculty

Open selection system shall be applied for the recruitment to regular faculty positions. The requisite qualifications and experience for different levels shall be as per MHRD guidelines applicable at that time.

- i) IIM Raipur will follow rolling recruitment process. Besides the permanent announcement for faculty positions on IIM Raipur website, applications will be invited through advertisements in prominent newspapers.
- ii) Director shall constitute the Application Screening Committee (ASC), which will periodically shortlist the candidates based on criteria notified.
- iii) The ASC shall send the recommendations along with comments of members to the Director within two weeks.
- iv) The shortlisted candidates shall be invited by the Director/Dean's office for seminar presentation on a topic of their academic interest.
- v) Collated feedback will be placed at the time of personal interview before the Faculty Selection Committee (FSC).
- vi) The composition of Faculty Selection Committee will be as follows:
  - Director, IIM Raipur – Chairman, Faculty Selection Committee
  - Two members of Board of Governors
  - Two approved subject experts

The Director/ Dean in consultation with respective area chairpersons shall identify the subject area experts. Final approval shall be from the Director.

- vii) Shortlisted candidates will have to appear before FSC for the final interview. For selection of regular faculty, criteria shall include candidate's academic qualifications, academic/ industry experience (years and quality), number and quality of publications, experience in academic administration, and seminar feedback. The Faculty Selection Committee shall decide regarding designation, starting salary etc. The recommendations of this committee shall be placed before the Chairperson, Board of Governors for his/ her approval.
- viii) Recommendation letters will be obtained from two referees mentioned by the candidates in the application forms.
- ix) Upon the approval of Chairperson BoG, the appointment letters will be issued by the Director

Note: If a candidate's academic credentials are excellent, however, does not have requisite research publications or experience, he/she may be considered for contractual appointment. For the post of Professor, the requirement of research publication may be relaxed by the Director, in case the applicant is from industry with requisites qualifications and relevant experience.

#### 5.4 Internal Candidates Seeking Higher Position

The permanent faculty member of IIM Raipur who wishes to be considered for higher positions should apply through the open faculty selection system. Besides the academic background and professional experience, the following possible criteria shall also be taken for consideration:

- i) Teaching PGP program: annual load and students' feedback;
- ii) Research publications
- iii) Contribution to MDP activities (number of programs, participants, feedback, surplus generated) and consultancy activities (number of projects successfully completed and surplus generated)
- iv) Academic administration roles undertaken and the performance therein

Upon the acceptance of their application, such candidates will have to appear for selection interview by the Board-level selection committee. There shall be exemption from delivering the faculty seminar.

## 5.5 Minimum Criteria for Specific Positions

### i) From Assistant Professor to Associate Professor

- Minimum required period of 3 years at the previous position;
- Minimum total of 6 years' experience (including experience in other organizations);
- Faculty member has completed minimum teaching requirement every year. Minimum average feedback score of 3.5 out of 5-point scale in PGP;
- Minimum 2.5 course credit equivalent of research contribution as per the BoG approved research policy of IIM Raipur.
- Preference for FPM/Ph.D. guidance and involvement in institution building activities; and
- People with high level of contribution in academic administrative activities may be given relaxation in research contribution.

### ii) From Associate Professor to Professor

- Minimum required period of 4 years in the previous position;
- Minimum total of 10 years' experience (including experience in other organizations);
- Faculty member has completed minimum teaching requirement every year; Minimum average feedback score of 3.5 out of 5-point scale;
- Minimum 4 course credit equivalent of research contribution as per the BoG approved research policy of IIM Raipur.
- Preference for FPM/Ph.D. guidance and involvement in institution building activities; and
- People with high level of contribution academic administrative activities may be given relaxation in research contribution.

#### *Important*

Any proven case of compromise on personal or professional integrity will be viewed severely and no increments or promotion will be given irrespective of performance in other criteria.

## 5.6 Terms & Conditions of Appointment:

### i) General Terms & Conditions for all positions

- Appointment letter will be issued only after obtaining the recommendation letter from the two referees, as per (Annexure V). Offer may be made to the selected candidate, if recommendations by both the referees are minimum good.
- All appointments are subject to satisfactory medical report by a medical officer approved by the Institute. Expenses of the medical examination shall be borne by candidates.
- Appointment to all types of permanent posts in the Institute shall be made on probation for a period of two years. If the probation is to be extended, the employee would be intimated within three months from the date of completion of two year of the probation period.
- All letters of appointment are subject to the candidate's antecedents and credentials being found genuine and satisfactory. If any discrepancy is found in the credentials at any time, the letter of appointment shall stand cancelled and the employment terminated without notice and without any liability to the Institute. At the time of employment, the concerned candidate must submit photocopies of all certificates and testimonials along with the originals which will be returned after verification.
- Acceptance of employment by a candidate means and includes acceptance of these Rules and Orders issued from time to time to supplement or in modification of these Rules.

- Employee will be governed by provisions of IIM Raipur Conduct Rules / CCS Conduct Rules 1964 & CCS (CCA) Rules, 1965.

ii) **Verification process at the time of Joining:**

The verification process is compulsory for all joining different faculty positions (Regular / Contract position on regular scale / Contract position on a consolidated scale). The process includes verification of required documents mentioned in the Annexure XV.

## 5.7 Visiting Faculty Compensation Rules

The honorarium to be paid to visiting faculty for teaching a full course will be in two slabs:

i) *For Domestic Faculty:*

Rs. 2,25,000/- (Rupees two lacs twenty-five thousand only) for taking full 3 credit course (30 hours).

If any visiting faculty receives feedback less than 3.5, then he / she should not be considered for further teaching assignments.

In case a visiting faculty is teaching a few classes (no evaluation needs to be done). He / she will be paid @ Rs. 7,500/- per hour.

Visiting faculty from outstation, arrangements will be made by IIM Raipur for their travel and boarding and lodging. Also, their local conveyance expenses at their place of residence will be reimbursed.

ii) *For International Faculty:*

Generally, the honorarium of international faculty will be **two** times of honorarium given to national faculty. However, Director is empowered to decide the terms on case to case basis.

## 5.8 Faculty Confirmation:

- Faculty members, who are on probation for two years and due for confirmation, are required to fill up Annual Faculty Self-Performance Appraisal Form (Annexure VI). Annual Faculty Self-Performance Appraisal and Annual Work Plan (Annexure VII) for two years will be evaluated by the Faculty Performance Appraisal Committee.
- Faculty Annual Performance Appraisal system should be Qualitative and more Descriptive with range-based marking/ratings. The Committee further recommended that the performance reviews should be under the delegated powers of the Director, as in practice in other IIMs.
- The Director will review the performance of the faculty members, who are due for confirmation, based their Annual Work Plan, Annual Faculty Self-Performance Appraisal Form for last two years and any other relevant documents concerning the faculty. The evaluation of the performance on following five criteria:
  - Teaching feedback
  - Research, Publications and Conference organized
  - MDP& Consultancy Projects carried out
  - Contribution in Institution Building
  - General conduct, attitude and behaviour in last two years

Weightage for each criteria may be fixed by the Director

- iv) The Director will recommend confirming their services, or to extend their probation, or to dispense with their services.
- v) The recommendation of the Director will be placed before the Chairman, BoG, IIM Raipur for his approval. Appropriate action will be taken after the approval of the Chairman.
- vi) This will be put to the Board for information and ratification.

#### **5.9 Superannuation Age:**

- After confirmation, the appointee shall continue to hold his office till he attains normal retirement age. IIM Raipur follows the superannuation rules and practices as are prevalent in IIMs applicable for Academic Positions and implement the same after seeking the approval of the Board.
- Superannuation age for Academic Positions is 65 years. Beyond the retirement age of 65 years, the faculty may be re-appointed on contract basis not exceeding three years in the first instance and can be further extended for two years as per the requirement i.e. upto the age of 70 years. The contractual appointment will be governed by the regulations for contractual appointment laid out in this manual.

#### **5.10 Resignation by Faculty:**

A faculty member may resign from his/her post after giving three months' notice for regular and one month for faculty on probation or contract. Except otherwise agreed by the Institute, faculty members are required to complete the teaching schedules, projects or any other assignments before leaving the Institute. In case the time taken to complete the assignments take longer period than the stipulated period of notice, such period of notice will stand extended by the time it will take to complete the assignment.

## 6. Non-Faculty Recruitment Policy

### 6.1 Non-faculty Recruitment

Non-faculty members may be appointed on a regular position or on contract basis. The qualification, experience etc. shall be governed by the Ministry of Human Resource Development rules.

#### 6.1.1 Classification of Non-faculty:

Class	Posts/Groups/Grades
PB-3 & Above	Chief Administrative Officer, Librarian, Financial Advisor & Chief Accounts Officer, Senior Administrative Officer, Resident Engineer, Systems Administrator
PB-2	Administrative Officer, Deputy Administrative Officer, Civil Engineer, Assistant Engineer, Assistant Librarian, Store & Purchase Officer, Accountant, Junior Engineer, Personal Assistant, Office Assistant
PB-1	Driver, Peons etc.

#### 6.1.2 Designation, Scale of Pay and Qualification

Designations and pay scales for various regular positions as per the current sanction in the institute are as follows:

Sl. No.	Designation	Pay Scale (6th pay Commission)
1.	Chief Administrative Officer	PB-3 : Rs. 15600-39100, GP Rs. 7600/-
2.	Librarian	PB-3 : Rs. 15600-39100, GP Rs. 7600/-
3.	FA & CAO	PB-3 : Rs. 15600-39100, GP Rs. 6600/-
4.	Systems Manager	PB-3 : Rs. 15600-39100, GP Rs. 6600/-
5.	Administrative Officer	PB-2 : Rs. 9300-34800, GP Rs. 5400 /-
6.	Store & Purchase Officer	PB-2 : Rs. 9300-34800, GP Rs. 4200 /-
7.	Secretary to Director	PB-2 : Rs. 9300-34800, GP Rs. 4200 /-
8.	Sr. Library Information System	PB-2 : Rs. 9300-34800, GP Rs. 4200 /-
9.	Accountant	PB-2 : Rs. 9300-34800, GP Rs. 4200 /-
10.	Junior Engineer	PB-2 : Rs. 9300-34800, GP Rs. 4200 /-
11.	Personal Assistant	PB-2 : Rs. 9300-34800, GP Rs. 4200 /-
12.	Office Assistant	PB-2 : Rs. 9300-34800, GP Rs. 4200 /-
13.	Driver	PB-1 : Rs. 5200-20200, GP Rs.1900 /-
14.	Attendant - Peon	PB-1S : Rs. 4440-7440, GP Rs.1300/-

The above positions are listed out on the basis of the current sanction received from MHRD. However, any changes affected by MHRD in the pay scales of the above positions will be deemed to come into effect automatically after the receipt of official communications from MHRD in this regard.

The position of 'Chief Administrative Officer (CAO)' is a very important position to look after administration, Board matters, dealing with Government and other agencies. Though this position was sanctioned at PB-3 scale by MHRD. The Board in its 9<sup>th</sup> Meeting held on 10<sup>th</sup> January 2013 decided to fill up the post of Chief Administrative Officer in PB 4 + GP Rs. 9500, on contract till the time MHRD approves the above pay band and GP for the post of CAO.

#### a) Officer Category (PB-3)

##### i) Chief Administrative Officer

Post-graduate Master's Degree in any discipline with 55% marks or equivalent grade from a recognized University / Institute with a minimum of 15 years of administrative

experience of working as a head of administration department of a Government of India / PSU / autonomous establishment / higher education academic institute. An additional qualification in law or management is desirable. Upper age limit 55 years.

- ii) *Librarian*  
Ph.D. with first class or equivalent at the preceding master's degree in Library Science. Should have a very good academic record throughout and a minimum of 10 years' experience in the relevant field. Upper Age Limit: 45 years.
- iii) *FA&CAO*  
Master's degree or equivalent/ degree in CA / ICWA with consistently good academic record with minimum of 10 years' relevant experience. Upper Age Limit: 45 years.
- iv) *Systems Manager:*  
MCA/B. Tech. in Computer Science with first class or equivalent from a reputed institute. Should have a consistently good academic record throughout and a minimum of 10 years' relevant experience. Upper Age Limit: 45 years.
- v) *Placement Officer:*  
Post Graduate Degree preferably in Management with first class or equivalent from a reputed institute with minimum 10 years of relevant work experience in similar capacity in a reputed Government / Autonomous Business School. Candidates with higher qualifications and experience will be given preference. Upper Age Limit: 45 years.

b) Non-Officer Category (PB-2)

- i) *Administrative Officer*  
Master's degree preferably in Management with first class or equivalent from a reputed institute and a minimum 10 years of relevant experience. Upper Age Limit: 45 years.
- ii) *Junior Engineer*  
Degree in Civil / Electrical / Mechanical Engineering with a consistently good academic records from a reputed institute and a minimum 10 years of relevant experience of working in an institutional set up. Upper Age Limit: 45 years.
- iii) *Office Assistant & equivalent:*  
Master's Degree or equivalent in any disciplines with 60% marks from reputed institutions and a minimum of 5 years' experience in the relevant field. Candidates with higher professional qualifications shall be given preference. Upper Age Limit: 40 years.
- iv) *Store & Purchase Officer:*  
Master's Degree or equivalent with a consistently good academic record and a degree / diploma in Logistics / Materials Management with a minimum of 5 years relevant experience of working in a government or PSU on similar profile. Upper Age Limit: 40 years.
- v) *Personal Assistant:*  
Master's Degree or equivalent in any disciplines with 60% marks from reputed institutions and a minimum of 5 years' experience in the relevant field. Candidates with higher professional qualifications shall be given preference. Upper Age Limit: 40 years.
- v) *Senior Library & Information System:*  
Master's Degree in Library Science with 60% or equivalent from a reputed institutions and a minimum of 5 years' experience in the relevant field. Experience of working in automated environment is essential. Upper Age Limit: 40 years.



vi) *Hostel & Mess Supervisor:*

Bachelor's Degree in any Discipline with a diploma in Hotel Management / Hospitalities with 5 years of relevant experience of working in similar capacity in an institutional set up. Upper Age Limit: 40 years.

vii) *Junior Assistant / Accounts Assistant / Library Assistant / Teaching Assistant:*

BBA/BCA/B.Com./ B.Lib. or equivalent with 60% marks from reputed institutions and a minimum of 1 year experience in the relevant field. Expertise in Computers and ability to work in an automated environment is essential. Candidates with higher professional qualifications shall be given preference. Upper Age Limit: 35 years.

## c) Non-Officer Category (PB-1)

i) Driver: 10+2 with 10 years of relevant experience. Upper age limit: 45 years.

iii) Messenger-cum-Junior Attendant/ Despatch Rider/ Helper, etc.

10+2 with a minimum 2 years' experience in the relevant field. Upper Age Limit: 30 years.

Cutoff date for determining the age may be kept first day on which the advertisement for the positions is published in the Newspapers / Institute website. If a candidate is meeting all the requirements for a specific position, Director may relax the age requirement for the same.

## 6.2 Appointing Authority:

All permanent appointments to the Non-Faculty positions (PB-3) shall be made on the recommendation of the Selection Committee and approval by the BoG/Director, IIM Raipur depending upon the levels. Appointment of Non-Faculty Selection Committee will comprise the following:

The following will be appointing authority for various categories of employees.

Sl. No.	Pay Scale of Posts	Appointing Authority
1.	Administrative Staff in PB-3	Director
2.	Administrative Staff in PB-2 & PB-1	Chief Administrative Officer*

*\* If the position of CAO is not filled, this authority will be delegated to a suitable person in the Institute by the Director. This matter will be placed before the BoG for ratification.*

The appointment of Non-faculty positions will be carried out by the following Selection Committee for various categories of employees.

i) *Officers Category (PB-3)*

- Director, IIM Raipur – Chairman of Non-Faculty Selection Committee
- 1 Member of BoG
- 1 external Expert in the field
- 1 Dean to be nominated by the Director
- 1 women member
- 1 representative of SC / ST category

ii) *Non-Officers category (PB-2)*

- 1 Dean nominated by Director as Chairman of Selection Committee
- Chief Administrative Officer
- 1 External Expert in the field

- One faculty member of the level of minimum Assistant Professor
- 1 women member
- 1 representative of SC / ST category

iii) *Class IV category Staff (PB-1)*

- 1 Dean nominated by Director - serve as Chairman of Selection Committee
- Chief Administrative Officer
- 1 External Expert in the field, if required
- One faculty member of the level of minimum Assistant Professor
- 1 women member
- 1 representative of SC / ST category

If Dean is not available, Senior Professor will be appointed by the Director will act as Chairman of the Selection Committee.

All Contract appointments to the Non-faculty positions including academic associates/research associates would be made by the Director as per requirement.

### 6.3 Recruitment Process

- i. Advertisement in national newspaper/ IIM Raipur web-site/ other websites (national/ international)/nominations.
- ii. Applications collected in the prescribed format (Annexure VIII) from different sources will be sorted out post-wise.
- iii. Summary of applications along with application form, screening form (Annexure IX) will be sent to Application Screening committee duly constituted by Director.
- iv. Screening Committee will send the comments along with list of short-listed candidates, to be called for interview to Director within seven days.
- v. Director will review the recommendations of the Screening Committee and the list of short-listed candidates for written test / personal interview.
- vi. Director Office (for PB-3) and CAO (PB-2 & PB-1) will send invitation letters/e-mails to all short-listed candidates.
- vii. Invited candidates will appear for a personal interview / written test before the Selection Committee.
- viii. Personal Interview will be conducted by the Selection Committee. Selection Committee will record their findings on a prescribed format attached as (Annexure X).
- ix. The CAO will prepare minutes on the basis of the qualification, experience, and performance in the interview of the candidates. The minutes will be signed by all members of the Selection Committee on the same day.
- x. Recommendations of the Non-Faculty Selection Committee (pertaining to the category of PB-3 employees) will be placed before the Chairman, Board of Governors for his approval. Appointment letters will be issued in duplicate by the Director to the selected candidates. Selected candidates will sign and return the duplicate copy intimating their acceptance of the offer of appointment and the date of joining.
- xi. Recommendations of the Non-Faculty Selection Committee (pertaining to the category of PB-2 and below) will be placed before the Director for his approval.
- xii. Appointment letter will be issued only after obtaining the recommendation letter from the two referees (Annexure XI).

- xiii. Appointment letters will be issued in duplicate by the CAO based on the recommendation of the Selection Committee. Selected candidates will sign and return the duplicate copy intimating their acceptance of the offer of appointment and the date of joining.

## 6.4 General

- a. All appointments are subject to a medical fitness report issued by a government medical officer to be produced by the candidates at the time of joining.
- b. Appointment to permanent posts in the Institute shall be made on probation for a period of two years from the date of joining the Institute. He/she will be confirmed on the basis of satisfactory performance during probation period, however, if the performance is unsatisfactory, his/her services will be terminated.
- c. All letters of appointment are subject to the candidate's antecedents and credentials being genuine and satisfactory. If any discrepancy is found in the credentials at any time, the letter of appointment shall stand cancelled and the employment will be terminated without notice and without any liability to the Institute. At the time of employment, the concerned candidate must submit photocopies of all certificates and testimonials along with the originals which will be returned after verification.
- d. Acceptance of employment by a candidate means and includes acceptance of these Rules and Orders issued from time to time to supplement or to modify these Rules.
- e. Employee will be governed by provisions of IIM Raipur Conduct Rules / CCS Conduct Rules 1964 & CCS (CCA) Rules 1965.

### 6.4.1 Verification process at the time of Joining:

The verification process is compulsory for all joining different non-faculty positions (Regular / Contract position on consolidated scale). The process includes verification of required documents mentioned in Annexure XV.

## 6.5 Probation

- a. When an employee is appointed to a PB-3 post by selection in a permanent vacancy, he shall be deemed to be 'holding' that post in an officiating capacity, until he is confirmed in that post and shall not, unless otherwise specifically provided deemed to be on probation.
- b. An employee (in PB-3 & PB-2) directly recruited to the Institute's service on regular basis shall be required to be on probation for a period of two years as may be fixed by the appointing authority at the time of his appointment:
- c. Employees other than PB-3 & PB-2, who are directly recruited against permanent vacancies, shall be on probation for a period of one year.

## 6.6 Confirmation:

- a. Non-Faculty members who are on probation for two years and due for confirmation are required to fill up Annual Staff Performance Appraisal Form (Annexure XII). Annual Staff Performance Appraisal for two years will be evaluated by a Performance Appraisal Committee as per the procedure given in succeeding paragraphs.
- b. The performance of PB-3 & PB-2 Officers will be evaluated by a Committee for recommendation for Confirmation, Extension of probation, termination based on the

contribution made by the staff during the probation period and as reported in the Performance Appraisal Report for the said period. The Committee will consist of:

- Director
- One Dean to be nominated by the Director
- One external expert
- CAO

- c. The confirmation cases of other employees (PB-1) shall be dealt with by a Committee constituted by the Director.

## 6.7 Superannuation Age

Superannuation age for Non-Academic positions is 60 years. Superannuation age for CAO, Librarian is 62 years. Beyond the retirement age of 60 years, officer/staff may be re-appointed on contract basis not exceeding two years on need basis after review and specific approval of the Director/BoG.

## 6.8 Resignation of Permanent Non-Faculty

A permanent member of non-teaching staff may resign from his post after giving three months' notice, which may be waived or reduced by the Director on the merits of the case.

## 7. Faculty Teaching Hours, Annual Work Plan & Performance Appraisal

### 7.1 Required Teaching Hours for Faculty Members

IIM Raipur has decided that each faculty member will carry out six equivalent courses i.e. 180 hrs of academic work per annum. It was decided that IIM faculty members should teach minimum 150 hours a year excluding research, training, consulting and institution building. Broadly,

#### a) Expectation from Faculty members

Faculty members are expected to perform following activities in any of the IIMs:

- Teaching degree awarding programmes (Post Graduates and Doctoral Programmes etc.)
- Research and Publications in classified journals, besides mobilizing funds for research and organising conferences & seminars
- Executive Education (tailor-made and open programmes)
- Consulting
- Institutional building/academic administration as per the need of the Institute and assigned by the Director from time to time.

#### b) Approved Model

IIM Raipur follows following model:

- The basic philosophy of the proposed model is that an individual faculty member will set one's own road map to grow as a professional keeping in mind the institutional requirements and should receive annual feedback on the extent of achievement on their road map.
- IIM Raipur will follow six equivalent courses model, which is a worldwide practice. MHRD has suggested for minimum 160 hours of teaching per year by each faculty.
- Each faculty member is expected to carry teaching, research & publications, executive education, consulting and institution building/academic administration.
- The faculty members who have completed 150 hours of teaching from either 5 (PGP + PGPMWE) or 4 (PGP + PGPMWE) + (1 FPM / EFPM) courses will be eligible for monetization of one course from PGP and maximum of one additional course from PGPMWE programme as well.
- In other words, if a faculty member takes seven (7) courses of which not more than one is an FPM / EFPM course, he/she will be eligible to monetize two courses of which one has to be PGPMWE course.
- Remaining 30 hours will come from institutional activities like Admission Test, Admission Interviews for Post Graduate and Fellow Programmes etc.
- In exceptional case, if any faculty member wants to have some more time to complete his/her serious research, writing work or organising conference and intends to plan less than 150 hours of teaching, the concerned faculty may discuss directly with the Director.
- Following activities will attract waiver of full one or part course:
  - Chairperson (Admissions), Chairperson (Post-Graduate Programmes), Chairperson (Placement), Dean (Academics), Chairman (Student Affairs) who is also carrying out the additional responsibility of the **Prof-In-Charge Infrastructure & Facility**

will get waiver of one course for respective activities. In case any activity or specific task is assigned to a faculty member which require considerable amount of time, faculty may be given a waiver as decided by the Director.

○ For Organizing Conferences:

➤ International Conference:

Should be at least two-day event with minimum 50 research papers from out of which at least 20% of papers should be from overseas delegates.

The waiver of two courses are available only when the conference results into a published edited book(s). In case of foreign / joint collaborative conferences, co-chair from collaborative institute shall get one course waiver. In case of two faculty members of IIM Raipur is involved in organizing the conference, each faculty will get waiver of half course only.

➤ National Conference:

Should be at least two-day event with minimum 50 research papers. The one course waiver will be given only when the conference results in a published edited book (s). In case two faculty members of IIM Raipur are involved in organizing the conference, each faculty will get waiver of a proportionate number of courses.

- If a faculty falls short of courses, he / she should do more serious research and publish in the journals as classified by IIM Raipur.
- Each faculty member is required to submit Annual Work Plan of their activities for the academic year in a prescribed format in the month of March every year for the forthcoming Academic Year. This work plan will include all the activities to be carried out by the faculty including teaching, research & publication, executive education, consulting institution building, support required from the Institute etc. This will be discussed and moderated in the Area. The Director will discuss and finalize this plan keeping in mind the needs of the individual and the institution. The final plan will then be kept on the personal record of the concerned faculty. When the individual faculty submits the plan for the next year, she/he will also submit Actual Worked Performed against the plan and point out the areas of deviation and reasons thereof. This achievement versus the plan will be then factored together and the Director will offer feedback to the individual in terms of areas that call for improvement. Any deviation will then be factored in to moderate the next year's plan.
- Any incentive for research, executive education, consulting etc. should be given to faculty members subject to meeting the minimum requirement of 180 hours i.e. after completion of six equivalent courses.
- A faculty member may teach a maximum number of five courses so that he gets enough time to do research. However, an activity head cannot ask for additional payment to teach a course in lieu of a course waived against that activity.
- If a faculty member has already taught five courses and wish to teach extra, he can teach maximum one course for which extra payment will be made subject to meeting requirement of 180 hours.
- Research contribution should be accounted only in terms of publication in quality journals. The Board has already approved the incentive scheme for research publications in classified journals.

- Wherever it is not mentioned categorically, Director will have the discretion to waive full or part course equivalent for research and academic administrative activities.

## 7.2 Faculty Annual Work Plan

At the beginning of each financial year, every faculty member would be required to prepare an Annual Work Plan in a prescribed format (Annexure VII) and send copies to Director and Area Chair / Coordinator. All the faculty members in the Area will discuss their work plan in the meeting called by the Area Chair / Coordinator. The Area will ensure even workload of teaching, research, training and academic administration to each faculty member of the Area. In addition, Area Coordinator should also ensure the compliance of total research projects and publications and at the same time the number of Conferences they would like to do for that financial year.

Director will finalise the Area work plan in consultation with Area Coordinator and faculty members of the Area.

Director will review the Annual Work Plan of individual faculty and performance of the Area twice a year, one in the last week of September second one in the last week of March every year. At the end of each Academic Year, faculty members will prepare a report of how successful they have been in achieving their planned work for the year. The work plan and the report on achievements will form an important part of the appraisal.

All faculty members are expected to fulfil the minimum requirement of six equivalent course workload (i.e., **180** hours of work load per annum) during the Academic Year. This may be waived off by the Director in exceptional cases. However, if there is a consistent shortfall of prescribed work units by any faculty member, Director will counsel the Faculty concerned and may take appropriate action.

## 7.3 Faculty Annual Self-Performance Appraisal:

- i. Those faculty members, who have completed six months or more, are required to fill up Annual Faculty Self-Performance Appraisal Form (Annexure VI). Those faculty members who are on probation for two years and due for confirmation will also require to submit Faculty Self-Performance Appraisal.
- ii. The Director will review the performance of the faculty for last two years in case of probation, otherwise for current Academic Year.
- iii. The Director will review the performance of the faculty members, who are due for confirmation, based their Annual Work Plan, Annual Faculty Self-Performance Appraisal Form for last two years and any other relevant documents concerning the faculty. The Director will evaluate the performance on following five parameters:
  - a. Teaching feedback
  - b. Research, Publications and Conference organized
  - c. MDP& Consultancy Projects carried out
  - d. Contribution in Institution Building
  - e. General conduct, attitude and behaviour in last two years
- iv. Based on the evaluation of faculty members, the Director will recommend to the Chairperson, BoG/Board to confirm their services, or to extend their probation, or to dispense with their services.
- v. This will be put to the Board for information and ratification.

## 8. Faculty's Growth Avenues & Promotion

### 8.1 Growth Avenues for Faculty Members:

i. *Appointment of Dean (Academics) and Dean (Planning & Research)*

Any Professor may be appointed as Dean by the Director depending upon his administrative leadership in the academic community and his commitment and interest after consulting the faculty members.

ii. *Appointment of Area Chairperson*

Any faculty member may be appointed as Area Chairperson by the Director after consulting the Area faculty members.

iii. *Presenting Papers in National/International Conferences*

Faculty members are encouraged to present their papers in National/International level refereed conferences. Following guidelines are applicable for conferences:

- Faculty member on regular appointment may attend one international referred conference per year after completion of one year, whereas faculty member on contract may present paper in one International Conference in two years after completion of one year.
- However, faculty member will get additional opportunity to present paper in International Referred Conference every time he publishes in 'A' Class Journals,

For attending any conference, faculty member has to seek prior approval from the Director.

iv. *Professional Membership*

Faculty member can use Faculty Development Fund to become member of three International Professional Bodies / Associations.

v. *Faculty Development Programmes*

Faculty members on regular position are nominated to attend Faculty Development Programmes in abroad after completion of one year.

vi. *Faculty Exchange Programmes*

Faculty gets opportunity to teach and do joint research project with partner institutions/universities under faculty exchange programme.

vii. *Research Support Scheme*

IIM Raipur provides seed money to carry out research projects.

viii. Many other avenues are available. Details are given in Faculty Development Policy.



## 9. Non-Faculty Performance Appraisal, Growth Avenues & Promotion

### 9.1 Performance Appraisal:

- a. At the beginning of each financial year, all employees under the Officers' category or equivalent (PB-3 & above) would be required to fill-in the Annual Performance Appraisal Report (APAR) giving the details of the work be done by them during the year and the same would be submitted to the Performance Evaluation Committee consisting of Director, Dean / Senior Faculty nominated by Director, one external member and CAO..
- b. APAR of other non-officers category (PB-2 and below) would be filled-in and completed by their respective Reporting Officer/HoD for onward submission to the Performance Evaluation Committee. All employees are normally expected to perform at the rate of 60% and those evaluated under 60% shall be considered below average and need to be counselled by the Performance Evaluation Committee. The format of Annual Staff Performance Appraisal Report attached (Annexure XII).

### 9.2 Growth Avenues for Non-Faculty

- i) The employees of the Non-teaching positions may be encouraged to attend national / international programs / Training Programs / Computer Training Programs / Seminars that are relevant to IIM Raipur's growth and development. The relevance of these programs / training to IIM Raipur would be judged by the Director / Concerned Dean / CAO.
- ii) The employees of the Non-teaching positions are also encouraged to develop to their fullest potential and character, capacity, performance and achievements. Though IIM Raipur within its own resources shall help staff to acquire new knowledge and skills, that may not be sufficient and those employees who are willing to take up higher education are encouraged to do so especially if the education so acquired is directly connected with IIM Raipur activities. IIM Raipur will provide the following facilities:
  - a. Reimbursement of 50% of tuition fee
  - b. Flexibility hours of working in the Institute
  - c. Special Casual Leave during the days of examination
  - d. Those who qualify in the final examination be considered for accelerated promotion scheme and pre-requisite experience be relaxed by one year.
- iii) The non-teaching employees must be encouraged to attend short duration capsules conducted by Institute of Public Administration and similar Industries / PSUs which impart training on administrative matters.

### 9.3 Guidelines for DPC: (34<sup>th</sup> BoG Meeting held on 25<sup>th</sup> April 2019.)

- a) **Criteria to be followed for assessment – approved by the Competent Authority**
  - i) Departmental Promotion Committee (DPC) to assess suitability of the employees for promotions based on their records and ACR / APARs for the preceding five years.
  - ii) Of the 5 years ACR / APAR, the benchmark / grading in ACR / APAR should be minimum 'Good' up to the Grade Pay of Rs. 5400/- for all categories of employees for preceding 5 years.

- iii) The criteria for promotion are Seniority-cum-Fitness. For non-technical employees working in the administrative area / stream the minimum educational qualification is Graduation for elevation to non-executive level posts i.e., Grade Pay between Rs. 1900/- & 4200/- (Group 'B & C' Category) and minimum qualification is Post Graduation or equivalent for elevation to Executive Level posts i.e., GP Rs. 5400/- (Group 'A' category).
- iv) Likewise, the employees who are in technical cadre should possess a four-year B. Tech. or equivalent degree for promotion to the Grade Pay from Rs. 4200/- to Rs. 5400/-.
- v) For certain category of employees such as Drivers, Steward / Cook, Electricians, Plumbers, AC Operators, Machine Operators, Helpers etc., their nature of job is very different and thus cannot match with the qualification of other staff. On the other hand, they have high School or ITI in line area etc. However, the above category of employees may be considered for upgradation / promotion without any insistence of Graduation norms up to the Grade Pay of Rs. 4200/- only. Further, it is clarified that such category of employees the minimum one / two years ITI course (as per trade and course curriculum) in-line trade followed by NCVT (National Council for Vocational Training) approved certificate in relevant trade is essential.
- vi) Promotion is earned by dint of hard-work, good conduct and result oriented performance as reflected in ACR / APARs. The assessment of each employee should be made on fair, just and non-discriminatory conduct and report.
- vii) The Minimum qualifying service (residency period) for promotions are stipulated below:

Sl. No.	Grade Pay (Rs.)		Minimum Qualifying service (residency period)	Remarks
	From	To		
1.	1800	1900	3 years	These qualifying services (residency period) criteria may be amended time to time as per the guidelines of Govt. of India.
2.	1900	2400	8 years	
3.	2400	2800	5 years	
4.	2400	4200	10 years	
5.	2800	4200	6 years	
6.	4200	4800	6 years	
7.	4200	5400	8 years	

- viii) Wherever an employee has been found 'Fit' for promotion, his / her inter-seniority should be retained.
- ix) The DPC should make its own assessment of the candidates without being merely guided by the grading, if any, recorded in the ACRs / APARs, and take into account, in addition award of penalty or administering of displeasure of superior authority as reflected in the ACRs and remarks, if any, against the column 'integrity'. Where the remarks of the Reporting Officer have been overruled by the Reviewing Officer, the latter remarks will prevail, provided the overruling is justified with reference to the contents of the Report.
- x) No conditional promotion will be accorded.

#### 9.4 Appointment of Academic/ Research Support Staff: (33<sup>rd</sup> BoG Meeting held on 8<sup>th</sup> March 2019)

From time to time, faculty members require the support services in Research and allied activities. The guidelines for recruitment of such personnel are described below.

**(a) Levels of Academic/Research Support Staff**

SN	Designation	Qualification	Consolidated Salary*
1.	Field Investigator/ Data Entry Operator	Graduate	INR. 10,000/- to Rs. 15,000/- per month
2.	Research/ Teaching/ Project Assistant	Post Graduate/ B. Tech/L.L.B.	INR. 25,000/- to 30,000/- per month
3.	Research/ Teaching/ Project Associate	Post Graduate with minimum three years research/ teaching/ project experience	INR. 30,000/- to 35,000/- per month
4.	Sr. Research/ Teaching/ Project Associate	Post Graduate with minimum five years research/ teaching/ project experience	INR 35,000/- to 50,000/- per month
		PhD/FPM with minimum one-year research/ teaching/ project experience	INR 50,000/- to 60,000/- per month

\*No other allowances or benefit are admissible.

**(b) Procedure for Recruitment**

- (i) For the recruitment of academic/research personnel, an advertisement shall be prepared based on the requirements for an appropriate level as mentioned above.
- (ii) The advertisement shall be put up on the notice boards at IIM Raipur & other prominent institutions in Raipur. It shall also be placed on the IIM Raipur website. The process of receiving and short-listing applications will be done by the Principle Investigator of the Research/ Consulting Project/ Area Chair or equivalent.
- (iii) For holding the interviews, two-member faculty committee shall be constituted with the Principle Investigator of the Project.
- (iv) With specific recommendations, the minutes of the selection committee shall be signed by all the committee members. The selection committee minutes along with a list and bio-data of all candidates who appeared for the interview and a copy of the advertisement shall be forwarded to the Director for his approval.
- (v) Administration department would issue the appointment letter(s) based on the approval.

**(c) Terms of Appointment**

The appointment of Academic/Research/ Project support personnel shall be purely contractual associated with the specific project with durations not to exceed one year. They shall be subject to the rules and regulations governing such appointments. On the completion of the contract, the appointment may be renewed or extended by the Director on request of the Principle Investigator of the Project.

## 10. Faculty Development Policy

IIM Raipur encourages and facilitates its faculty members through a well-structured Faculty Development Policy. This includes creation of a Faculty Development Fund, Incentives for high quality research publication in classified journals, nominating faculty for teaching / joint research at different business schools across the globe under faculty exchange, nomination of faculty for conferences, FDPs of international repute. The details of the Faculty Development Policy are as follows:

### 10.1 Faculty Development Scheme:

#### 10.1.1 Faculty Development Scheme for Regular Appointment

IIM Raipur has created 'Faculty Development Scheme' to take care of research and development of faculty members. This will include following:

- ***Research Financial Support Scheme***

The Institute encourages faculty members to carry out high quality research and publish in classified journals. The research support scheme is intended to fund early stage, but well thought out research proposal with well-defined deliverables from regular faculty member of IIM Raipur. It is expected that the research proposal will result in publications in classified journals. Faculty members have to submit a detailed proposal of their research project to avail this fund in the prescribed format. The amount that any specific research project will be allocated will be based on the evaluation of the research proposal submitted.

- a) ***Research Funding up to Rs.3 Lakhs***

Faculty members, who have completed one year of service on regular position at IIM Raipur, can avail seed money of up to Rs. 3 Lakhs to carry out their research project. Faculty members will have to submit detailed proposal of their research in the prescribed format to the Chairman (Research) to avail this fund. The Research Committee of IIM Raipur will evaluate the proposal and make a recommendation to the Director for approval.

- b) ***Research Funding more than Rs.3 Lakhs and up to Rs.10 Lakhs***

For proposals between Rs. 3 to 10 Lakhs, two External Experts from IIM Ahmedabad, Bangalore, Calcutta or from IIT Bombay, Delhi, Kanpur, Kharagpur and Madras, will be appointed to blind review the proposal. Faculty members may be asked to make a presentation in front of these experts in an open seminar. The Research Committee will send the recommendation of experts to the Director for approval.

- c) ***Research Funding more than Rs.10 Lakhs***

If the research proposal is more than Rs. 10 Lakhs, process enumerated in sub-section (b) will be followed. The Research Committee will send the recommendation of experts to the Director. Director will submit the proposal along with experts' report and his comments for approval to the Board of Governors of IIM Raipur.

Seed grant funds from the Institute can be used to pay for salaries of Research Assistants, travel for data collection and interviews, and other miscellaneous expenses such as postal/fax/telephone.

- ***Seed Fund for Case Writing***

Case Seed Grants are intended to fund writing case. It is expected that the case proposal will result in a publishable case in Harvard Case Publishing/Ivey League Case Publishers/European Case Clearing House/Emerald. Faculty members have to submit a detailed proposal of their research project to avail themselves of this fund in the prescribed format. The grant in this case will be limited to Rs.1 lakh.

- **Presenting Papers in International Conferences**

Faculty members can present their research papers in International referred conferences once a year subject to completion of minimum one year of their service at IIM Raipur.

Faculty members will get an additional opportunity to present a paper in an International Referred Conference every time he / she publishes in 'A' Class Journals. The Institute will fund the participation fee; TA/DA (as per Institute rules); Visa fee, if any, and the faculty member would be treated on official leave for the duration of the seminar/conference plus journey days. ***A cap of Rs. 3.00 lacs for 3 years for attending Research & Publication Committee recommended International Conference Starting from the Academic Year 2020-21.***

The faculty members may use this in addition to Cumulative Professional Development Allowance (CPDA) of Rs. 3.00 lacs for three years for attending Research & Publication Committee recommended International Conferences.

### 10.1.2 Faculty Development Allowance

As per the policy of Government of India, Ministry of HRD Letter F. No. 23-1/2008-TS-II dated 18<sup>th</sup> August 2009, a Cumulative Professional Development Allowance of Rs. three lakhs for every block period of 3 years (Rupees one lakh per year) may be made available to every member of the faculty on reimbursable basis to meet the expenses for participating in both national and international conferences, paying the membership fee of various professional bodies and contingent expenses.

The Board of Governors of IIM Raipur has approved in its 30<sup>th</sup> Board Meeting held on 5<sup>th</sup> June 2018 that ***"Any unspent balance of Faculty Development Fund (Rs. 1.00 lac) shall be rolled over to the second year and the remaining amount to the third year"*** for both regular and contractual faculty members.

The revised policy shall be in force for the current block of FDF starting from 1<sup>st</sup> April 2018.

## 10.2 Incentive for Research & Case Publications

### 10.2.1 Incentive for Research Publications

The Board of Governors of IIM Raipur has approved the following policy for Research and Publication incentive from Current Academic year, in its 36<sup>th</sup> BoG Meeting held on 15<sup>th</sup> October 2019 as follows:

- a) The research incentive amount is capped at Rs. 7.50 lacs per academic year per faculty member.
- b) Revised Research Publication List and new Journal Classification is as follows:

#### **Journal Classification of IIM Raipur**

- i) Journal ratings of Association of Business Schools (ABS), U.K.
- ii) Journal ratings of Australian Business Dean's Council (ABDC).
- iii) Journals listed in web of science (Business and management category).
- iv) Journals listed in Scopus (Business management and accounting category).

### **Category A**

In order for a journal to qualify for A category, following conditions should be satisfied

Condition 1: Listed in Web of Science (Business and Management category\*\*)

Condition 2: Listed in Scopus (Business management and accounting journal category only)

Condition 3: ABDC rating of A\*

Condition 4: ABS rating of 4

**1. Condition 1 and (condition 3 or 4)**

***OR***

**2. Condition 2 and (condition 3 or 4)**

***OR***

**3. Condition 3 and 4**

### **Category B**

In order for a journal to qualify for B category, following conditions should be satisfied.

**Condition 1:** Listed in Web of Science (Business and Management category\*\*)

**Condition 2:** Listed in Scopus (Business management and accounting category)

**Condition 3:** ABDC rating of at least A

**Condition 4:** ABS rating of at least 3

**1. Condition 1 and (condition 3 or 4)**

***OR***

**2. Condition 2 and (condition 3 or 4)**

***OR***

**3. Condition 3 and 4**

### **Category C**

In order for a journal to qualify for C category, any one of the following conditions should be satisfied

**Condition 1:** Listed in Web of Science ((Business and Management category\*\*)

**Condition 2:** Listed in Scopus (Business management and accounting category with impact category (i.e. 'Either the Cite-Score should be more than 0.75 or Source Normalized Impact per paper (SNIP) should be more than 0.50')

**Condition 3:** ABDC rating of at least B

**Condition 4:** ABS rating of at least 2

**1. Condition 1**

***OR***

**2. Condition 2**

***OR***

**3. Condition 3**

***OR***

**4. Condition 4**

***OR***

## 5. Following Indian Journals

- i. Decision
- ii. Economic & Political Weekly (Special Articles section only)
- iii. IIMB Management Review (Refereed content)
- iv. Indian Economic Journal
- v. Indian Journal of Agricultural Economics
- vi. Opsearch
- vii. Vikalpa (Refereed content)

### **Category C1**

#### **Cases**

1. Case and Industry Background Note published with Harvard publishing house
2. Case and Note published with Ivey publishing

#### **Other business management journals**

1. ABDC rating of C and above

**OR**

2. ABS 1 and above

**OR**

3. Listed in web of science

**\*\*Business and Management category of Web Science consist of following categories:**

- Engineering Management/ General
- Management, Management & Organization
- Operations Research & Management Science
- Technology R&D Management
- Business
- Business & Economics
- Business Law & Reviews
- Business/Finance, and
- Accounting & Finance

Monetary award can be claimed by faculty from the date of appearance of paper online or any date after volume and issue are assigned to the journal in which the paper is published.

The above shall be in force for the current Academic Year starting from 1<sup>st</sup> April 2019.

## 10.3 Nominating Faculty Members to Faculty Development Programme

### 10.3.1 International

IIM Raipur will nominate regular faculty members of IIM Raipur to Harvard Business School (HBS) or school of similar standing for Faculty Development Programme.

- i. *Process to be followed for nomination:*

Following process is followed for nominating the faculty members to HBS or any top Business School in the World:

- Mail is sent to all regular faculty members
- Interested faculty members may send their willingness by prescribed date through Dean (Planning & Research). In case of unavailability of Dean (Planning & Research), the willingness may be submitted to the Director.
- Selection for nomination to be based on the following criteria:
  - Teaching feedback
  - Research, Publications and Conference organized
  - MDP& Consultancy Projects carried out
  - Contribution in Institution building, and
  - General conduct, attitude and behaviour in last two years
- A committee comprising of Chairman, HR Committee, Director, and one external expert of the level of Professor from IIM / IITs will carry out the process.

*ii. General Rules:*

- Faculty member nominated to HBS has to sign a bond for a period of one year. In case he / she leaves the institute within one year, he / she has to refund total expenses incurred in travel, TA/DA/registration fee/salary for that period and any other expenses incurred by the Institute. No prorata policy will apply in this case
- Faculty members is required to submit a detailed report after attending FDP and submit a copy of material to Research Office for official records. They are also required to give a formal presentation to Faculty Council after their return from the programme and share their experience to all the faculty members.
- In case faculty members leave IIM Raipur within one year after attending the programme, they are required to refund all the expenditures incurred by IIM Raipur for the said programme.

### 10.3.2 National:

Nominating faculty members for Faculty Development Programme organized by IIMs / IITs / other top business schools in India

*i. Process followed for nomination:*

Following process is followed for nominating the faculty members to FDPs at national level:

- Interested faculty members send their willingness through Dean (Planning & Research). In case of unavailability of Dean – Planning & Research, the willingness may be submitted to the Director.



## 11. Guidelines, Rules and Procedures for Management Development Programmes

### 11.1 Broad Understandings

Executive education is one of the vital components of IIMs offerings. Organisations are increasingly recognising executive education as a crucial tool for developing their managers and executives. The underlying assumption is that it can improve managerial decision making, by creating and transmitting knowledge, which in turn has a positive impact on company performance. In terms of faculty delivering executive education programs, IIM Raipur highlight the importance of concerned faculty having relevant knowledge and experience of various business and organizational contexts as a key success factor in executive education. This means that faculty involved in executive education need to develop the capacity not only to apply their own research to the organizational and individual context, but also to create research content that matters to practice. Thus, the production and diffusion of knowledge is not treated as separate realms; instead, their capacity to cross-fertilise each other is more widely appreciated and utilized at IIM Raipur.

Executive Education program of IIM Raipur aims at broadening the horizon of participants and strengthening their skills to prepare them to face the challenges of the global business. IIM Raipur offers programs at the senior and middle management level participants also gain new insights from fellow participants from other organizations. IIM Raipur offers following programmes:

- In-Company Programme
- Management Development Programme
- Advanced Management Programme

### 11.2 In-Company Programme

The Institute offers tailor made in-company executive development programs for executives for middle and senior level management of different organizations including private sectors, Public sectors and Government.

### 11.3 Management Development Programme

IIM Raipur offer Management Development Programs in different area in engagement to reflect the evolving realities of business and management practices. The MDPs will provide an opportunity to participants to exchange ideas and gain insights from a diverse range of peers.

### 11.4 Advanced Management Programme

IIM Raipur offer Advance Management Programme to amplify their leadership experience and their impact on the organisation in an increasingly uncertain and complex business world.

### 11.5 Broad Guidelines for Offering Executive Education

- Excellence in Executive Education not only contributes to the brand recognition of the school, but also benefits the Institute in terms of bridging industry academia interface, practitioner's insights to the faculty, attracting good quality faculty, dissemination of rigorous and relevant education to the post graduate students. Only those Programmes which provide insights into organizational problems would be considered. This would imply that the Institute will adopt

a selective approach as against entertaining every request that comes from a client organisation.

- An appropriate balance between teaching, research, training and consulting is to be achieved. Excessive time spent on one of the activities at the cost of any of the other activities would not be desirable, either for the Institute or for individual faculty members. Secondly, consultancy and/or professional activities that may adversely affect faculty involvement in the Institute's education, research, and training activities would not be entertained.

## 11.6 In-Company Programmes

IIM Raipur would undertake competency development programmes for different levels of executives including:

- a) Advance Management Programme (AMPs) for Top Management Level
- b) Senior Management Programmes (SMPs) for Senior Management Level
- c) Executive Development Programmes (EDPs) for Middle Management Level

Every year in the month of August, IIM Raipur would jointly identify all the development programmes that need to be undertaken by IIM Raipur for various levels and functions of executives with various client organizations. This would become the basis of systematic plans for execution in the ensuing financial year. IIM Raipur would sign MoU with various organisations for a period ranging from one to five years, outlining the mutually agreed topics and areas.

Director will appoint Key Account Management in consultation with Dean, where a team of 2-3 faculty members to look after the client acquisition, retention and satisfaction.

Client need assessment is carried out by senior faculty members nominated by Director.

As far as possible and practicable, problem dimensioning exercise would be undertaken prior to sending any detailed proposal for In-company Programmes and the programme should be accepted preferably after organisation agrees to allow IIM faculty to write a case.

## 11.7 Rules for In-Company Programmes

The following rules will govern all programmes

- All the In-Company Programmes will be undertaken in the name of the Institute. This will apply to those cases also where the client may approach an individual faculty directly.
- Where the client organization approaches the Institute, the Director, in consultation with the Dean, will nominate a Key Account Management Group comprising of at least two faculty members, to interact with the organization to understand the training need of the organisation.
- A suitable proposal would then be developed by the Key Account Management Group. The Key Account Management Group will forward the proposal to Director/Dean who, after scrutiny, will send the proposal to the client organization. Proforma for budget and expense sheet is attached with Annexure XIX.
- Once the proposal is accepted by the client organization a MoU will be signed between the client organisation and IIM Raipur. Director or his nominee will sign the MoU on behalf of IIM Raipur
- Each programme will have 2-3 Programme Directors

## 11.8 Nomination of Programme Directors & Delivery

Director will decide director(s) for each programme in consultation with the Dean. The decision about the programme directors is based upon the following:

- The specific request and requirement of the client
- Faculty expertise in a given area/sector/subject
- Seniority of the participants
- Faculty workload
- Faculty's willingness and interest
- Opportunity is given to new faculty/faculty with less/ no experience to work with senior/ experienced faculty
- Programme Directors are chosen on rotation basis, so that each faculty member gets a fair chance to do the programme

The programme Director(s) have to finalize the programme objectives, contents in consultation with client organization and also finalize reading material, and/or book if any, and handover the same to the nominated programme assistant at least 10 days before the commencement of the programme, so that the book can be procured by the library. The cost of book should not exceed Rs. 500 normally, however in case of AMPs, the cost can be decided in consultation with the Dean.

Programme Directors decide on the faculty members who can deliver the programme for various sessions at least fifteen days before the commencement of the programme after getting necessary consent from the concerned faculty. The detailed programme schedule has to be intimated to the programme office at least ten days before the commencement of the programme.

## 11.9 Honorarium for teaching in Long-Term Programs:

The Board of Governors of IIM Raipur has approved in its 27<sup>th</sup> Board Meeting held on 2<sup>nd</sup> November 2017 the revised honorarium for teaching in Long-Term Programs to Rs 7500/- per hour with effect from 1<sup>st</sup> June 2018.

## 11.10 Executive Education & Consultancy (EE&C) Policy (25<sup>th</sup> BoG on 5th May 2017)

IIM Raipur will conduct the Management Development Programmes (MDP's) for training the executives/Practitioners/businessman/entrepreneurs. The underlying assumption is that it can improve the managerial decision making by crafting and transmitting knowledge, which in turn has a positive impact on company's performance.

Broadly institute classifies the programmes into two categories, namely,

- (i) Sponsored programmes
- (ii) Open Programmes

### **Sponsored Programmes**

- The sponsored programmes are conducted on the request of a specific organization and the programme caters to the participants of that single organization. Sponsored programme may be on campus or off campus or at the Company's campus.

- All the programmes either received by the Institute directly or through the faculty member of the Institute will be treated as the sponsored programmes
- All the certificate programme will be treated as the sponsored programme.

### **Open Programmes**

Programmes which are floated by the faculty members of IIM Raipur independently will be termed as open programmes.

Faculty members who wish to conduct an open programme (s) propose their interest to the EE & C by end of April, every year. Once the MDP calendar is finalized by the EEC, the faculty member submits the content of the programme on or before 30<sup>th</sup> of May, every year. It enables the EEC to prepare the calendar as well as brochure and the same could be uploaded on the Institute's website. EEC office supports in promoting and conducting the programme.

In an open programme, participants have to attend from at least three organizations. Otherwise, it will be treated as a sponsored programme.

### **Basic Rules of the Programmes**

1. There will be two program directors for every sponsored programme. Chairman EE & C will finalize the program directors after receiving willingness from the faculty members and the same will be ratified by the Director. EE & C meeting will be conducted every month to ensure the smooth functioning of sponsored programmes.
2. Honorarium for the program directors is equivalent to one session per day. If program directors are more than one, the honorarium will be shared proportionately. The upper cap for the PD's honorarium is 30 (thirty) hours for certification programmes.
3. No revenue sharing amongst the faculty members for both the open and the sponsored programmes
4. All the sessions are monetizable. One session is equivalent to one hour.
5. Honorarium of Rs. 7,500/- per session will be paid.
6. In Open Programmes the PD's are expected to take minimum 30% of the sessions.
7. Classroom sessions should not exceed six hours per day. There can be additional syndication session in a smaller group if designed by the Programme Director. Maximum of two syndication session are allowed for a week program.

## **11.11 Difficulty Resolution**

In case any difficulty is experienced, or confusions arise on some matters, those may be brought to the notice of Dean for effecting any change/modification that may be necessary from time to time. However, if substantive changes become necessary the same must have the concurrence of the Director.

## 12. Guidelines, Rules and Procedures for Consultancy & Professional Activities

### 12.1 Broad Understandings

At IIM Raipur, consultancy and professional activities are to be encouraged since these form integral parts of education, training and research activities both of the Institute as well as of individual faculty. The objective behind undertaking consultancy and professional activities is to help improve management systems in various work organizations, and there from acquire insights into the knowledge application and problem solving. It is envisaged that learning derived from consultancy and/or professional activities would be made use of in class-room teaching and training sessions, and also in publication and research. At the same time, given the multiple demands on the faculty time, appropriate balance needs to be maintained between various activities so as to ensure that any one task is not performed at the cost of others. Therefore, rules and procedures become helpful to faculty members to plan and budget their time.

Keeping the above in view the following guidelines are developed to facilitate undertaking of various consultancy and other professional activities.

### 12.2 Broad Guidelines

- i. Only those assignments which provide insights into organizational problems would be considered. This would imply that the Institute will adopt a selective approach as against entertaining every request that comes from a client organization.
- ii. An appropriate balance between teaching, research, training and consulting is to be achieved. Excessive time spent on one of the activities at the cost of any of the other activities would not be desirable, either for the Institute or for individual faculty members. Secondly, consultancy and/or professional activities that may adversely affect faculty involvement in the Institute's education, research, and training activities would not be entertained.
- iii. As far as possible and practicable, problem dimensioning exercise would be undertaken prior to sending any detailed proposal and final acceptance of the assignment.

### 12.3 Definitions

All work of the nature of organizational problem solving for which payments are received from the client system would be defined as “*Consultancy*”. All foreign assignments (excluding teaching) will be treated as “consultancy assignments”.

Casual lecture assignments in various organizations, for which payments are received, would be considered as “*Professional Activities*”. Engagements as Guest Faculty in organizations of repute, occasional talks which are remunerative, participation in selection committees etc. will be counted as “*Professional Activities*”. However, funded research projects, for which no remuneration will be received, will not come under the purview of either consultancy or professional activities. Also, assignments such as examinership of reputed Institutions or universities will be treated separately.

The assignments of In-House Training Programmes accepted by individual faculty members on their own account involving more than four hours of external lectures on a single day, or lectures spanning more than one day, shall be called *Consultancy Training (C.T.)* and shall be treated like consultancy. Such assignments shall not be treated as casual/occasional lectures.

## 12.4 Rules and Operating Procedures

The following rules will govern all consultancy and professional activities.

- i. All consultancy assignment will be undertaken in the name of the Institute. This will apply to those cases also where the client may approach an individual faculty directly.
- ii. In a year a faculty member would be permitted to engage herself/himself in consultancy /professional activities up to a total of 52 working days. Beyond 52 days, Director will have the discretion to allow the faculty members to do consultancy upto 70 days subject to fulfilment of all academic, research and administrative requirement of the Institute.
- iii. Where the client organization approaches the Institute, the Dean, in consultation with the Director, will nominate a faculty member or, a group of faculty members, to interact with the organization to understand the dimension of the problem.
- iv. A suitable proposal would then be developed by the participating team. The team leader will forward the proposal to Dean who, after scrutiny, will send the proposal to the client organization.
- v. Once the proposal is sent to the client organization the point of contact for the client organization shall be Dean till such time the proposal is accepted and the necessary advance payment is made by the client.
- vi. On receipt of the advance payment, Dean will intimate the project team, through its leader, and request the team to initiate the work. The team leader shall fill-in the necessary form and forwards the same to the Director through Dean for formal approval. Proforma for budget and expense sheet is attached with Annexure XXI.
- vii. Upon Director's approval, the Director Office will send the form to the Dean office for assigning a project number. Once the project number is assigned Dean office will send one copy to the account office, one to the project leader, one to the Director's Office, retaining the fourth copy with itself.
- viii. Once the project starts, approval requests relating to any expenses to be incurred out of the assignment, for which provisions exist in the project budget, are to be sent to Dean.
- ix. Retainership type assignments will also be permitted with the proviso that the duration of such retainership engagements does not exceed two days per month or, 24 days in a year. Fees chargeable per day for retainership assignment should not be less than Rs.50,000 per day.
- x. For counting the number of days spent on consultancy assignments/professional activities, minimum unit will be half a day, implying that any remunerative assignment (other than those which are exempted from counting) up to 4 hours duration would be treated as half a day, even when the actual involvement may be for a lesser duration.

## 12.5 Budget

- i. The amount to be charged should cover the following elements of cost:
  - a) Professional fee (faculty time in number of days multiplied by the rate to be charged per day).
  - b) Support Staff (Project Associate, Project Assistant, Field Investigator specifically engaged for the project)
  - c) External expert/adviser, if any
  - d) Travel expenses (Airfare, TD/DA/Local conveyance, etc.)
  - e) Data collection (Survey design, questionnaire, other items)
  - f) Communication, Consumables (Printing and Binding, etc.)

- g) Charges for Secretarial and Administrative Assistance and other Institutional Facilities (10% of the professional fee as per above).
- h) Service Tax on total Professional fee (at the prevailing rates at the time of each advance/part payment).
- ii. Minimum consultancy fee to be charged from the Corporate will be Rs.1,00,000/- per day, with no upper limit on the same. However, in very exceptional cases, the Director may consider charging a lower professional fee rate and/or, institutional overheads, depending on the nature of assignment.
- iii. Similarly, minimum professional fee to be charged from the State and Central Government will be Rs.50,000/- per day. However, in very exceptional cases, the Director may consider charging a lower professional fee rate and/or, institutional overheads, depending on the nature of assignment.
- iv. The client would normally be required to pay 50% of the total cost in advance, along with the letter of acceptance of the terms and conditions detailed in the consultancy proposal document.

## 12.6 Sharing of Professional Fee

- i. The income sharing for consultancy and professional activities such as occasional guest lectures, limited teaching and training involvement at other institutions/ organizations as Visiting Faculty and honorarium received for publications, Seminars/ Conferences and Consultancy etc. altogether up to Rs.5.00 lakhs per annum, will be exempt from sharing and the Faculty Members will be allowed to retain this amount as additional income. For faculty members who have been on the Institute's pay roll for less than a year, this exemption will be on pro-rata basis.
- ii. Professional fees will be shared with the Institute on the following basis:
 

Total Professional fees	X
Service Tax (ST) @s	X.s
Total Professional Fee including ST	$X + X.s = X(1+s)$
Institutional Charges	0.1 X
Total Expenses	Y
Surplus	$(X - 0.1X - Y) = (0.9X - Y)$
Institutional Share	1/3 <sup>rd</sup> of Net
Faculty Share	2/3 <sup>rd</sup> of Net

A fund will be created out of 10% of this faculty share, which may be used partly for welfare of the staff and partly to share among non-gazetted staffs as discussed in section 13.3.
- iii. The final disbursement of the faculty share of fees will be made on receipt of a formal report by the Dean/Director from the project leader that the consultancy work has been completed to the satisfaction of the client and all the money has been received from the client. The disbursement is subject to the concerned faculty member fulfilling the minimum workload requirement for the academic year, as per the faculty workload norms, and shall be made at the end of the academic year.
- iv. The Dean may permit the final disbursement of the faculty share in advance, provided the concerned faculty member has already fulfilled his/her minimum workload requirement for the academic year and he/she makes a specific request furnishing a proof towards such fulfilment.

- v. For workload equivalence, professional fees of Rs.3,00,000 from consultancy and consultancy training will be treated as equal to one credit. Part amounts shall have pro-rated equivalence.
- vi. The Director may permit payments in advance, up to 25% of total fee, subject to deduction of tax, provided:
  - a) The duration of consultancy is likely to extend beyond 6 months;
  - b) Not less than 50% of the project cost has been received from the client;
  - c) Project funds are available to cover the fee;
  - d) Substantial progress has been made on the project
  - e) The concerned faculty member has already fulfilled his/her minimum workload requirement for the academic year.
- vii. In case a consultancy project needs to be terminated before its completion due to inadequate response from the client organisation for a year or more (without the receipt of full consultancy fee), then the allocation of the received consultancy fee shall be done as follows. First, the Service Tax and the budgeted amount of expenditure will be reduced from the total amount received from the client. Next, the Institute overhead shall be reduced in the same proportion as the actual consultancy fee received (for instance if 50% of total consultancy fee has been received, the overhead provided will also be 50% of the budgeted overhead). Next, the balance amount, which is the consultancy fee, shall be allocated in the ratio of 1/3rd : 2/3rd between the Institute and the concerned faculty members.
- viii. All the payments will be received in the Institute's name. Payments, if any, received by the faculty directly should be endorsed in the name of the Institute by the concerned faculty. If for some reason this does not become possible, the amount should be remitted to the Institute without delay, along with the copies of the cheques received from the client.
- ix. The project leader may include overtime payment to support staffs in the expenditure statement in case urgency of work required work to be done beyond normal work hours. But, no honorarium or other payment should be made out of the consultancy budget.

## 12.7 Permissible Consulting Time

- i. The total time allowed to each member of the faculty for consulting (including retainership assignments) and professional activities (participation as guest faculty in training programmes of other Institutes and organizations) is 52 working days per annum.

The following activities are excluded from the above limit of 52 days available towards consulting/professional activities.

- a) teaching in management development programmes organized by IIM Raipur
- b) travel time on consultancy work (if not specifically billed to the client)
- c) travel time associated with occasional guest lectures for external organizations; and,
- d) board membership, paper setting and evaluation, selection committee membership involving short-term commitment of two to three days and attending conferences. However, prior approval and full information on all activities are required in accordance with these guidelines and the guidelines for External Academic Service Activities.
- ii. The accounting year for these activities will be an Academic Year (1<sup>st</sup> April to 31<sup>st</sup> March).
- iii. Prior approval of Director is required.

## 12.8 Consultancy Report

Normally the consultancy reports of the faculty to a client would be treated in confidence and will not be available to anyone except Dean/Director, for perusal and records. As such, a copy of all project reports should be submitted to the Dean Office.



## 12.9 Accounting and Reporting System

- i. Any direct recoverable expense which may get incurred at the request of the client, but not originally included, may be settled by the concerned faculty member/team leader with the client. However, an intimation of this is to be sent to Dean.
- ii. Team leader of every consulting project would be urged to keep an account of project related expenses as this will facilitate the work of project team.
- iii. The Accounts Department will also keep an account of all disbursements concerning the project.
- iv. All documents relating to the project should clearly state the title of the project and assigned project code number.
- v. The project leader, with the help of Finance and Accounts Officer, should keep a watch on various expenses incurred under specific budget heads of the project.

## 12.10 Professional Activities

- i. The income sharing for consultancy and professional activities such as occasional guest lectures, teaching and training involvement at other institutions/organizations, consultancy in India or abroad as Visiting Faculty and honorarium received is up to Rs.5 lakhs per annum, will be exempt from sharing and the Faculty Members will be allowed to retain this amount as an additional income. For faculty members who have been on the Institute's pay roll for less than a year, this exemption will be on pro-rata basis. Following activities will be treated as professional activities
  - Faculty members may teach a course at IIMs/IITs/other Central Government funded Institutions/universities.
  - Faculty member teaching under Faculty Exchange Programme
  - Faculty member invited to teach in a foreign business school/universities.
  - Guest lectures
  - Teaching in MDP other than offered by academic institutions/training organizations of repute,
  - Sitting fee in a company/institutions Board
  - Any other professional activities
- ii. However, if the total amount earned from professional activities exceeds Rs.5 lakhs, the balance amount will fall within the purview of the consultancy rules in terms of income sharing with the Institute in the ratio of 1/3rd to the Institute and 2/3rd to the concerned faculty. However, no Institute overhead will be charged for such engagements. The professional fee/honorarium received for participation in consultancy training, long duration recruitment process or publication (if remunerable) will be governed by the consultancy rules as regards income sharing between Institute and the faculty member. Prior permission/approval of the Director would be required for accepting invitations in the teaching/training/recruitment programmes of the other institute and organizations.
- iii. Faculty should not accept assignments of teaching full courses in academic programmes of other Institutes. However, within the IIM/IIT system or centrally funded institutions, the Director may accord permission for such engagements in reputed Institutions, subject to income sharing between the Institute and the faculty members as per clause 10.1, and various other Institutional requirements.
- iv. Requests for teaching assignments of a full or a part course in lesser known and/or non-government institutions will be discouraged.
- v. Teaching assignments abroad shall be treated at par with consultancy assignment. Direct expense in this case will include TA, DA and local conveyance as per Government of India/IIM Raipur Rule.

- vi. A faculty member may accept assignments of in-house training programmes for duration up to 3 days (Consultancy Training). Assignments of in-house training programmes of duration beyond 3 days shall be treated as in-house training assignment of the Institute and may be entertained in consultation with the MDP Chairman and concurrence of Dean. Consultancy Training Assignments, when accepted by a faculty member in individual capacity, will not be undertaken at a fee less than the minimum chargeable for the Institute's in-house MDPs at the client's site. Fee to be charged for assignments of duration up to four hours in one day (casual/occasional lectures) is left to the discretion of individual faculty member.
- vii. All requests for In-company programmes which come in the name of the Institute would invariably be treated as Institute in-company programmes, not individual consultancy. Requests coming to individuals in their own names may be considered as individual assignments, after due authorization. In all such cases request letter(s) received from client organization is/are to be enclosed, while seeking approval for taking up the assignment. Unless the client organization makes a specific request to an individual to act as consultant, it may not be possible to treat such requests as request made to individual faculty members(s).

#### 12.11 Difficulty Resolution

- i. In case any difficulty is experienced, or confusions arise on some matters, those may be brought to the notice of Dean for effecting any change/modification that may be necessary from time to time. However, if substantive changes become necessary the same must have the concurrence of the Director

## 13 Non-Faculty Development Policy

### 13.1 Non-Faculty Development Scheme (NFDS)

The Non-Faculty personnel are encouraged to develop to their fullest potential and character, capacity, performance and achievements. Though IIMR within its own resources shall help Non-Faculty to acquire new knowledge and skills, it may not be sufficient and those employees who are willing to take up higher education are encouraged to do so especially if the education so acquired is directly connected with IIMR activities.

Non-Faculty Development Scheme is admissible to PB-1, 2 and 3 employees on regular and contract for two years or more.

IIM Raipur is committed to support the development of Non-Faculty Members of the Institute through a Non-Faculty Development Policy. The policy includes:

#### *a) Non-Faculty Development Programme:*

The Non-Faculty personnel may be encouraged to attend national level programmes / training programmes / computer training programmes / visit to other IIMs for understanding the administrative system, working and visit abroad for overseas learning programmes seminars that are relevant to IIM Raipur's growth and development. The relevance of these programmes / training to IIMR would be judged and recommended by Dean / CAO to the Director.

#### *b) Non-Faculty Self-development Programme*

Allowing Non-Faculty Members for higher studies (part-time courses) and professional training.

IIMR will provide following facilities:

- Reimbursement of 50% of tuition fee up to a maximum of Rs. 1.00 lac
- Flexibility hours of working in the Institute
- Special Casual Leave during the days of examination
- Those who qualify the final examination may be considered for accelerated promotion and pre-requisite experience be relaxed by one year.

### 13.2 Policy for Employee Award

There is a scheme of Best Employee Awards for Non-Faculty categories to be conferred on the employees every year on the day before the Convocation who are chosen for the Awards for their outstanding performance during the year. The criteria for governing the Best Employee Awards are evolved by a Committee of Dean, one Senior Professor and CAO for Non-Faculty Awards.

### 13.3 Special Incentive:

Staff members assist Faculty members in organising MDPs and help them in consulting. It is, therefore, decided to create a fund out of 10% of net surplus earned by the faculty through MDPs and Consultancy. This fund may be used following purpose:

- 50% Fund may be used for welfare of the staff
- 50% of the surplus fund will be shared among non-gazetted staffs

## 14 Leave, Holidays and Vacation Rules

### Working Hours, Holidays

#### i. *Working Hours:*

- The working hours in the Institute is 9.30 a.m. to 6.00 p.m. from Monday to Friday with half an hour lunch break between 1.00 p.m. to 1.30 p.m. However, faculty members and academic staff are required to be present as per the class schedule.
- Depending upon the requirement, officers and Staff may be asked to serve in different shifts and on week days as per requirements.

#### ii. *Holidays:*

- During December every year, a circular shall be issued regarding all the holidays for the next year as per Central Government Rules.

### 14.1 Leave

The Faculty/Non-Faculty of the Institute may be sanctioned leave as prescribed below. This will be subject to the condition that leave cannot be claimed as a matter of right and when the exigencies of the Institute so require, discretion to refuse or revoke leave of any description is reserved to the sanctioning authority. Ordinarily leave will not be granted to the academic staff in the middle of the academic term except on medical grounds / extreme compassionate grounds.

### 14.2 Casual Leave (CL)

Casual leave admissible to a Faculty/Non-Faculty eight days for a calendar year subject to the following conditions:

- i. Not more than five days casual leave may be allowed at any one time.
- ii. Casual leave cannot be combined with leave of any other description.
- iii. Sundays and Holidays falling during a period of Casual Leave are not counted as part of Casual Leave.
- iv. Casual Leave can be taken while on tour, but no daily allowance will be admissible for the period.
- v. Casual Leave can be taken for half day too.
- vi. LTC can be availed during Casual Leave.
- vii. Individuals appointed and joining duty during the middle of a year may avail themselves of casual leave proportionately.
- viii. Casual leave cannot be accumulated and leave not availed during any particular calendar year shall lapse at the end of that year.
- ix. CL application form is placed in Annexure XIII

### 14.3 Restricted Holiday

Faculty/Non-Faculty are eligible to avail two days Restricted Holiday in a calendar year.

## 14.4 Earned Leave and Vacation Leave

- i. Faculty members will normally be entitled to vacation of 60 days instead of earned leave in following two spells :

- Summer Vacation of 45 days from 21<sup>st</sup> April to 4<sup>th</sup> June
- Winter vacation of 15 days from 16<sup>th</sup> December to 30<sup>th</sup> December

- ii. Faculty members will be considered not to have availed themselves of the vacation only if they are required by general or special order of a Director to forgo such vacation or portion of a vacation. The vacation period not availed by the faculty will be converted into EL as per the formula given below:

02 Vacation Days = 01 Earned Leave

*e.g.* If a faculty member has availed themselves of 35 days during the Summer Vacation, the balance 10 days summer vacation will be credited as 05 days Earned Leave in his / her Leave account.

- iii. 'Year' means twelve months of actual duty and not as 'calendar year'
- iv. For new entrants to the faculty the quantum of vacation will be proportionate to the period of service preceding the vacation.
- v. Vacation may be combined with any other kind of leave. If the vacation is combined with earned leave, the whole spell will be reckoned as earned leave for the purpose of applying the limit up to which earned leave can be taken at a time. For example, in combination with vacation from 21.04.2014 to 04.06.2014, earned leave up to a maximum of 135 days can be granted to an employee in continuation from 05.06.2014 to 19.07.2014.
- vi. Credit – credit will be afforded in advance at a uniform rate of 15 days on the 1<sup>st</sup> January and 1<sup>st</sup> July every year. The credit to be afforded will be reduced by 1/10<sup>th</sup> of extraordinary leave availed and/or period of dies non during the previous half-year, subject to a maximum of 15 days and top the extent of such credit only.
- vii. Accumulation – Earned leave can be accumulated up to 300 days in addition to the number of days for which encashment has been allowed along with LTC
- viii. While limiting the maximum of 300 days, where the balance at credit is 286-300, further advance credit of 15 days on 1<sup>st</sup> January / 1<sup>st</sup> July will be kept separately and set-off against the EL availed of during that half-year ending 30<sup>th</sup> June / 31<sup>st</sup> December. However if the leave availed is less than 15 days, the remainder will be credited to the leave account subject to the ceiling of 300 days at the close of that half year.
- ix. The credit for the half-year in which an employee is appointed will be afforded at the rate of 2.5 days for each completed calendar month of service which he is likely to render in the calendar half-year in which they are appointed.
- x. The credit for the half-year in which an employee of the institute is due to retire/resign from the service will be afforded at the rate of 2.5 days for each completed calendar month in that half-year up to the date of retirement/resignation.
- xi. The credit for the half-year in which an employee is removed /dismissed from service in service will be afforded at the rate of 2.5 days per completed calendar month up to the end of the calendar month preceding the calendar month in which he/she is removed/dismissed. In the case of death of a employee while in service, credit will be afforded at the rate of 2.5 days per completed calendar month up to the date of death.

- xii. If an employee retires / resigns / is removed / is dismissed / dies in the middle of a calendar year, the earned leave credited should be reduced at the rate of 1/10<sup>th</sup> of any extraordinary leave taken in that half-year and the leave account regularized.
- xiii. While affording credit of Earned Leave, fraction of a day shall be rounded off to the nearest day.
- xiv. An employee who resigns or quits service shall be entitled to cash equivalent in respect of earned leave at credit on the date of cessation of service to the extent of half of such leave at his credit subject to a maximum of 150 days.
- xv. Employees re-joining after availing of earned leave/medical leave etc. should inform the Director/CAO/ as the case may be of their re-joining the Institute from leave.
- xvi. EL application form is placed in Annexure XIV
- xvii. Earned leave can be availed up to 180 days at a time.

*Exception:*

- a) Earned leave exceeding 180 days but not exceeding 300 days at a time may be granted to Group 'A' and Group 'B' Officers, if at least the quantum of leave in excess of 180 days is spent outside India, Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan.
- b) Earned leave may be taken at a time up to 300 days as leave preparatory to retirement.
- c) For non-Faculty earned leave of 30 days per year is admissible.

## 14.5 Half Pay Leave

- i. Half pay leave is credited in advance at the rate of 10 days on the 1<sup>st</sup> of January and 1<sup>st</sup> of July every year. The advance credit for the half-year in which an employee of the Institute is appointed will be at the rate of 5/3 days for each completed calendar month of service he/she is likely to render in the half-year in which he/she is appointed.
- ii. The credit for the half-year in which an employee of the institute is due to retire/resigns from the service will be afforded at the rate of 5/3 days for each completed calendar month in that half-year up to the date of retirement/resignation.
- iii. The credit for the half-year in which an employee is removed /dismissed from service or dies in service will be afforded at the rate of 5/3 days for each completed calendar month up to the end of the calendar month preceding the calendar month in which he/she is removed/dismissed/dies.
- iv. Half pay leave can be availed either with or without medical certificate.
- v. Half pay leave can be converted into full pay leave by taking it as commuted leave, if the leave applied for was on medical certificate.
- vi. While affording credit of half pay leave, fraction of a day shall be rounded off to the nearest day.

## 14.6 Commuted Leave

- i. Commuted leave is granted to the Employee of the Institute, whether Regular or Contractual on medical certificate.
- ii. Commuted leave not exceeding half the amount of half pay leave due can be taken on medical certificate

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

## 14.7 Leave Not Due

- i. Leave not Due may be granted to a regular employee with no half pay leave at credit.
- ii. Contractual employees with minimum of one year service and suffering from TB, Leprosy, Cancer or Mental illness may also be granted Leave Not Due (LND) if the post from which the employee proceeds on leave is likely to last till his return.
- iii. It is granted on medical certificate if the leave sanctioning authority is satisfied that there is a reasonable prospect of the employee returning to duty on its expiry.
- iv. Leave Not Due may be granted without medical certificate –
  - In continuation of maternity leave
  - To a female employee with less than two living children if she adopts a child less than one year old.
- v. The amount of leave should be limited to the half pay leave that the employee is likely to earn subsequently.
- vi. LND during the entire service is limited to maximum of 360 days.
- vii. LND will be debited against the half pay leave that the employee earns subsequently.
- viii. It cannot be granted in the case of 'Leave Preparatory to Retirement'.
- ix. When an employee granted LND resigns from service or is permitted to retire voluntarily without returning to duty, the leave not due should be cancelled. The resignation or retirement will take effect from the date on which such leave had commenced and the leave salary should be recovered.
- x. Where an employee, who having availed himself / herself of LND, return to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently.

- xi. Leave salary will not be recovered if the retirement is due to ill-health, incapacitating the employee for further service or in the event of death or is retired prematurely.
- xii. It can be granted to an officer whose leave account shows a debit balance in consequence of the grant of LND on a previous occasion.

## 14.8 Extraordinary Leave (EOL)

- i. Extraordinary leave is granted to an employee:
  - When no other leave is admissible
  - When other leave is admissible, but the employee applies in writing for EOL.
- ii. EOL cannot be availed concurrently during the notice period, when going on voluntary retirement.
- iii. No leave salary is admissible during the period of extraordinary leave otherwise called 'leave without pay'
- iv. No leave of any kind can be granted to an employee for a continuous period exceeding five years. Subject to this limitation, any amount of EOL may be sanctioned to regular employee of the Institute.
- v. The following norms for EOL for the faculty will apply.
- vi. The leave will be granted by the Director if he is satisfied that there will not be any major dislocation in the Institute's activities and that the Institute is also likely to benefit from the assignment being offered to the faculty.
- vii. For Faculty, the limit on any occasion is:
  - Faculty with min. of 03 year continuous service : Up to one year
  - Faculty with min. of 06 year continuous service : Up to two years
- viii. The Director will have the discretion to relax the period of service or of leave by a few months in deserving cases. All such requests for leave will be placed before the HR Committee for a decision.
- ix. A faculty member who has availed themselves of leave without pay has to be on pay service of the Institute for three years to become eligible for one year leave without pay and six years continuous service to become eligible for two years leave without pay again. Such requests for leave will also be placed before the HR Committee of the Institute for a decision on the request.
  - Two spells of EOL, intervened by any other kind of leave, should be treated as one continuous spell for the purpose of applying the maximum limit.
  - EOL may also be granted to regularize period of absence without leave retrospectively.

## 14.9 Leave Salary

*Earned Leave* – The leave salary will be equal to the pay drawn immediately before proceeding on earned leave

*Half Pay Leave* – Leave salary will be equal to half the amount admissible while on earned leave.

*Commuted Leave* – Leave salary will be equal to the amount admissible while on earned leave.



*Extraordinary Leave* – No leave salary is admissible during the period of extraordinary leave otherwise called ‘leave without pay’

## 14.10 Maternity Leave

Admissible to married/unmarried female employees during:

- a. *Pregnancy* - 180 days - Admissible only to employees with less than two surviving children
- b. *Miscarriage/abortion (induced or otherwise)*: Total of 45 days in the entire service. Admissible irrespective of number of surviving children.

Application should be supported by a certificate from AMAs.

- i. The leave is not debited to the leave account. It is granted on full pay. It may be combined with leave of any other kind except casual leave.
- ii. Any leave (including commuted leave up to 60 days and leave not due) may be taken without medical certificate up to one year in continuation except casual leave.
- iii. The leave Counts as service for increments.
- iv. The leave Counts as service for pension.
- v. The leave is not admissible for threatened abortion

## 14.11 Paternity Leave

Male employees of the Institute with less than two surviving children can avail themselves this leave. The important norms of this leave are:

- i. Duration - Fifteen days during the confinement of his wife.
- ii. Leave Salary - Equivalent to last pay drawn.
- iii. Not to be debited to the leave account. May be combined with any other kind of leave except casual leave as in the case of maternity leave.
- iv. Not to be refused normally.

## 14.12 Sabbatical Leave

The following norms will be followed for the grant of Sabbatical leave to the faculty.

- a. A minimum of six years continuous service as faculty is essential.
- b. Maximum period of Sabbatical Leave will be one year inclusive of vacation.
- c. The Sabbatical leave may be granted for any one of the following purposes:
  - to conduct research
  - to write text books or other related works.
  - any other purposes as approved by the Institute.
- d. The grant of Sabbatical leave would not be automatic but the Institute will have to consider various other aspects before approval of the grant of Sabbatical Leave.
- e. A faculty member while on Sabbatical leave should not accept any other employment outside. However, if he/she wants to spend his/her sabbatical leave in Raipur will be allowed to use the office, provide reasonable secretarial help (normally half of one's regular entitlement) and reimburse medical expenses. Further, if the concerned faculty member desires to participate on a limited basis in teaching programmes while he/she is on leave

he/she may be allowed to do so without giving him/her any additional honorarium. Such teaching involvement would however be minimal.

- f. No member of the faculty is permitted to do consultancy while on sabbatical leave.

#### 14.13 Study Leave /Fellowship/Post-Doc Programme/Training

When an employee applies for study leave to pursue further study/ Fellowship/ Post-Doc Programme/ Training, and it is considered that this has a direct bearing on subjects with which the Institute is concerned and the study or training will, as a consequence, serve the interest of the Institute, although not to the extent of placing him on deputation, the employee may be granted this leave under the following terms and conditions:

- i. The Institute will not ordinarily pay for the travel of the employee.
- ii. Study leave will not be debited to the leave account of the employee.
- iii. The leave salary during study leave will be as decided by the Director.
- iv. The total period of the leave so sanctioned should not normally exceed twelve months may be granted only if the employee has rendered more than three years' continuous service. This condition may be relaxed in special circumstances and a shorter period, in no case less than two years, may be accepted as minimum qualifying service.
- v. Study Leave may be taken in combination with earned leave.

#### 14.14 Leave Sanctioning Authority

The sanctioning authority for various categories of employees is as under:

Category	Sanctioning Authority
Faculty /Officers	Director
Other Staff & Below	Chief Administrative Officer/Respective Activity Heads

No employee shall leave the station of posting without obtaining prior permission from Leave Sanctioning Authority as applicable in his / her case.

#### 14.15 Leave Without Pay (LWOP)

A faculty member who avails themselves of study leave or sabbatical or any other leave other than CL, EL, and ML is required to produce documents / certificates related to his relieving from the host organizations, subject to the satisfaction of the Director.

## 15 Leave Travel Concession Rules

Leave Travel Concession (LTC) introduced in 1956 was regulated by orders issued from time to time. These were brought out in the form of CCS (LTC) Rules, 1988.

### 15.1 Admissibility:

LTC Rules are allowed only to those Faculty and Non-Faculty, who have completed one year of service on the date of journey. Faculty and Non-Faculty appointed on contract basis will be eligible for LTC on completion of one year's continuous service if the period of the contract is more than one year. Where the initial contract is for one year but is later extended, the total duration of the contract will be taken into account for this purpose. (Refer Rule 2 (2)).

- a. LTC can be availed during regular / casual / study leave / special leave or
- b. Vacation but it cannot be availed during the weekend any other period of holiday alone.
- c. Employees who are eligible to travel by air must travel by Air India only. In Economy class only, irrespective of entitlement. LTC-80 ticket of Air India only to be purchased.
- d. Air Tickets may be purchased directly from Air India (at Booking Counters / Website of Airline) or by utilizing the services of Authorized Travel Agents viz. M/s. Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC (to the extent IRCTC is authorized as per DoP & T O.M. No. 31011/62002-Estt. (A), dated 2-12-2009)
- e. Air travel by private airlines is permissible if it is more economical. The employee is required to submit an undertaking to this effect.

### 15.2 Types of LTCs / Block Years

- a. LTC to visit home town is allowed once in a two-year block. The two-year blocks begin with 1956-1957. The current blocks are 2014-2015 and 2016-2017.
- b. LTC to visit any place in India once in four years is in lieu of one of the two Home town LTCs available in that block. The four years block will commence from, e.g., 2006-2009, 2010-2013 and 2014-17.
- c. From 01-09-2008, fresh recruits to Central Government are allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility is available to the Government Officers only for the first two blocks of four years applicable after joining the Government service for the first time. The block of Four years will apply with reference to the initial date of joining the Government service even though the employee changes the job within the government subsequently. Those who have not completed 8 years of service as on 01-09-2008 are also eligible for this concession. The existing block will remain the same but the entitlements of the new recruit will be different in the first eight years of service. (O.M. dated 23-09-2008)

### 15.3 EL Encashment Facility:

Earned leave up to a maximum of ten days at a time may be encashed, without any linkage to the number of days and the nature of leave availed while proceeding on LTC. This is limited to a maximum of 60 days during the entire career and total number of days so encashed will not be included for computing maximum quantum of leave encashable at the time of quitting service. – Rule 15, GIDs (8) and (9)

#### 15.4 Relaxation for travel by air to visit J&K

Relaxation for LTC travel to visit J & K under CCS (LTC) Rules, 1988 is extended for a further period of two years w.e.f. 18<sup>th</sup> June 2014 subject to the following condition :-

- i. All Officers / Employees of GoI will be allowed to avail LTC to visit J & K against conversion of one block of their Home Town LTC.
- ii. Travel by Air to continue to be in Economy Class only, irrespective of the entitlement of the officer.
- iii. The condition that air ticket can be purchased either directly from the Airlines (booking counters / website) or through authorized agents only viz., M/s Balmer Lawrie and Co. Ltd., or M/s Ashok Travels and Tours Ltd./ IRCTC (to the extent IRCTC is authorized as per DoPT's O.M. no. 31011/6/2002-Estt. (A), dated 2-12-2009), would necessarily apply.
- iv. Restriction of air travel only by Air India to other places shall continue to remain in force.

#### 15.5 Carryover of Leave Travel Concession

An employee who is unable to avail themselves of the leave travel concession within a particular block of two years or four years may avail of the same within the first year of the next block of two years or four years. If an employee is entitled to leave travel concession to home town, he can carry forward the leave travel concession to any place in India for a block of four years only if he carried forward the leave travel concession to home town in respect of second block of two years within the block of four years.

#### 15.6 Place to be visited by Employee and family members of his family under LTC to any place in India

A Faculty/Non-Faculty and each member of his family may visit different places of their choice during a block of four years. It shall not be necessary for members of the family of the employee to visit the same place as that visited by the employee themselves at any time earlier during the same block.

#### 15.7 Reimbursement:

Reimbursement under the LTC scheme shall not cover incidental expenses and expenditure incurred on local journey. Reimbursement for expenses of journey shall be allowed only on the basis of a point-to-point journey on a through ticket over the shortest direct route.

#### 15.8 Forfeiture of Claim:

A claim for reimbursement of expenditure incurred on journey under leave travel concession shall be submitted within three months after the completion of the return journey, if no advance had been drawn. Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard.

#### 15.9 Grant of advance and adjustment thereof

- a. Advance may be granted to employee to enable them to avail themselves of the concession. The amount of such advance in each case shall be limited to 90 % of the estimated amount, which Institute would have to reimburse in respect of the cost of the journey both ways.
- b. If the family travels separately from the Employee, the advance may also be drawn separately to the extent admissible.

- c. The advance may be drawn both for the forward and return journeys at the time of commencement of the forward journey, provided the period of leave taken by the Employee or the period of anticipated absence of the members of the family does not exceed three months or ninety days. If this limit is exceeded, then the advance may be drawn for the outward journey only.
- d. If the limit of 3 months or ninety days is exceeded after the advance had already been drawn for both the journey, one half of the advance should be refunded to the Govt. forthwith.
- e. The advance should be refunded in full if the outward journey is not commenced within 30 days of the grant of advance. However, in cases where reservations can be made sixty days before the proposed date of outward journey and advance is granted accordingly, the Employee should produce the tickets within ten days of the withdrawal of advance, irrespective of the date of commencement of journey.
- f. Where an advance has been drawn by a Employee, the claim for reimbursement of the expenditure incurred on the journey shall be submitted within one month of the completion of the return journey. On an Employee's failure to do so, he shall be required to refund the entire amount of advance forthwith in one lump sum. No request for recovery of advance in instalments shall be entertained.
- g. Apart from the application for the grant of LTC Advance, leaves during the LTC period must be sanctioned by the respective authority in the prescribed format.

## 16 TA/DA Rules

### 16.1 Travel:

Government of India specified classes / mode would apply.

### 16.2 Boarding, lodging and local conveyance:

Sl. No.	Pay	Accommodation Rs./day	Food per day	Local Travel
1	Director	As per actual	Rs.750	As per actual
2	Grade pay above Rs.10,000	Rs.7500	Rs.750	A/C Taxi
3	Grade pay Rs.7600 and above	Rs.4500	Rs.450	A/C taxi
4	Grade pay Rs.5400 & 6600	Rs.2250	Rs.300	Taxi
5	Grade Pay Rs.4800 & 4200	Rs.750	Rs.225	Auto

In case of faculty members and staff stay in superior class than their eligibility, prior approval of Director is required.

#### Local Conveyance:

- The actual to and fro expense from the airport/railway station/bus terminus to the place of stay by the eligible mode of travel will be reimbursed based on bills. If the travel is undertaken by a city taxi (blue/yellow cab/black and yellow taxi), auto or bus, then a declaration / self-certification by the claimant would be sufficient provided the per km rate does not exceed Rs.15/-.
- The local conveyance inside the city/town per day would be in addition to (i) above and reimbursed against bill subject to a maximum of Rs. 1500/- per day. If the travel is undertaken by a city taxi (blue/yellow cab/black and yellow taxi), auto or bus, then a declaration by the claimant would be sufficient provided the per km rate does not exceed Rs.15/-. The per day limit for local conveyance is of Rs.1500/-, however, if it exceeds the limit, special permission of Director is required.

#### Special Cases:

- The above rules would not apply if the travel, local conveyance, boarding and lodging expenses are borne/reimbursed by the client. It is recommended that while finalizing the terms of the contract/agreement, care is taken to ensure that it is not lower than what is provided by the Institute.
- Where the project/consultancy has specific budgets for TA/DA, the class of travel and allowances can be higher than those mentioned above, provided that the same is within the budget and approved by the Director / Competent Authority.

### 16.3 T.A. on Transfer, TA Entitlement of Retiring Employees:

As per the Government of India Rules – *Mutatis Mutandis*.

## 16.4 International (Conference) Travel for faculty:

### Norms for the International Conference Travel

- Expenses related to the lowest registration fee
- Lowest Economy round trip travel
- Visa expenses
- Local conveyance at the conference location to be paid on actuals by the cheaper mode of transport.
- Per-diem as per the UN norms for the number of days of the Conference attended plus maximum of two days travel.

## 16.5 Special Cases:

- The above rules would not apply if the travel, local conveyance, boarding and lodging expenses are borne/reimbursed by the client. It is recommended that while finalizing the terms of the contract/agreement, care is taken to ensure that it is not lower than what is provided by the institute.
- Where the project/consultancy has specific budgets for TA/DA, the class of travel and allowances can be higher than those mentioned above, provided that the same is within the budget and approved by the Director / Competent Authority.

## 16.6 T.A. on Joining:

Faculty members and staff members will be given incentive of transfer grant equal to one month's basic pay plus AGP / GP plus cost of transportation of personal luggage at actuals.

## 16.7 Mileage Points:

Mileage Points accruing as a part of the official travel would be the property of the individual employees.

## 16.8 Travel Advance and Settlement Rules:

### a) *Amount :*

An amount sufficient to cover the official's traveling expenses, not exceeding 90% of the estimated expenditure viz., daily allowance, road/rail/air fares, for journeys both ways.

### b) *Conditions :*

The advance should be adjusted within 5 working days of completion of the tour/rejoining duty if gone on leave immediately on completion of tour. As second advance cannot be sanctioned until an account has been given of the first except when a second journey is required to be undertaken soon after the completion of the first leaving no time for the employee to prefer his T.A. Bill in respect of the first advance

### c) *Recovery:*

By adjustment from the T.A. Bill submitted after completion of the journey. Unspent balance to be refunded within 5 days after return to the Institute.

### d) *Travel settlement*

- Faculty/Staff who are travelling on office work would send appropriate Travel Request Form before the travel date for approval. The Travel Request Form should

clearly mention the head of account to which the expenditure to be debited. The TA advance form is placed at Annexure XV.

- After the travel is completed, the concerned employee would send the travel allowance form with appropriate supporting documents to Finance &Accounts Department.
- This would be vetted by the Finance & Accounts Department as per the existing norms and certify the expenses.
- The final settlement of the travel would be approved by the Director based on the certification from Accounts.



## 17. Medical Scheme

### 17.1 Rule for outdoor and indoor medical treatment for self and dependent family members of the employees of IIM Raipur.

*OPD:*

Medical treatment up to Rs. 15,000/- per annum will be reimbursed for Out-Patient treatment for self and dependent family members on production of doctor and supporting bills. The claim beyond this amount of Rs. 15,000/- will be subjected to TDS Deduction.

*Indoor Treatment:*

For indoor treatment Institute entered into an MoU with National Insurance Company Limited, Durg, Chhattisgarh for “Group Medical Policy” on 20<sup>th</sup> Feb 2014 for Regular and Contractual Employees of two years. The ‘Group Mediclaim Policy’ covers all Faculty and Non-Faculty of the Institute and their dependent family members for a total cover of Rs 5 lakh per annum.

Group mediclaim policy is arranged for faculty and non-faculty of IIM Raipur on regular service or on contract for a period of more than a year. The salient features of the Group Mediclaim Policy are placed at Annexure XIII.

### 17.2 Medical facilities in the Premises of IIM Raipur

Medical Consultants (AMAs of GoI) are appointed by the Institute for medical consultancy & preliminary treatment of students and employees. They will be available in the Institute from 4:00 PM to 5:00 PM on the days mentioned in the table given below:

Sl. No.	Doctors Speciality	Visiting Hours	Visiting Days
1	MBBS	From 4:00 PM to 5:00 PM	Monday, Tuesday Wednesday, Friday
2	MD (General Medicine)	From 4:00 PM to 5:00 PM	Second Thursday of every month

## 18. Children Education Allowance Scheme

Under the Scheme of Children Education Allowance reimbursement can be availed by Faculty and Non-Faculty employees up to a maximum of 2 children.

- i. Children Education Allowance and Reimbursement of Tuition Fee which were hitherto payable separately will be merged and will henceforth be known as 'Children Education Allowance Scheme'.
- ii. Reimbursement as indicated above will be applicable for expenditure on the education of school going children only i.e., for children from class nursery to twelfth, including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Boards of Education.
- iii. Henceforth, the reimbursement of Children Education Allowance shall not be linked with the performance of the child in his class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance shall not be stopped.
- iv. Reimbursement for the following items can be claimed under this Scheme:
  - a) Tuition Fee, admission fee, laboratory fee, special fee charged for agriculture, electronics, music or any other subject, Fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee for extra-curricular activities. This also includes reimbursement for purchase of one set of text books and notebooks, two sets of uniforms and one set of school shoes which can be claimed for a child, in a year. The annual ceiling fixed for reimbursement of Children Education allowance is Rs.12000/-.
  - b) Under this scheme, reimbursement can be claimed once every quarter. The amount that can be claimed in a quarter could be more than Rs.3,000, and in another quarter less than Rs.3000, subject to the annual ceiling of Rs.12,000 per child being maintained.
  - c) In case both the spouses are employees, only one of them can avail reimbursement under Children Education Allowance.
  - d) Hostel subsidy will be reimbursed up to the maximum limit of Rs.3000 per month per child subject to a maximum of 2 children. However, both hostel subsidy and Children Education Allowance cannot be availed concurrently.
  - e) The above limits would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.
  - f) Reimbursement would be made on the submission of original receipts on the basis of self-certification by the employee.

## 19. Housing Rules

The Institute will provide semi-furnished housing facility to the Faculty and Non-Faculty (full time faculty and on contract) upon request subject to availability of houses. The residential units in the campus will be made available to the Faculty and Non-Faculty subject to availability and norms laid out for allotment. However, if there are no vacant residential units, the Faculty and Non-Faculty are required to arrange suitable accommodation on their own. If the Faculty and Non-Faculty makes his/her own arrangements, then applicable HRA will be provided.

- i. For Faculty, all the campus houses are identical in size and are allotted in order of seniority determined by the date of joining of the faculty.
- ii. For Non-Faculty, the campus houses are of two types viz., Type-I and Type-II. The campus houses are allotted to Non-Faculty as per the cadre and in order of seniority determined by the date of their joining.
- iii. Out of turn allotment may be made in exceptional situations if, in the opinion of the Director, institutional requirements so demand.
- iv. If an employee does not accept the offer of a house made to him, his name will be shifted to the bottom of the waiting list of Housing Allotment. When an institutional commitment has been made; for such a situation, institutional commitment will have the priority over seniority in the waiting list.
- v. If an employee goes on leave of absence or on deputation for a period not exceeding one year, he/she can either retain the house for the period of his/her leave or can let the Institute use the house (full or part) during his/her absence. In the latter case, the person concerned will have the right to reoccupy the house when he/she returns from leave.
- vi. If an employee goes on leave for a period exceeding one year he/she will have to surrender the house to the Institute from the date the leave commences, but his/her seniority will be kept intact. If a house becomes available and the employee is due to return in a month's time, the same will be retained for allotment to the person provided he/she informs well in advance writing he/she wants campus accommodation. The allotment letter will be issued only when the employee actually returns and rejoins the Institute.
- vii. A faculty member who has exercised the right to reoccupy the house on return from leave (Refer point 19.v.) must spend at least three more years at the Institute after his/her return from long leave before he/she is again entitled to the option specified in point 19.v.
- viii. A house may be allotted for a short stipulated period on the basis of seniority (that is, time spent in the service of IIM Raipur as a faculty) that exists on the date it becomes available.
- ix. The office concerned which is allotting the campus houses shall monitor the availability of houses periodically and inform the employees concerned accordingly.

### 19.1 General Conditions:

After allotment of house employees will have to sign an agreement with the institute in the prescribed format. In every case, the allottee shall be deemed to be a licensee and not a tenant.

- i. The allottee will have to enter into an agreement with IIM Raipur for the permissive use of the house allotted to him/her on a non-judicial stamp paper worth Rs.100/-
- ii. An allottee, whether temporary or permanent shall cease to draw House Rent Allowance from the date of moving into the allotted house, or in case he/she does not accept the offer and there is no other claimant and an appropriate licence fee will be payable by the allottee to the Institute as stipulated by the Central Government from time to time. The licence fee payable to the Institute will commence from the date of occupation of the house.

- iii. If an allottee dies, the allotment shall be cancelled from the date of death, provided that the Director will have the discretion to extend the period of retention of the campus house by the family of the deceased in appropriate cases for up to 4 months after the death of the allottee. During such occupation the rent last paid by the deceased allottee will be payable to the Institute.
- iv. If an allottee retires or resigns or is dismissed or removed from service, the allotment shall be cancelled from the date of retirement, resignation, dismissal or removal, provided that the Director will have the discretion to extend the period of retention in appropriate cases for up to 4 months after the date of retirement, resignation, dismissal, or removal, and on such terms and conditions Director deems fit.
- v. An allottee who wants to vacate the residence shall give at least thirty days' notice in writing to the Chief Administrative Officer/ Appropriate administrative authority. If he/she does not do so, he/she will be responsible for payment of rent for that period or the number of days by which the notice given by him/her falls short of 30 days.
- vi. The allottee shall not sublet or transfer the residence allotted to him or her, or any portion thereof of the out-houses, apartments thereto, if any. In contravention of this rule, allotment of house to such employee shall be cancelled immediately without any notice and disciplinary action may be initiated
- vii. In deserving cases, permission may be given by the Director to a bachelor employee to share the house allotted to him with other bachelors employed at IIM Raipur. None of such employees shall be entitled for HRA.
- viii. The allottee may entertain guests in his/her house for a period not exceeding three months. If, however, the period exceeds three months, specific approval of the Director needs to be obtained. This restriction will not apply in the case of domestic servants.
- ix. The liability for rent shall commence from the date of occupation of the residence.
- x. The employee to whom the house is allotted shall be personally responsible for the license fee thereof and for any damage beyond fair wear and tear caused thereto or to services provided therein during the period for which the house is under his/her possession.
- xi. The employee to whom the house has been allotted shall take the possession of the house from the concerned department of the Institute. Likewise, at the time of vacating the house he/she shall hand over the house to the concerned department from where the allotment is made.
- xii. An allottee shall not use the house for any purpose except for residing with his/her family and shall maintain the premises and the compound, if any, attached thereto, in a clean and hygienic condition.
- xiii. There shall be no improper use of any allotted house. For the purpose of this rule, 'improper use' shall include the following:
- xiv. Unauthorised addition to/or alteration of any part of the house or premises;
- xv. Using the house/premises or a portion thereof for purposes other than for strictly residential purposes;
- xvi. Unauthorised extension from electricity and water supply and other service connections or tampering therewith
- xvii. Using the house or any portion in such a way as to be a nuisance to, or as to offend others living on the campus, or using the house in such a way as to detract from the appearance of the campus.
- xviii. No cattle and poultry shall be kept in the house or in the compound of the house.
- xix. No inflammable materials except cooking gas should be stored in the houses

- xx. Any improper use of a house could lead to a cancellation of the allotment. In case the residents use the house for any commercial activity, the allotment will be cancelled and possession of the house will be taken over by the Institute forthwith and disciplinary action may be initiated.
- xxi. The allottee shall allow the Estate Staff of the Institute or the workers of authorized contractors to have access to the house at all reasonable hours to inspect the building, the water supply, sanitary or electricity installation, fixtures, and furniture and to carry out such normal repairs thereto as the Estate Officer may consider necessary for the proper maintenance of the house.
- xxii. The allottee should see that no water is wasted by leakage in the water supply fittings or by careless or extravagant use by the occupants, and shall forthwith report to the Estate Staff any damage to or defect in the building, fixtures and fittings, electrical installations or fencing and gates for necessary action.
- xxiii. Any incidence of infectious disease in the house must immediately be reported to the Medical Officer/Chief Administrative Officer/ Appropriate administrative authority of the Institute, and all precautions must be taken to prevent the spread of the infection.
- xxiv. The allottee will be responsible for all residents of the house including servants abiding by these rules.
- xxv. The license fee payable by an employee for any type of campus house occupied by him/her is decided by the Institute from time to time. There will be additional charges for actual electricity consumption and services like conservancy, water supply, road and street lighting and government education cess, municipal tax etc. These charges will be deducted from the salaries of the occupants each month. The current rate of license fee is as follows:

Faculty house area 250 sq. mtr.	Rs. 1,574/-
Staff Type-I area 180 sq. mtrs.	Rs. 935/-
Staff Type-II area 75 sq. mtrs.	Rs. 297/-

- xxvi. On any question of interpretation of these rules, the Director's decision will be final.
- xxvii. The Institute shall have the authority to modify these rules at any time.

## 19.2 Occupation of Campus House beyond the Date of Retirement:

One year prior to the actual superannuation of an employee, he/she should be informed, in writing, by the Chief Administrative Officer/Appropriate administrative authority, as the case may be, the impending retirement and the necessary formalities to be completed before the retirement. One should plan for timely vacation of the campus houses. In case one wants to stay in the Institute house beyond the permissible period of two months, and is granted permission by the Competent Authority, the damage rent will be assessed as per the criteria set out by Directorate of Estate, Government of India, vide their letter No. 3-15/2001 Bldg. dated 16<sup>th</sup> January, 2003.

No retention beyond six months will be allowed.

- i. An employee otherwise entitled to use the Institute telephone facility in his/her residence may be allowed to use the telephone facility only up to two months after retirement.
- ii. In the case of an allottee on resignation, dismissal or removal, the Institute telephone facility would be withdrawn on his last working day in the Institute without prior intimation.
- iii. The Institute would write to the superannuating employees one year in advance about

their impending retirement and the formalities they are supposed to complete for getting the retirement benefits like EPF/Pension/Gratuity etc. They may also be informed about the norms for keeping the campus accommodation beyond superannuation period in case they are occupying such houses. Employees who wish to stay in the Institute houses beyond the superannuation date should write to Chief Administrative Officer/Appropriate administrative authority quite well in advance.

- iv. The retirement benefits such as gratuity, leave salary etc. should be paid to a superannuated employee only on vacation of the Institute house. The charges for overstay will be recovered from the retirement dues.

## 20. Disciplinary Rules

Faculty / Non-Faculty	Appointing Authority	Disciplinary Authority	Appellate Authority
Faculty	Director	Director	Chairman, HR Committee Second Appeal to the Chairman, BoG
Non-Faculty			
Group 'A' Staff	Director	Director	Chairman, HR Committee Second Appeal to the Chairman, BoG
Group 'B' Staff and below	CAO	CAO	Director Second Appeal to Chairman, HR Committee

*Disciplinary Rules will be as per the Government of India CCS/CCA Rules 1965 on Mutatis Mutandis basis*

## 21. Rules of Resignation & Retirement

Resignation should be clear and unconditional. It should be submitted to the Appointing Authority in respect of the service or post in question who is competent to accept it. Resignation from service will be accepted straightaway, except:

- (a) When the faculty / officer concerned is engaged on work of importance and alternative arrangements for filling up the post may take time.
- (b) Officials against whom inquiry / investigation is pending (whether under suspension or not).

In cases covered by (a), resignation should be accepted only when alternative arrangements have been made. In cases covered by (b), resignation will not be accepted if it is in the public interest to pursue the disciplinary case. The Competent Authority may, however, accept the resignation-

- (i) if the case does not involve moral turpitude and public claims, or
- (ii) if the available evidence does not have a base strong enough to lead eventually to dismissal or removal from service, or
- (iii) if further pursuit of the case may get so protracted as to render acceptance of resignation cheaper for the exchequer.

Acceptance of resignation in cases at (b) above is subject to prior approval of BoG in respect of Groups 'A' and 'B' and Director in respect of Group 'C' employees.

Resignation should not be accepted until all the departmental dues are fully adjusted.

The accepting authority will decide the date from which the resignation should become effective.

A resignation becomes effective not merely when it is accepted by authority concerned, but only when the officer is actually relieved of his duties. An official quitting his post before receiving intimation of acceptance of his resignation is liable to be proceeded against both legally and departmentally.

When a faculty / staff applies for post in the same or another department through proper channel and on selection he is asked to resign the previous post for administrative reasons-

- the resignation will be treated as a "technical formality"
- the benefit of past service, if otherwise admissible under the rules will be allowed for purposes of fixation of pay in the new post;
- leave at credit will be carried forward; and

Withdrawal of resignation in the following circumstances

- Before acceptance - The resignation will be deemed to have been automatically withdrawn and there is no question of accepting the resignation.
- After acceptance, but before relief - Withdrawal should normally be accepted. If rejected, grounds for such rejection should be recorded and intimated to the concerned faculty / staff.
- After relief (i.e., after it became effective).- The Appointing Authority may permit withdrawal in the case of permanent employees subject to the following conditions.
- The resignation was tendered by the concerned faculty / staff for some compelling reasons which did not involve any reflection on his integrity, efficiency or conduct.



- The request for withdrawal has been made as a result of material change in the circumstances which originally compelled him to tender the resignation.
- The resignation was not tendered with a view to take up an appointment in a private commercial company or under a corporation, company, body, controlled or financed by the Government.
- The period of absence from duty between relief on resignation and resumption of duty, is not more than 90 days.
- In exceptional cases, BoG will entertain any request to relax the limit of 90 days.

## 21.1 Superannuation Benefits:

Upon attaining the age of superannuation, employees of Academic & Non-academic positions are entitled for the following superannuation benefits:

### (a) Gratuity:

- The employees of the Institute are entitled to the Gratuity after completion of 5 years continuous qualifying service as per Central Government Rules applicable to IIMs.
- The Gratuity admission shall be equal to one fourth of the emoluments for each completed six monthly period of qualifying service subject to a Maximum benefits of 16-1/2 times of the emoluments (i.e. Basic plus AGP / GP \_ DA) or Rs. 10.00 lacs, whichever is less.
- Gratuity payable will be computed on the basis of Rule of 26 days in a month.

### (b) Leave Encashment:

- Encashment of earned leave at the time of retirement subject to a maximum of 300 days calculated on the basis of basic pay AGP / GP + DA.
- In case of resignation, the leave encashment will be for half of the number of days earned leave accumulated at the credit of the staff concerned, maximum 150 days. Entitled only after completion of 2 years continuous service on the basis of basic pay + AGP / GP + DA.

## 22. New Pension Scheme

Government of India had initiated Contributory Pension Scheme for the employees' w.e.f 01 Jan 2004. The scheme is applicable for all government employees except the three defence forces. The existing provisions of Defined Benefit Pension and GPF would not be available to new Government servants joining Government service on or after 01 Jan 2004.

The new pension scheme will work on defined contribution basis and will have two tiers, Tier-I and Tier-II. Both tier-I (Pension Account) and Tier-II (Savings Account) will be pure retirement savings products, the only distinction being Tier-I is a non- withdrawable account while Tier-II is a withdrawable account to meet financial contingencies. Contribution to Tier-I is mandatory for all Government servants joining Government service on or after 01 Jan 2004, whereas Tier-II will be optional and at the discretion of Government servants.

In order to implement the Scheme, there will be a Central Record Keeping Agency and several Pension Fund Managers to offer three categories of Schemes to Government servants, viz. options A, B and C based on the ratio of investment in fixed income instruments and equities. An independent Pension Fund Regulatory and Development Authority (PFRDA) will regulate and develop the pension market.

The Salient features of the Tier-I and Tier-II are as follows:

### 22.1 Key features of Tier-I Account

- a. In Tier-I, Government servants will have to make a contribution of 10% of his basic pay (i.e pay in pay band plus grade pay) plus Dearness Allowance, which will be deducted from his salary every month by the Pay and Account Offices (PAO) concerned. An equal contribution will be made by the Government. Tier-I contributions (and the investment returns) will be kept in a non-withdrawable Pension Tier-I Account.
- b. A Government servant can exit at or after the age of 60 years from the Tier-I of the scheme. At exit, it would be mandatory for him to invest 40% of pension wealth to purchase an annuity (from an Insurance Regulatory and Development Authority (IRDA) regulated Life Insurance Company), which will provide pension for the lifetime of the employee and his dependent parents/spouse. In the case of Government servants who leave the Scheme before attaining the age of 60, the mandatory annuitization would be 80% of the pension wealth.

### 22.2 Minimum contribution requirements:

- |     |   |              |
|-----|---|--------------|
| (a) | Minimum contribution at the time of account opening | - Rs. 1000/- |
| (b) | Minimum amount per contribution                     | - Rs. 250/-  |
| (c) | Minimum Account Balance at the end of FY            | - Rs. 2000/- |
| (d) | Minimum number of contributions in a year           | - 4          |

(Minimum One contribution in case a subscriber joins in the last quarter)

Penalty of Rs. 100/- to be levied on the subscriber for not maintaining the minimum Account balance and/or not making the minimum number of contributions.

### 22.3 Charge Structure for PoPs:

- |     |   |            |
|-----|---|------------|
| (a) | New account opening charges (Tier-I & II both)        | - Rs. 40/- |
| (b) | Tier-II activation for existing subscribers of Tier-I | - Rs. 20/- |

No deductions will be made towards GPF contribution from the Institute employees as the GPF scheme is no longer applicable.

## 23. Gratuity and Leave Encashment Policy

As laid down in GoI Rules including various amendments made by DoPT through its office memorandums from time to time, the minimum qualifying service for leave encashment and gratuity may be kept as two years and five years respectively. The other provisions may be kept same as issued by GoI on Mutatis Mutandis basis.

## 24. Grievance Redressal

### 24.1 Faculty Grievance Redressal

Faculty Grievance Redressal Cell (FGRC) shall consist of four members with the Director as Chairman, two members from HR Committee, one Dean / Senior Faculty Member.

Faculty members are advised to approach this committee for grievance (with regard to service matters) redressal if any. After receiving a representation, the cell may hear the faculty in person or decide his/her representation in accordance with the rules applicable and attempt to address the redressal within 30 working days.

- If unsatisfied, the aggrieved faculty member may make a final appeal to the BoG.
- Grievances related to any of the members of the FGRC will be referred to the HR Committee of the BoG directly.
- Depending on the matter under discussion on a case to case basis, if need be, the Director will excuse himself from the meeting to ensure a fair redressal of the grievances.

### 24.2 Non-Faculty Grievance Redressal

Non-Faculty having grievance with regard to the service matters or regarding any other allied matter, may make a representation in writing to the CAO, for appropriate redressal.

Non-Faculty Grievance Redressal Cell (NFGRC) shall comprise Dean as Chairman, One faculty member nominated by Director and CAO.

The staff member, who is dissatisfied with the decision of the aforesaid Cell, may make an appeal to the Director whose decision will be final.

## 25. General Rules:

### 25.1 Policy on Relocation Allowance

#### a) Relocation Allowance has two components

- i. Allowance towards travel of the new employee
- ii. Allowance towards movement of personal goods through a commercial carrier
  - New Employees will be reimbursed an amount upto a single one way economy class airfare / train fare depending upon his / her eligibility from the previous place of domicile by the shortest route for self and dependent family members (spouse, children and parents).
  - Reimbursement of baggage transfer allowance on production of relevant vouchers/ receipts as per IIM Raipur rules. However if he / she leaves the employment at IIM Raipur due to any reason before completion of one year; he / she will have to refund the entire money paid towards transfer allowance and travel charges etc. for self, spouse and dependents.
  - Dislocation allowance @ one month's of basic pay + GP is payable to a new employee.

#### b) Submission Guidelines

The following bills can be submitted for reimbursement under the scheme:

- Actual bills / tickets of the journey (original boarding pass in case by air) of the journey performed from the previous location to Raipur
- Bills for movement of personal goods from the previous location to Raipur

All the bills must be in the name of employee. The employee will submit these bills within 60 days from the date of joining the Institute or within 30 days from the date of receipt of personal goods from the current location to Raipur.

### 25.2 Smoking Policy

Smoking in the Institute is prohibited following the order of the Hon'ble Supreme Court of India. Accordingly, a circular is issued by the Institute notifying that smoking is prohibited in the Institute campus at the following places:

- All rooms in the administration & faculty blocks including classrooms, office rooms and auditorium.
- Library, Computer Centre, Stores, Xerox Centre, Reception, Telephone Exchange, departmental Canteen etc.
- Motor Transport Section, vehicles of the Institute, Electric Substation, Recreation Clubs etc.
- All Hostel messes, dining halls
- All lounges, corridors, passages, toilets and open areas
- Any other place accessible to the public
- Accordingly, only the residential quarters of employees and the living rooms in the Hostels, Guest Houses and open spaces around the institute are excluded from the purview of the said notification.

### 25.3 Administration, Interpretation and Amendments

- The CAO would be the executive authority for proper administration of these Rules
- In case of any dispute, the same will be resolved by the CAO who shall be the Authority for interpretation of these Rules.
- In case an employee is dissatisfied with any decision taken by the CAO, he / she will be permitted to refer his case to the Director who shall take steps to resolve the issue. The decision of the Director shall be final.

### 25.4 Policy for Overseas Exposure:

- Employees of the Institute in Faculty & Non-Faculty categories shall be encouraged to visit abroad to understand procedure, systems and facilities being offered by other Institutions and to implement some of the best practices in IIM Raipur upon return.

*These Service Rules or any part thereof may be changed or amended from time to time by the Board of Governors, IIM Raipur.*

## Annexure I

## Application Form Faculty Position



**Indian Institute of Management Raipur**  
 GEC Campus, Sejbahar, Raipur 492015  
 Tel: +91-771 - 277200 Fax: +91-771 - 2772102

Affix your  
 Passport Size  
 Photograph  
 here

## Application Form for Faculty Position

1. Name in Full: \_\_\_\_\_
2. Father's/Husband's Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age as on 01.07.2013 \_\_\_\_\_ yrs \_\_\_\_\_ months
4. Mailing Address: \_\_\_\_\_

Tel. No. \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax No. \_\_\_\_\_ E-mail: \_\_\_\_\_

5. Permanent Address: \_\_\_\_\_

Tel. No. \_\_\_\_\_ Mobile: \_\_\_\_\_

6. (a) Position Applied for: \_\_\_\_\_
- (b) Area of Specialization: \_\_\_\_\_

(c) Did you previously apply for any post in this Institute? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details: \_\_\_\_\_

7. (a) Gender (M/F): \_\_\_\_\_ (b) Marital Status: \_\_\_\_\_ (c) No. of dependents: \_\_\_\_\_

(c) Details of Family

S.No.	Name	Relation with employee	Age	Profession

8. Nationality: \_\_\_\_\_
9. Category (SC/ST/OBC/DAP/General): ----- \_\_\_\_\_
10. Objectives for applying at IIM Raipur  
 \_\_\_\_\_  
 \_\_\_\_\_

11. Subject(s) Currently Teaching at PG/Doctoral level:

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12. Area of Research Interests:

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13. Topic of your FPM/Ph.D. /Equivalent

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14. Educational Qualifications recognized by AIU/UGC/any other statutory body or parity (in reverse chronological order)

Sl. No.	Examination Passed	University/ Institution	Subjects	Year of passing	%age of Marks	Class/ Division
1						
2						
3						
4						
5						
6						

15. Full time Work Experience (in reverse chronological order)

Sl. No.	Name of the Employer	Period of Service		Position/ Designation	Scale of Pay & Basic Pay	Reason for leaving
		From	To			

(a) Total work experience: \_\_\_\_\_ years

(b) Total Post-Ph.D. Teaching Experience at P.G. level: \_\_\_\_\_ years

(c) Total Work Experience as Assistant Professor/Associate Professor: \_\_\_\_\_ years



## 16. Details of Publications and Research works (Please attach separate sheet if necessary):

## (a) Research Papers Published

S. No.	Co-authors	Year	Title of Paper	Journal	Vol.	No.	pp.

*If required, please attach separate sheets if in same format.*

## (b) Books Authored/edited

S. No.	Name of Book	Co-authors	Publisher	Year of Publication

## (c) Papers Presented in the Conference

S. No.	Co-authors	Year	Title of Paper	Conference	Organised by.

## (d) Research Project Undertaken

S. No.	Name of Research Project	Co-Investigator	Funding Agency/Amount	Status

## (e) FPM/Ph.D. Supervision:

S. No.	Scholar's Name	Year of Regn.	FPM/Ph.D. Topic	University/ Institution	Co-super -visor(s)	Status

## 17. MDPs/Workshops/Seminars/Consultancy conducted:

Sl. No.	Topic of MDP	Duration	Dates	Organisation/Place
1				

2				
3				

18. Experience of Administrative Responsibilities in Academic Institutions:

From	To	Administrative Position	Major responsibility

19. Any other information you may wish to add:

---



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20. Professional References (Two)

E-mail: _____ Mobile: _____	E-mail: _____ Mobile: _____
--------------------------------	--------------------------------

21. Declaration:

I declare that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If I am found to have concealed/distorted any material information, my application shall be liable to summarily termination without any notice. If offered appointment, I will join on specified date and subsequently take up IIM Raipur's assignment anywhere as and when required.

Date:

Place:

Signature of the Candidate

## Annexure II

## Indian Institute of Management Raipur

## Application Screening Summary Sheet for Faculty Position

1.	Reference No.		
2.	Post Applied For		
3.	Area		
4.	Name of the Candidate		
5.	Date of Birth		
6.	Category		
7.	Qualifications		
8.	Post Ph.D. Experience		
9.	Total Experience		
10.	No. of Publications (excluding conference proceedings)		
11.	No. of Conference/Seminar Proceedings		
12.	No. of Candidates being supervised for Ph.D.		
13.	Any other information		
14.	Shortlisted	Yes	No

Signature of Screening Committee Members

Date:

## Annexure III

## Brief Resume about the Faculty Candidate

1.	Name		
2.	Date of Birth		
3.	Post Applied for:		
4.	Present Position & Organization		
5.	Qualifications:		
	<b>Examination</b>	<b>Year of Passing</b>	<b>Institutions / University</b>
	Ph.D.		
	Post-Graduation		
	Graduation		
	12 <sup>th</sup>		
	10 <sup>th</sup>		
6.	Name of the Ph.D. / Post Graduation Project Topic		
7.	Number of papers published in referred national / international journals.		
8.	Details of best three papers published (Authors, Paper Title, Journal, Vol. No. pp. Year of Publications).		
9.	Ph.D. Supervisor		
10.	Number of Cases (and Teaching Notes)		
11.	Subjects taught at P.G. Level		
	<b>Name of subject</b>	<b>No. of Students</b>	<b>Feedback</b>
	a.		
	b.		
	c.		
12.	Whether Conducted MDP / Consulting <b>YES / NO</b>	If Yes, please give details	
13.	<b>Two references</b>		
	Name : Designation : Organization Address Email Address: Mobile No.	Name : Designation : Organization Address Email Address: Mobile No.	

Signature of the Candidate

## Annexure IV

## Indian Institute of Management Raipur

## Research Seminar &amp; Interview Evaluation Form for Faculty Position

Date

Topic of Research Seminar:.....

Sl. No.	Attribute	Rating* on 5 points scale
1.	Content	
2.	Research Methodology	
3.	Depth of Research Analysis	
4.	Quality of Presentation	
5.	Clarification of Queries	
A	Sub-Total	

\*Please indicate rating on a 5 point scale (Outstanding: 5 Very Good: 4, Good: 3, Average: 2, Poor: 1) on each of the above mentioned aspects.

## Interview

Sl. No.	Attribute	Rating* on 10 points scale
1.	Subject Knowledge	
2.	Innovations in Teaching and Development of Pedagogy	
3.	Research & Publications	
4.	Exposure to Contemporary Research & Organizing Conferences	
5.	Executive Education, Consulting & academic administration	
B.	Sub - Total	
A+B	Total	

@ Please indicate rating on a 10 point scale (Outstanding: 10, Very Good: 8, Good: 6, Average: 4, Poor: 2) on each of the above mentioned aspects.

Remarks, if any

.....  
 .....  
 .....

Signature:

Name of the Expert:

Position:

Organization

## Annexure V

## Indian Institute of Management Raipur

## Letter of Recommendation

Name of Applicant: ..... Position Applied for: .....

Area Applied for: .....

1. I have known Dr. .... for ..... Years as:

My research scholar

☐

My colleagues

☐

My personal friend or acquaintance

☐

Other (please specify)

☐

2. Please write Strengths of the candidate

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3. Please write Weaknesses of the candidate

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4. Compared with a typical group of students I have encountered at this institution I would rank him/her as indicated below (please tick as appropriate):

Category	Excellent	Very good	Good	Fair	Poor	No Basis for
Academic Contributions						
Research Contributions						
Institutional building						
Team work						
Attitude, Behavior and General Conduct						
Motivation						
Overall rating						

5. Comment on the candidate's suitability for faculty position (please use additional sheets if necessary):

Recommender's Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

## Annexure VI

## Indian Institute of Management Raipur

## Annual Faculty Self-Performance Appraisal Form

Date: \_\_\_\_\_

Name of the Faculty: \_\_\_\_\_ Designation: \_\_\_\_\_

Area: \_\_\_\_\_ Date of Joining IIMR: \_\_\_\_\_

Period: \_\_\_\_\_

Please provide details of work done since last appraisal / date of joining IIM Raipur

A. Teaching Feedback (both Quantitative &amp; Qualitative) in PGP/PGPWE/FPM/EFPM (Please enclose supporting documents)

Sl. No.	Course	Core/ Elective	Class	No. of Students	Teaching Feedback

B. FPM/EFPM/Ph.D. Guided (Please enclose supporting documents)

Sl. No.	Research Topic	Students Name	University/ Co-supervisor	Year of Award of Degree

C. Research Projects Completed (Please enclose supporting documents)

Sl. No.	Research Project	Co-Researcher	Research Funded by	Total Funding Amount	Output of Research

D. Books Published (please enclose details of **only New Books** published)

Sl. No.	Name of Books	Co-authors	Publishers	Year of Publication	Whether this a new book/new edition or reprint

E. Research Papers Published in **Referred Journals** (Please enclose copy of research papers published)

Sl. No.	Paper Title	Co-authors	Name of Journals	Vol,	No.	Pages	Year of Publication

F. Cases & Teaching Notes Published in **Referred Journals** (Please enclose copy of Cases & Teaching Notes published)

Sl. No.	Paper Title	Co-authors	Name of Journals	Vol,	No.	Pages	Year of Publication

## G. Training Programmes

## Open MDP organised at IIM Raipur (As Programme Director)

Sl. No.	Title	Dates/ Duration	No. of Participants	Programme Directors	Average Teaching Feedback in MDP

## In-Company MDP organised at IIM Raipur (As Programme Director)

Sl. No.	Title	Dates/ Duration	No. of Participants	Programme Directors	Average Teaching Feedback in MDP

## H. Consulting Projects Completed at IIM Raipur

Sl. No.	Details of Consulting Project/ Client	Value of Consulting	No. of Consulting Days	Clients' Feedback

## I. Conferences/Seminars Organised at IIM Raipur

Sl. No.	Theme of Conference	Co-Chairs	Dates/ Venue	No. of Delegates

## J. Institution Building at IIM Raipur

Sl. No.	Position held	From - To	Contributions Made

## K. Any significant achievement not specified above

Sl. No.	Significant Achievement

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Indian Institute of Management Raipur

### Criteria for evaluation on following five parameters

Sl. No.	Parameters	Criteria	Rating*												
1.	Teaching feedback	<ul style="list-style-type: none"><li>No. of Courses taught</li><li>Total Teaching Hours</li><li>Average Feedback</li></ul> <table><tr><td>Teaching Feedback</td><td>Rating</td></tr><tr><td>&gt;4</td><td>5</td></tr><tr><td>&gt;3.5 - 4</td><td>4</td></tr><tr><td>&gt;3- 3.5</td><td>3</td></tr><tr><td>&gt;2.5 - 3.0</td><td>2</td></tr><tr><td>Less than 2.5 Poor</td><td>1</td></tr></table>	Teaching Feedback	Rating	>4	5	>3.5 - 4	4	>3- 3.5	3	>2.5 - 3.0	2	Less than 2.5 Poor	1	
Teaching Feedback	Rating														
>4	5														
>3.5 - 4	4														
>3- 3.5	3														
>2.5 - 3.0	2														
Less than 2.5 Poor	1														
2.	Research, Publications and Conference organized Credit will be given only when publication is with IIM Raipur affiliation	<ul style="list-style-type: none"><li>No. of Books Published</li><li>No. of Papers Published in Journal</li><li>No. of papers published in International Journal</li><li>No. of Conference Organised</li><li>No. of Awards received</li></ul>													
3.	MDP& Consultancy Projects carried out	<ul style="list-style-type: none"><li>No. of MDP conducted</li><li>No. of Consultancy carried out</li></ul>													
4.	Contribution in Institution Building	<ul style="list-style-type: none"><li>Positions held:</li><li>Contribution:</li></ul>													
5.	General conduct, attitude and behaviour in last two years	<ul style="list-style-type: none"><li>General Conduct</li><li>Attitude</li><li>Behaviour</li></ul>													

\* Please indicate rating on a 5 point scale on each of the above mentioned five parameters

The Committee decided that Appraisal of the faculty will be done as follow:

- More than 4.5 : Outstanding
- Between  $\geq 4$  and  $\leq 4.5$  : Very Good Performance
- Between  $\geq 3$  to  $\leq 4$  : Good Performance
- Between  $\geq 2.5$  to  $\leq 3$  : Average Performance, Issue a warning letter for improvement
- Below 2.5 : To dispense with the services

## Indian Institute of Management Raipur

### Annual Faculty Performance Appraisal

The Board has constituted a five member "Performance Appraisal Committee" to review the performance of each faculty member. Faculty Performance Appraisal is used to take a view to confirm their services, or to extend their probation, or to dispense with their services based on their performance:

1. Chairman of the Committee – Chairman of HR Committee
2. One BoG Member from HR Committee
3. Two External Experts (from IIM Ahmedabad, Bangalore, Calcutta and/or IIT Delhi, Kanpur, Bombay, Kharagpur, Madras)
4. Director, IIM Raipur

The Committee discussed the Criteria for evaluation on following five parameters:

Sl. No.	Parameters	Criteria	Rating*												
1.	Teaching feedback	<ul style="list-style-type: none"><li>No. of Courses taught</li><li>Average Feedback</li></ul> <table><tr><td>Teaching Feedback</td><td>Rating</td></tr><tr><td>&gt;4</td><td>5</td></tr><tr><td>&gt;3.5 - 4</td><td>4</td></tr><tr><td>&gt;3- 3.5</td><td>3</td></tr><tr><td>&gt;2.5 - 3.0</td><td>2</td></tr><tr><td>Less than 2.5</td><td>Poor 1</td></tr></table>	Teaching Feedback	Rating	>4	5	>3.5 - 4	4	>3- 3.5	3	>2.5 - 3.0	2	Less than 2.5	Poor 1	
Teaching Feedback	Rating														
>4	5														
>3.5 - 4	4														
>3- 3.5	3														
>2.5 - 3.0	2														
Less than 2.5	Poor 1														
2.	Research, Publications and Conference organized Credit will be given only when publication is with IIM Raipur affiliation	<ul style="list-style-type: none"><li>No. of Books Published</li><li>No. of Papers Published in Journal</li><li>No. of Conference Organised</li><li>No. of Awards received</li></ul>													
3.	MDP& Consultancy Projects carried out	<ul style="list-style-type: none"><li>No. of MDP conducted</li><li>No. of Consultancy carried out</li></ul>													
4.	Contribution in Institution Building	<ul style="list-style-type: none"><li>Positions held:</li><li>Contribution:</li></ul>													
5.	General conduct, attitude and behaviour in last two years	<ul style="list-style-type: none"><li>General Conduct</li><li>Attitude</li><li>Behaviour</li></ul>													

\* Please indicate rating on a 5 point scale (Very Good: 5, Good: 4, Average: 3, Below Average: 2, Poor: 1) on each of the above mentioned five parameters

The Committee decided that Appraisal of the faculty will be done as follow:

If any faculty is getting

- Above 3: Confirm the service of the faculty
- If between 2.5 to 3: Extend the probation by one year
- If below 2.5: Dispense with the service of the faculty

Indian Institute of Management Raipur  
Annual Work Plan for Faculty  
July 20\_\_\_\_ - June 20\_\_\_\_

Name of the Faculty: \_\_\_\_\_ Designation: \_\_\_\_\_  
Area: \_\_\_\_\_ Date of Joining IIMR: \_\_\_\_\_

A. Teaching in Long Duration Programmes											
PLAN								ACTUAL			
Sl. No.	Course	Core/ Elective	Class	Credit	Approx. No. of Students	No. of Section	Term	Half Yearly		Yearly	
								C/P/N*	Remarks	C/P/N*	Remarks
1.											
2.											
3.											

B. FPM/EFPM/Ph.D. Guidance											
PLAN						ACTUAL					
Sl. No.	Research Topic	Students Name	University/ Co-supervisor	Status		Half Yearly		Yearly			
						C/P/N*	Remarks	C/P/N*	Remarks		
1.											
2.											
3.											

C. Research											
PLAN						ACTUAL					
Sl. No.	Research Project/ Topic	Co-Researcher	Funding Agency / Total Fund	Status		Half Yearly		Yearly			
						C/P/N*	Remarks	C/P/N*	Remarks		
1.											
2.											
3.											

\* C – Completed; P – Partly Completed; N – Not started

D. Publications Books											
PLAN						ACTUAL					
Sl. No.	Name of Books	Co-authors	Publishers	Expected Date of Publications		Half Yearly		Yearly			
						C/P/N*	Remarks	C/P/N*	Remarks		
1.											
2.											
3.											

Papers in Referred Journals								
PLAN					ACTUAL			
Sl. No.	Paper Title	Co-authors	Journals / Ranking	Expected Date of Publications	Half Yearly		Yearly	
					C/P/N*	Remarks	C/P/N*	Remarks
1.								
2.								
3.								

Cases and Teaching Notes								
PLAN					ACTUAL			
Sl. No.	Case Title	Co-authors	Journals/ Ranking	Expected Date of Publications	Half Yearly		Yearly	
					C/P/N*	Remarks	C/P/N*	Remarks
1.								
2.								
3.								

Papers in Refereed Conference								
PLAN					ACTUAL			
Sl. No.	Paper Title	Co-authors	Conference Details	Date of Conference	Half Yearly		Yearly	
					C/P/N*	Remarks	C/P/N*	Remarks
1.								
2.								
3.								

### E. Training Programmes

#### Open MDP (As Programme Director)

PLAN					ACTUAL			
Sl. No.	Title	Dates/ Duration	Approx. No. of Participants	Programme Directors	Half Yearly		Yearly	
					C/P/N*	Remarks	C/P/N*	Remarks
1.								
2.								

#### In-Company MDP (As Programme Director)

PLAN					ACTUAL			
Sl. No.	Title	Dates/ Duration	Approx. No. of Participants	Programme Directors	Half Yearly		Yearly	
					C/P/N*	Remarks	C/P/N*	Remarks
1.								
2.								
3.								

### F. Consulting

PLAN				ACTUAL			
Sl. No.	Details of Consulting Project/ Client	Approximate Value of Consulting	Approx. No. of Consulting Days	Half Yearly		Yearly	
				C/P/N*	Remarks	C/P/N*	Remarks
1							
2							
3							

G. Organizing Conferences/ Seminars								
PLAN					ACTUAL			
Sl. No.	Theme of Conference	Co-Chairs	Dates/ Venue	Approx. No. of Delegates	Half Yearly		Yearly	
					C/P/N *	Remarks	C/P/N*	Remarks
1.								
2.								
3.								

H. Self Development:					
PLAN			ACTUAL		
Sl. No.	Activity	Remarks	Sl. No.	Activity	Remarks
1.			1.		
2.			2.		

I. Any Other Activity:					
PLAN			ACTUAL		
Sl. No.	Activity	Remarks	Sl. No.	Activity	Remarks
1.			1.		
2.			2.		
3.			3.		

J. Support Required from the Institute, if any:					
Sl. No.	Support Required	Remarks	Sl. No.	Support Provided	Remarks
1.			1.		
2.			2.		

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Annexure VIII

# Indian Institute of Management Raipur

GEC Campus, Sejbahar, Raipur 492 015

Application Form for Non-Faculty Position

Post applied for: \_\_\_\_\_

Direction: Use Capital Letters & write clearly. Use separate Forms for applying to two or more posts.

A. Personal				
Name	Mr./Ms.	Surname (Family)	First Name	Middle Name
Sex			Date Of Birth	
Father's Name	Mr.			
Mother's Name	Ms.			
Category			Nationality	
Religion			(For Government Statistical Reports Only)	
Parent/ Guardian	Mr./ Ms.	Surname (Family)	First Name	Middle Name
Emergency Contact Details		Phone		

B. Communication Information		
	Mailing Address	Permanent Address
Address 1		
Address 2		
Address 3		
City/Town		
State		
Pin		
Phone		
Mobile		
Fax		
Email:		

C. Academic					
Degree/Examination	Subjects	Name of Institution & University/Board	Year of Passing	Marks %	Class/Division

D. Work Experience							
Sl. No	Designation	Employer	Pay Scale	Total Emoluments p.m. (Rs)	No. of Years	From	To
1							
2							
3							

Total number of years of work experience: \_\_\_\_\_ years

If required, attach additional table in same format. Please Tick: Attachment: Yes/ No

E. Did you represent India or your State in any Game or Sport? Yes/ No

If Yes, name the Game or Sport \_\_\_\_\_

F. Important Awards, patents, Scholarships, prizes and other distinctions obtained.		
Name of Award & Institution	Year	Reason for Award

G. Any other information on why you should be considered for the post:

---



---

H. Names & Addresses of two reputed citizens well known to you	
Name:	Name:
Address:	Address:
City: PIN:	City: PIN:
Phone:	Phone:
Email:	Email:

#### Declaration

I declare that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If I am found to have concealed/distorted any material information, my application shall be liable to summarily rejected without any notice. If offered appointment, I will join on specified date and subsequently take up IIM Raipur's assignment anywhere as and when required.

Date:

Place:

Signature of the Candidate

#### A. Enclosures with the Application Form

1. Proof of Age
2. SC/ST/NC-OBC/DAP-PWD Certificate photocopy, if applicable
3. Photocopies of Degrees & Mark Sheets.
4. Certificate of representing India or State in any Sport or Game

**B. Please Note**

1. Higher qualification holders will be given preference.
2. Candidates working in the Government/Semi-Government/Public Sector Undertakings should apply through proper channel.
3. Only shorted candidates will be called for interview.
4. No Enquiries on the status of Application will be entertained
5. Canvassing in any form by the candidate may lead to disqualification.
6. Original Certificates should be produced at the time of the interview.

**General**

Please write how you can contribute to the IIM in the formative years (not more than 150 words):

Date:

Signature



## Annexure IX

## Indian Institute of Management Raipur

## Application Screening Summary Sheet

1.	Reference No.		
2.	Post Applied for		
3.	Name of the Applicant		
4.	Date of Birth		
5.	Category		
6.	Qualifications:		
7.	Total Experience		
8.	Summary of experience		
9.	Proficiency in Computers		
10.	Any other information		
11.	Shortlisted	Yes	No

Signature of Screening Committee Members

Date

## Annexure X

## Indian Institute of Management Raipur

## Interview Evaluation Sheet for Non-Faculty Positions

Date.....

Name of the candidate: .....

Position Applied: .....

Please indicate rating on a 5 point scale\* on each of the under noted aspects.

Si. No.	Attribute	Rating
1.	Education (relevant to the position)	
2.	Relevant job experience	
3.	Depth of work knowledge	
4.	Problem solving skills	
5.	Decision making capability	
6.	Organising and planning capability	
7.	Leadership quality and interpersonal skills	
8.	Communication skill	
9.	Computer skill	
10.	Attitude and willingness to take additional responsibility	
	Total	

\* 5 Point Scale - Outstanding: 5, Very Good: 4, Good: 3, Average: 2, Poor: 1

Remarks, if any.....

---



---



---



---

Signature : .....

Name of the Expert : .....

Position : .....

Organisation : .....

## Indian Institute of Management Raipur

## Letter of Recommendation

Name of Applicant: .....

Position Applied for: .....

1. I have known Ms. \_\_\_\_\_ for ..... Years as:

My colleague

☐

My students

☐

My personal friend or acquaintance

☐

Other (please specify)

☐

2. Please write strengths of the candidate

---

---

3. Please write weaknesses of the candidate

---

---

4. Compared with a typical group of colleagues, I have encountered at my organization / institution, I would rank him/her as indicated below (please tick as appropriate):

Category	Excellent	Very good	Good	Fair	Poor	No Basis for indication
Institutional building						
Team work						
Attitude						
Motivation						
Overall rating						

5. Kindly comment on the character of the candidate:

6. Comment on the candidate's suitability for the position (please use additional sheets if necessary):

Recommender's Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

## Annexure XII

## Indian Institute of Management Raipur

## Annual Staff Performance Appraisal Report

Performance Appraisal Report for the Period from \_\_\_\_\_ to \_\_\_\_\_

## PART – I: Personal Data

(To be filled in by the Administration Department)

1.	Name of the employee	:	
2.	Date of joining	:	
3.	Date of Birth	:	
4.	Present Pay Scale & Grade Pay	:	
5.	Date of appointment to the Present	:	
	Grade		
6.	Present Post	:	
7.	Date of appointment to the	:	
	Present Post		
8.	Period of absence on leave, training during the period under appraisal		
Type of leave		Period on leave	
Period of absence on training during the period under appraisal			
Institute	Subject / Programme	Date from	Date to

## PART – II: Self-Performance Appraisal Form

Name of the Employee			
Position		Department	
Date of Joining		Date of Birth	
1.	Brief description of your duties:		
2.	Targets set by you		
3	Target achieved to what extent		
4	Reasons for non-achieving the targets		
5	Please List out your achievements		
6.	Further comments if any on the targets / achievements and on additional achievements not reflected in item 5 above. Also comment on your own assessment of the quality of work done by you.		
7.	How do you rate yourself with regard to institute requirement and your contribution?		
8.	Please list out your area where you would like to improve your performance.		
9.	What are your Strengths?		
10.	What are your Weaknesses?		
11.	Any other (please specify)		

Date :

Place:

Signature

## PART – III: Remarks of the Reporting Authority:

1. Assessment of Personal Attributes: (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-5, in whole numbers, with 1 referring to the lowest grade and 5 to the best grade. Weightage to this Section will be 30%)
 

Sl. No.	Attribute	Reporting Officer	Reviewing Authority	Initial of Reviewing Authority
a)	Attitude to work			
b)	Sense of responsibility			
c)	Decision making ability			
d)	Initiative			
e)	Maintenance of discipline including punctuality & regularity			
f)	Communication skills			
g)	Leadership quality			
h)	Capacity to work in team spirit including attitude towards by others			
i)	Capacity to work in time limit			
j)	Inter-personal relations			
	Grading on 'Personal Attributes+ D + E + F + G + H + I +			
2. Assessment of work output. Grades should be assigned on a scale of 1-5, in whole numbers, with 1 referring to the lowest grade and 5 to the best grade. Weightage to this Section will be 40%)
 

Sl. No.	Attribute	Reporting Officer	Reviewing Authority	Initial of Reviewing Authority
a)	Timely accomplishment of planned work / work allotted as per subjects allotted			
b)	Quality of output			
c)	Analytical ability			
d)	Accomplishment of exceptional work / unforeseen tasks performed during the period			
	Grading on ' Work Output' (A + B + C+ D / 40 X 40)			
3. Assessment of Functional Competency. Grades should be assigned on a scale of 1-5, in whole numbers, with 1 referring to the lowest grade and 5 to the best grade. Weightage to this Section will be 30%)
 

Sl. No.	Attribute	Reporting Offer	Reviewing Authority	Initial of Reviewing Authority
a)	Attitude to knowledge of rules / regulations / procedures in the area of function and ability to apply them correctly.			
b)	Strategic planning ability			

c)	Decision making ability			
d)	Coordination ability			
e)	Ability to motivate and develop subordinates			
	Grading on ' Functional Competency D + E / 50 X 30)			
	Overall Grading (1 + 2 + 3)			

4.	Integrity: (Please see instructions):
5.	Pen picture by the Reporting Officer. Please comment on the overall qualities of the Officer including areas of strengths and lessor strength and his attitude towards the weaker sections.
6.	State of Health:
7.	Overall Grade on a scale of 1 – 5 (in figures as well as in words). For numerical grading, please see instructions attached.

Signature of the Reporting Officer

Date :  
Place :

(Name in block letters)  
Designation during the period of report

## PART – IV: Recommendation of Performance Appraisal Committee

1. Do the Committee agree with the assessment by the Reporting Officer with respect to the work output and the various attributes in Part – III? In case the Committee do not agree with any of the numerical assessments of attributes, please record the assessment in the column provided in Part – III and initials your entries.

Yes, We agree

No, we do not agree. We have recorded our assessment in Part – III

(Please strike out whichever is not applicable)

2. In case of difference of opinion, please give details and reasons for the same.

3. Please comment, if any, on the pen picture by the Reporting Authority.

4. Overall grade on a scale of 1 – 5 (in figures as well as in words). For numerical grading, please see instructions attached with the ASPAR Form

5. Final Recommendation: Based on the Annual Performance Appraisal Report non-teaching employee Guidelines for filling up Annual Staff Performance Appraisal Report (ASPAR), we recommend:

- ☐ Outstanding
- ☐ Very Good
- ☐ Good
- ☐ Average (for giving opportunity to improve)
- ☐ Below Average (to dispense with service)

Remarks, if any:

Expert

Expert

BoG Member

BoG Member

Director



## Guidelines for filling up Annual Staff Performance Appraisal Report (ASPAR)

The columns in the ASPAR should be filled on a five point scale (5-maximum & 1-Minimum) with due care and attention and after devoting adequate time. The Performance Appraisal Committee decided following guidelines for filling up Annual Staff Performance Appraisal Report (ASPAR):

- $\geq 4.5$  will be rated as 'outstanding'.
- Between  $\geq 4$  and less than 4.5 will be rated as 'very good'.
- Between  $\geq 3$  and less than 4 will be rated as 'good'.
- Between  $\geq 2.5$  and less than 3 will be rated as 'average'.
- Less than 2.5 will be rated as 'below average' and treated as non-performer.

For Staff appointed on regular position and on probation for two years

- Guidelines for Appraisal after completion of one year during probation period
  - $\geq 4.5$  will be rated as 'outstanding'.
  - Between  $\geq 4$  and less than 4.5 will be rated as 'very good'.
  - Between  $\geq 3$  and less than 4 will be rated as 'good'.
  - Between  $\geq 2.5$  and less than 3 will be rated as 'average'. He / She will be served with a warning letter to improve his/her performance
  - Less than 2.5 will be rated as 'below average' and treated as non-performer. The Employee will be dispensed with service as per terms and conditions of appointment.
- Guidelines for Appraisal after completion of two years for confirmation/extension or probation/dispensation
  - $\geq 4.5$  will be rated as 'outstanding'. Confirm the service on the present position.
  - Between  $\geq 4$  and less than 4.5 will be rated as 'very good'. Confirm the service on the present position.
  - Between  $\geq 3$  and less than 4 will be rated as 'good'. If an employee has consistently rated as 'Good' in first and second year during probation period, may be confirmed on the position.
  - Between  $\geq 2.5$  and less than 3 will be rated as 'average'. A warning letter will be issued to improve and extend the probation period by six months or a year as deemed fit by the "Performance Appraisal Committee"
  - Less than 2.5 will be rated as 'below average' and treated as non-performer. If a staff earns below average grade both the years, the staff will be dispensed from the service as per terms & conditions of appointment.
- Guidelines for Annual Appraisal for confirmation

- ASPARs graded  $\geq 4.5$  will be rated as 'outstanding'.
- Between  $\geq 4$  and less than 4.5 will be rated as 'very good'.
- Between  $\geq 3$  and less than 4 will be rated as 'good'.
- Between  $\geq 2.5$  and less than 3 will be rated as 'average'. His/her period will be extended by six months and reviewed again of extended period. If the rating is less than 3 points, the services will be dispensed as per terms of appointment.
- Less than 2.5 will be rated as 'below average' and treated as non-performer. . The Employee will be dispensed with service as per terms & conditions of appointment.

For Staff appointed on contractual position for two years or more

- $\geq 4.5$  will be rated as 'outstanding'.
- Between  $\geq 4$  and less than 4.5 will be rated as 'very good'.
- Between  $\geq 3$  and less than 4 will be rated as 'good'. If a staff earns "Good" grade both years, he/she may apply for the regular position against advertisement. His/her service may be extended on contract by a year and compensation may be fixed accordingly.
- Between  $\geq 2.5$  and less than 3 will be rated as 'average'. A warning letter will be issued to improve his/her performance immediately after first year. If he/she does not improve in three to six months, the services will be dispensed as per terms of appointment.
- Less than 2.5 will be rated as 'below average' and treated as non-performer. . The Employee will be dispensed with service as per terms & conditions of appointment.

## Annexure XIII

## Indian Institute of Management Raipur

## Application for Casual Leave/Restricted Holiday

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Deptt./Section \_\_\_\_\_ Leave Required ( No. of Day(s) \_\_\_\_\_

From / On (Date) \_\_\_\_\_ To (Date) \_\_\_\_\_

Purpose: \_\_\_\_\_

Do you have any class / academic activities during the leave period? If yes, specify what alternative arrangement made:

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the employee*Recommended/Not Recommended*

Approved

**Director**\_\_\_\_\_  
(For Office Use)

Entitlement days (Balance) \_\_\_\_\_ Leave No of Days \_\_\_\_\_ from \_\_\_\_\_ to

\_\_\_\_\_ Entered in the Leave Register.

(Entered by)

## Indian Institute of Management Raipur

## Application for Casual Leave/Restricted Holiday

(For Staff – Group 'B' &amp; Below)

1. Name \_\_\_\_\_ Designation: \_\_\_\_\_

2. Dept. /Section \_\_\_\_\_ Nature of Leave: \_\_\_\_\_

3. Number of days of Leave \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

4. Prefix / Suffix if any \_\_\_\_\_

5. Purpose of leave \_\_\_\_\_

6. Complete postal address during \_\_\_\_\_

leave period with Telephone No. \_\_\_\_\_

7. Whom charge to be given \_\_\_\_\_

*(Strike off whichever is not applicable)*

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the

employee

*Recommended/Not Recommended****Approved By*****(Chief Administrative Officer)**

(FOR OFFICE USE)

Entitlement days (Balance) \_\_\_\_\_

Leave No of Days \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Remarks if any \_\_\_\_\_

**Admin Staff****CAO**

## Annexure XIV

## Indian Institute of Management Raipur

## Application for: Earned/Half Pay/Extra Ordinary Leave

1. Name \_\_\_\_\_ Designation: \_\_\_\_\_
2. Deptt./Section \_\_\_\_\_ Nature of Leave : \_\_\_\_\_
3. In case of Half Pay Leave  
If medical certificate attached: **Yes \ No**
4. Number of days of Leave \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_
5. Purpose of leave \_\_\_\_\_
6. Whether to avail LTC: **Yes \ No** Home Town : **Yes\No**
  - a) Station from \_\_\_\_\_
  - b) No. of members to avail LTC \_\_\_\_\_
  - c) Block Year \_\_\_\_\_
7. Complete postal address during \_\_\_\_\_  
Leave period with Telephone No. \_\_\_\_\_
8. Whom charge to be given \_\_\_\_\_  
(Strike off whichever is not applicable)
9. Do you have any class / academic activities during the leave period? If yes, specify what alternative arrangement made: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of Employee)

=====

(FOR USE IN THE DEPTT.)

Recommended / Not recommended

Brief comments, if any \_\_\_\_\_

(Sectional Head)

Departmental Head

**(FOR USE IN ADMN./DIR'S OFFICE)**

Leave Sanctioned / Not sanctioned

From \_\_\_\_\_ to \_\_\_\_\_ and permission to leave the H.Q. \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Leave due (as on \_\_\_\_\_)

E.L. \_\_\_\_\_ Half Pay leave \_\_\_\_\_ Remarks if any \_\_\_\_\_

Section Head

Departmental Head

CAO

Director

**Application for: Earned / Half Pay / Commuted / Extra Ordinary Leave**  
(For Staff – Group 'B' & Below)

1. Name \_\_\_\_\_ Designation: \_\_\_\_\_
2. Dept. /Section \_\_\_\_\_ Nature of Leave: \_\_\_\_\_
3. Medical certificate attached (In case of Commuted Leave): **Yes \ No**
4. Number of days of Leave \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_
5. Prefix / Suffix if any \_\_\_\_\_
6. Purpose of leave \_\_\_\_\_
7. Whether to avail LTC: **Yes \ No** Home Town : **Yes\No**
  - a) Station from \_\_\_\_\_
  - b) No. of members to avail LTC \_\_\_\_\_
  - c) Block Year \_\_\_\_\_
8. Complete postal address during \_\_\_\_\_  
leave period with Telephone No. \_\_\_\_\_
9. Whom charge to be given \_\_\_\_\_  
(Strike off whichever is not applicable)

Date: \_\_\_\_\_

Signature of the Employee

=====

(FOR USE IN THE DEPTT.)

**Recommended / Not Recommended**

Brief comments, if any \_\_\_\_\_

**Departmental Head**

=====

(FOR USE IN ADMN. OFFICE)

**Leave Sanctioned / Not Sanctioned**

From \_\_\_\_\_ to \_\_\_\_\_

Leave due as on \_\_\_\_\_ E.L. \_\_\_\_\_ Half Pay leave \_\_\_\_\_

Remarks if any \_\_\_\_\_

**Admin Staff****Chief Administrative Officer**

## Annexure - XV

## APPLICATION FOR L.T.C.

1. Name of the Employee	
2. Designation	
3. Emp. Code No.	
4. Mobile No.	
5. E-Mail address	
6. Date of entering the Central Government service	
7. Date of Joining in IIM Raipur	
8. Pay –in- Band with GP	
9. Whether Regular or Contractual	
10. (a) Home Town as Recorded in the Service Book (b) Nearest Railway Station	
11. Whether wife / husband is employed : YES / NO & If so whether entitled to L.T.C. : YES / NO	
12. Whether the concession is to be availed for visiting home town, and if so Block Year for which L.T.C. is to be availed.	Block Year .....
13. If the concession is to visit "ANY WHERE IN INDIA", name the place to be visited and Block Year for which L.T.C. is to be availed.	Place ..... Block Year .....
14. Nature of leave (CL / EL)	
15. Period of Leave OR Proposed date for onward journey & Proposed date for return journey , If advance required for family members only)	
16. Single Air/Rail/Bus fare from the Headquarter to place of visit by shortest route.	

17. Persons in respect of whom L.T.C. is proposed to be availed :-

Sl. No.	Name	Age (Years)	Relationship with the Employee	Staying with Yes / No
a)				
b)				
c)				

18. Amount of advance if required : Rs.....

(Bifurcation of advance required along with possible supporting documents / bills to be submitted)

19. I declare that particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.  
In the event of cancellation of the journey or if I fail to produce the tickets within 10 days of the receipt of the advance, I undertake to refund the entire advance in one lump sum.

Date :

(Signature of the Employee)

**Important Note**

- Officers entitled to travel by air should travel by **Air India only** in economy class irrespective of entitlement.
- LTC -80 ticket** of Air India only to be purchased.
- Air Tickets may be purchased directly from Airlines (at Booking Counters / Website of Airline) or by utilizing the services of Authorized Travel Agents viz. M/s. BalmerLawrie & Company, M/s Ashok Travels & Tours and IRCTC

=====

## Check List for Administration

LTC / LT. advance to .....

1. Block Year / Calendar Year	
2. Home Town / A place anywhere in India	
3. (a) For whom advance is applied for (b) Total number of persons	
4. Specific grounds warranting sanction journey of advance under Rule G.F. 235 (2) (iii) (a)	for both/ onwards/ return
5. Leave application received (Yes / No)	
6. Amount of advance	<b>Rs.</b>
7. Temporary / Permanent :	
8. If temporary (Surety bond produced) (Yes / No)	

Necessary entry has been made in the L.T.C. Advance Register. He/She is eligible for L.T.C. for the Block/Calendar Year.....

Admin Staff

Chief Administrative Officer

### CHECK LIST (Cash and Accounts Section)

1. Railway / Air / Bus / Steamer fare for to and fro by the entitled class or the class by which the official proposes to travel, whichever is less : **Rs.**.....
2. No of entitled persons for whom advance is claimed :.....
3. Amount entitled for Reimbursement : **Rs.** .....
4. Advance admissible ( 90% of the entitled amount) : **Rs.**.....

Advance of Rs. ....may be sanctioned.

Accounts Officer

FA & CAO

CAO

Director



**Indian Institute of Management Raipur**  
**LTC CLAIM BILL**  
**PART - A**  
 (To be filled by the Government Servant)

1.	Kind of LTC (Home Town / Any Place in India)	
2.	Name of the Employee	
3.	Designation	
4.	Scale of Pay (Rs.)	
5.	Place of Visit	
6.	Block Year	
7.	Nature of leave sanctioned	
8.	Period of leave sanctioned	

9. Particulars of members of Family for whom LTC has been claimed:

Sl. No.	Name	Date of Birth	Age (Years)	Relationship with the Employee	Staying with Yes / No
a)					
b)					
c)					
d)					

10. Details of journey performed by Govt. Servant and the members of his /her family

Place & Date of Visit		Distance in km	Mode of Travel	Class of Accommodation used	No of Fares	Flight / Train / Bus Name & Ticket No	Total fare paid (Rs.)
Departure	Arrival						

**Note: \*Tickets / Boarding Passes must be enclosed in original**

11. Amount of Advance, if any, drawn : .....

12. . Particulars of journey (s) for which higher class of accommodation than the one to which the Government servant is entitled, was used (Sanction No. and date to be given)

Place		Mode of Conveyance	Class to which entitled	Class by which actually travelled	No of Fares	Fare paid (Rs.)
From	To					

Certified That: *(Mandatory to tick and fill the appropriate declaration)*

- a) The information as given above is true to the best of my knowledge and belief.
- b) I have not drawn/submitted any other claim so far for leave Travel Concession in respect of myself or my family members in respect of the block of two years 20..... And 20.....
- c) I have already drawn T.A. for the leave travel concession in respect of a journey performed by me/my wife with ..... children. This claim is in respect of the journey performed by my wife/myself with ..... children none of whom travelled with the party on the earlier concession.
- d) I have not already drawn T.A. for the leave travel concession in respect of journey performed by me/my wife with .....children in respect of the block of two year .....and .....
- e) This claim is in respect of the journey performed by my wife/myself with ..... children none of whom availed of the concession relating to that block.
- f) I have already drawn T.A. for the leave travel concession in respect of a journey performed by me in the year., ..... and ..... This claim is in respect of the journey performed by me in the year .....This is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family are living away from my place of work.
- g) The journey has been performed by me/my wife ..... children to the declared place/home town viz.....
- h) That my husband/wife is not/employed in government service.
- i) That my husband/wife is employed in government service and the concession has not been availed of by him/her separately for his self/herself or for any of the family members for the concerned block of two years.
- j) All members of my family for whom a claim has been made in this bill are residing with me and are wholly dependent on me.
- k) I and my family members actually travelled for the forward and return journeys in the class of accommodation for which a claim has been made by me.

Dated:

Signature of Employee

### PART – B

(To be filled in by Bill Section)

1. The net entitlement on account of leave travel concession works out to Rs. .... (Rupees ..... ) as detailed below:
  - (a) Railway / Air / Bus / Steamer fare .....
  - (b) Less amount of advance drawn vide .....Dated .....
2. The expenditure is debited to .....

Accounts Officer

FA &CAO

CAO

Director

Payment Details : .....

Accounts Officer

FA &CAO

## Annexure XVI

## Indian Institute of Management Raipur

### Travel Request Form

Name (*in Block Letters*): .

Designation:

Basic Pay:

Director  
IIM Raipur

Sanction is required to perform journey as below:

Date: .....

A. *Travel Schedule*

Head of Account \_\_\_\_\_

Departure			Arrival			Mode of Journey*	Purpose	Fare (Rs.)
Station	Date	Time	Station	Date	Time			
<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e</b>	<b>f</b>	<b>g</b>	<b>h</b>	<b>i</b>

\*Road (Taxi, Bus) Air, Rail

B *Advance*

(a)	For railway fare (if applicable)	Rs.....
(b)	Daily allowance	Rs.....
(c)	Local conveyance	Rs.....
(d)	Any other	Rs.....
Total		Rs.....

Signature

Recommended by.....  
(Where required)

Approval/Not approved

Date

Director

Received Rs.....by Cheque/Cash.

Date:

Signature

\*Prepare in duplicate Retain copy which should be used as claim form on completing journey.

## Annexure XVII

## Indian Institute of Management Raipur

## Group Mediclaim Policy

Salient feature of Group Mediclaim Policy:

- (i) This is a Family Floater Health Policy wherein entire family will be covered single sum insured. The policy covers reimbursement of hospitalization expenses for illness / disease or injury. Policy will be issued on floater basis.
- (ii) Family means Self, Spouse and two dependent children up to an age of 25 years. Parents are not covered.

Age Limit : 03 months to 65 years are eligible to enter the policy, however extension up to the age of 86 years can be given subject to loading and capping.

Sum Insured: Rs. 5,00,000/- (Rupees Five Lakh Only)

- (iii) Pre-existing diseases under exclusion 4.1, First 30 days waiting period under 4.2, with Specific waiting period under 4.3 are covered after loading of 25% premium on basic. The Exclusions 4.1, 4.2 and 4.3 are as detailed below:

Exclusion 4.1 : Pre-existing diseases

All pre-existing diseases when the cover incepts for the first time until 48 months of continuous coverage has elapsed. Any complication arising from pre-existing ailment/disease/injuries will be considered as a part of the pre-existing health condition or disease.

To illustrate, if a person is suffering from either hypertension or diabetes or both at the time of taking the policy, then policy shall be subject to following exclusions.

Diabetes	Hypertension	Diabetes & Hypertension
Diabetic Retinopathy	Coronary Artery Disease	Diabetic Retinopathy
Diabetic Nephropathy	Cerebro Vascular Accident	Diabetic Nephropathy
Diabetic Foot / wound	Hypertensive Nephropathy	Diabetic Foot / wound
Diabetic Angiopathy	Internal Bleeding /Haemorrhages	Diabetic Angiopathy
Diabetic Neuropathy		Diabetic Neuropathy
Hyper / Hypoglycaemic shocks		Hyper / Hypoglycaemic shocks
Coronary Artery Disease		Coronary Artery Disease
		Cerebro Vascular Accident
		Hypertensive Nephropathy
		Internal Bleed / Haemorrhages

Exclusion 4.2 : First 30 days waiting period

Any disease contracted by the Insured Person during the first 30 days from the inception of the policy. This shall not apply in case of the Insured Person is hospitalized for injuries, suffered in an accident which occurred after inception of the first policy.

### Exclusion 4.3 : Specific waiting period

Following diseases/treatment are subject to a waiting period mentioned below:

*One year waiting period:* (a) Benign ENT disorders (b) Tonsillectomy/Adenoidectomy/Mastoidectomy / Typanoplasty.

*Two years waiting period :* (a) Cataract (b) Benign Prostatic Hyperthrophy (c) Hernia (d) Hydrocele (e) Congenital Internal Diseases (f) Fissures / Fistula in anus (g) Piles (Haemorrhoids) (h) Sinusitis and related disorders (i) Polycystic ovarian diseases (j) Non-infective arthritis (k) Pilonidal sinus (l) Gout & Rheumatism (m) hypertension and related complications (n) Diabetes and related complications (o) Calculus diseases (p) Surgery of gall bladder & bile duct excluding malignancy (q) Surgery of Genito-urinary system excluding malignancy (r) Surgery for prolapsed intervertebral disc arising from accident (s) Surgery of varicose vein (t) Hysterectomy are not payable for first two years of operation of the policy.

*Four years period:* (a) Treatment for Joint replacement due to degenerative conditions (b) Age related osteoarthritis and osteoporosis are not payable for first four years of operation of the policy. If these diseases are pre-existing at the time of proposal, will be covered only after four continuous claim free policy years.

Maternity Benefits are covered after loading 15% premium on basic subject to payment of Rs.25,000/- for normal delivery and Rs. 50,000/-for Caesarean. New born Baby will be covered under maternity benefits up to the age of 03 months

Waiver of 9 months waiting period is covered after loading 5% premium on basic.

Addition of Parents will be calculated with loading of 100% on gross premium with capping of 20% on the claims pertaining to Parents.

### Major exclusion of Group Mediclaim Policy

Followings are the major exclusion of this policy:

- HIV, AIDS, STD
- Congenital External Disease
- Sterility, Infertility, Assisted Conception
- Refractive Error (Lasik)
- Obesity
- Psychiatric disorder, Intentional self-injury/Risky Avocations.
- Genetic Disorder, Stem cell surgery.
- Circumcision, Vaccination, Cosmetic, Plastic surgery, Hormone replacement.
- Dental, OPD treatment, in hospital or Convalescent home.
- Drug alcohol Abuse.
- Cost of spectacles, Contact lens, Hearing Aids, Cochlear Implants.
- Equipments (Externals/Internal, Durables, Ambulatory Devices, Items of Personal Comforts, Home visit charges, Irrelevant Investigation/Treatment).
- Service Charge, Surcharge, Admission Fee, Registration Charges and Similar Charges.
- Naturopathy

## Indian Institute of Management Raipur

### Application for Medical Claims

Form of application for claiming Reimbursement of medical expenses incurred in connection with medical attendance and/or treatment of IIM employees and their families

1. Name (in Block Letters) :
2. Designation :
3. Basic Pay :
4. Department: :
5. Residential address :
6. Whether married or unmarried :
7. If married the place where wife/husband is employed :
8. Name of the patient and his/her relationship with the employee: (in case of children state age also) :
9. Place at which the patient fell ill :
10. Nature of illness and duration :
10. Details of the amounts claimed :
11. The Name & Designation of the Medical Officer Consulted and the Hospital or dispensary to which Attached :
12. The number and dates of consultation and the fee paid for each consultation :
13. The number and dates of injection and the fee paid for each injection:
14. Any other charges :
15. Cost of medicines purchased from the market :

#### Declaration to be Signed by the Employee

I hereby declare that the statements in the application are true to the best of my knowledge and belief and that the person for whom medical expenses were incurred is wholly dependent upon me.

Date

(Signature of the Claimant)

N.B. Separate form should be used for each patient

List of medicines, cash memos and the Essentially Certificate should be attached

*Enclosure:*

1  
2  
4

Appropriation for 20..... Passed for Rupees.....  
Expenditure including this bill.....

Signature of the Controlling Officer  
Designation  
Station

Dated.....20.....

Passed for payment of Rs..... (Rupees.....) Payment through Cheque/DD  
No..... RTGS

Dated.....20.....

***For use in Pay and Accounts Office (Post Check)***

Admitted for Rs

Objected to Rs

Reasons for objection

Accountant

FA&C AO

Chief Administrative Officer

Director (For amount above Rs 15000/)

## Annexure XVIII

## Indian Institute of Management Raipur

## Check List for verification process

Name :

Position Offered :

Area :

Date of Joining :

Regular / Contract :

Sl. No.		YES	NO
1.	Copy of accepted offer letter		
2.	10 <sup>th</sup> Certificate		
3.	Graduation Degree		
4.	Post-Graduation Degree		
5.	Ph.D. Degree		
6.	Any other qualifications (If yes, please specify) • •		
7.	Caste Certificate		
8.	Relieving / Lean letter from previous employer		
9.	Certificates of all previous experience mentioned as per application		
10.	Police Verification Certificate		
11.	Personal Data Form		
12.	Medical Certificate (Government Hospital)		
13.	Photographs		
14.	PAN Card Copy		
15.	Any other: If yes, please specify.		

Date:

Chief Administrative Officer



**Indian Institute of Management Raipur**  
**Consultancy Budget Approval Form**

<b>Consultancy Project Number :</b>			
Sl. No.			
1	Name of the client		
	Address		
2	Project Title		
3	Particulars of Faculty		
	Project Co-ordinator		
	Member		
	Member		
4	Project Schedule		
	Project Start Date		
	Project Closing Date		
5	Project Description (Attach separate sheet if needed )		
6	<b>BUDGET</b>		
6.1	<b>Professional Fee</b>		
6.1.1	Name(s) of faculty		
6.1.2	No. of days per faculty	Rs.	
6.1.3	Rate per day	Rs.	
6.1.4	Total Professional fee to be charged	Rs.	
6.2	<b>EXPENDITURE</b>		
6.2.1	<b>Non-recurring Expenditure</b>		
	<b>Recurring Expenditure</b>		
6.2.2	Remuneration to external consultants including their travel, boarding and lodging charges		
	<b>Name(s) of external consultants</b>		
6.2.2	a. No. of days per consultant		
	b. Rate per day	Rs.	
	c. Total Fee to be paid to external consultants	Rs.	
6.2.3	Salary for Research Assistants/ support staff		
	a. Number of staff		
	b. Duration of engagement		
	c. Salary per month		
	d. Total Salary		
6.2.4	Travelling charges including TA and other conveyance charges as applicable		
6.2.5	Boarding and lodging charges for out of Campus assignments, as applicable		
6.2.6	Cost for data collection, conducting survey, designing questionnaire		

6.2.7	Local conveyance charges		
6.2.8	Charges for photocopying, printing, binding and secretarial services		
6.2.9	Communication charges for the use of telephone/Fax		
6.2.10	Charges for the use of Computer and other facilities		
	Any other (Please specify)		
6.2.11	<b>Total Expenditure (6.2.1+6.2.2)</b>		
	<b>Total of fees and expenditure (6.1+6.2)</b>		
	<i>Service Tax (12.36% of 6.2.11)</i>		
6.3	<i>Payment Schedule</i>		
	<i>Advance</i>	<b>Rs.</b>	
	<i>Final Payment</i>	<b>Rs.</b>	

Remarks, if any

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Signature of Consulting Team

APPROVAL

DIRECTOR

## Indian Institute of Management Raipur

### Statement of Income & Expenditure for Consultancy Project

1. Consultancy Project Number : .....
2. Client Name : .....
3. Contact Person : .....
4. Contact Details : .....
5. Title of the project : .....
6. Team Member(s) : .....

Particulars	Amount
Total Revenue (Including Service Tax)	
<b>Less : Service tax</b>	
<b>Less:</b> Institutional Charges @ 10%	
<b>Less:</b> Direct Expenses	
1. Honorarium to Faculty	
2. Stationary Expenses	
3. Miscellaneous Expenses	
4. Other Expenses	
<b>Net Revenue</b>	

### Appropriation of Net Revenue for Project Directors

<b>Net Revenue</b>	
<b>Appropriation of Net Revenue:-</b>	
Institutional Share (1/3 <sup>rd</sup> Corpus of IIM Raipur)	
Project Director 2/3 <sup>rd</sup> (To be equally shared)	
Member 1	
Member 2	

Signature Program Director (s)

Director

## Annexure XX

**Indian Institute of Management Raipur**  
**Budget for Faculty Development Programme (Open)**

Title of the Program:

Duration of the Program:

Program Director (s):

S.No.	Heads of Account	Notes	Amount	Amount
1	Revenue is based on. Participants @...Per day for... days.	1		₹
2	Less: Expenses			
	Honorarium for Resource Person	2	₹ 0.00	
	Travelling Expenses	3	₹ 0.00	
	Lodging & Boarding	4	₹ 0.00	
	Program Kit + Certificate Printing	5	₹ 0.00	
	Study Material	6	₹ 0.00	
	Memento, Flex, & Others	7	₹ 0.00	
	Audio Visual Equipment's & LCD		₹ 0.00	
	Miscellaneous		₹ 0.00	
	Contingency Expenses 5% of total Expenses	8	₹ 0.00	
			₹ 0.00	₹ 0.00
3	Surplus (Deficit)			₹
Note:				
1	Revenue is calculated on the basis as .../- per person per day for .... days			
2	Honorarium is calculated for.... sessions (90minutes) @ Rs..... per session			
3	Travelling expenses includes air fare of resource person & their local conveyance Plus Local Conveyance of the participants for .... days and Knowledge Tour			
4	Lodging: .... Participants & .... Resource person (Tentatively) for Double AC Room/MAP plan accommodation for .... Days (One day before and after) @ .... per day inclusive of taxes			
	Boarding:.... persons for .. days inclusive of morning & evening tea with snacks and one Conference Dinner Evening Snack -inclusive of taxes			
5	Program kit includes bag, writing pad, pen, pencil etc, & Printing of Certificate			
6	Study Material @ ..... per participant maximum for 30 participants			
7	Memento, Flex , Bouquets			

Remarks

Signature Program Director (s)

Director

## Annexure XX(a)

**Indian Institute of Management Raipur  
Statement of Expenditure for FDP (Open)**

Title of the Program:

Duration of the Program:

Program Director (s):

Sl. No.	Details	Quantity	Rs.
<b>1.0</b>	<b>Program Kit</b>		
1.1	Program Kit Bag @ Rs. .... (Inclusive of Tax)		
1.2	Writing Pads @ Rs. ... (Inclusive of Tax)		
1.3	Cost of Pen @ Rs.... (Inclusive of Tax)		
1.4	Delegate Badges @Rs.- per batch		
<b>2.0</b>	<b>Printing &amp; Stationery</b>		
<b>3.0</b>	<b>Postage, Telephone, Printer, Toner &amp; Fax etc.</b>		
3.1	Telephone, Printer, Toner & Fax etc.		
<b>4.0</b>	<b>Photography/Video Recording</b>		
4.1	Still Photographs @ Rs.....-per day		
<b>5.0</b>	<b>Local Conveyance</b>		
5.1	Taxi for Organising Conference @ Rs....per day for ..days		
<b>6.0</b>	<b>Lunch and Dinner, High Tea Cost</b>		
6.1	High tea and Lunch for ... nos for five days @ Rs.... per delegate		
6.2	Conference Dinner for ... nos for 1 day @ Rs. ... per delegate (in addition to the participants)		
7.0	<b>Honorarium for resource persons @Rs... per session (90 minutes)</b>		
<b>8.0</b>	<b>Delegates to be invited from India</b>		
8.1	Return Ticket for 4 resource persons from India @ Rs.....per person		
8.2	Delegates stay at hotel for days @ Rs....		
<b>9.0</b>	<b>Others</b>		
9.1	Sound System + Projector		
9.2	Study materials @ Rs.... per person		
9.3	Bouquet @ Rs. ...		
9.4	Stage and Carpet		
9.5	Backdrop and Standee		
9.6	Mementoes @ Rs ....		
9.7	Certificates....		
9.8	Water Bottle @ Rs..... per day		
9.9	Lodging (..... rooms @ Rs.....inclusive of taxes)		
<b>10.0</b>	<b>Total</b>		
11.0	Contingency@5%		
12.0	<b>Grand Total</b>		

Signature Program Director (s)

## Annexure XX(b)

**Indian Institute of Management Raipur**  
**Budget for Faculty Development Programme (In Company)**

Title of the Program:

Duration of the Program:

Program Director (s):

S.No.	Heads of Account	Notes	Amount	Amount
1	Revenue is based on. Participants @...Per day for... days.	1		₹
2	Less: Expenses			
	Honorarium for Resource Person	2	₹ 0.00	
	Travelling Expenses	3	₹ 0.00	
	Lodging & Boarding	4	₹ 0.00	
	Program Kit + Certificate Printing	5	₹ 0.00	
	Study Material	6	₹ 0.00	
	Memento, Flex, & Others	7	₹ 0.00	
	Audio Visual Equipment's & LCD		₹ 0.00	
	Miscellaneous		₹ 0.00	
	Contingency Expenses 5% of total Expenses	8	₹ 0.00	
			₹ 0.00	₹ 0.00
3	Surplus (Deficit)			₹
Note:				
1	Revenue is calculated on the basis as .../- per person per day for .... days			
2	Honorarium is calculated for.... sessions (90minutes) @ Rs..... per session			
3	Travelling expenses includes air fare of resource person & their local conveyance Plus Local Conveyance of the participants for .... days and Knowledge Tour			
4	Lodging: .... Participants & .... Resource person (Tentatively) for Double AC Room/MAP plan accommodation for .... Days (One day before and after) @ .... per day inclusive of taxes			
	Boarding:.... persons for .. days inclusive of morning & evening tea with snacks and one Conference Dinner Evening Snack -inclusive of taxes			
5	Program kit includes bag, writing pad, pen, pencil etc, & Printing of Certificate			
6	Study Material @ ..... per participant maximum for 30 participants			
7	Memento, Flex , Bouquets			

Remarks \_\_\_\_\_

Signature Program Director(s)

Director

## Annexure XX(c)

**Indian Institute of Management Raipur**  
**Statement of Expenditure for FDP (In Company)**

Title of the Program:

Duration of the Program:

Program Director(s):

Sl. No.	Details	Quantity	Rs.
<b>1.0</b>	<b>Program Kit</b>		
1.1	Program Kit Bag @ Rs. .... (Inclusive of Tax)		
1.2	Writing Pads @ Rs. ... (Inclusive of Tax)		
1.3	Cost of Pen @ Rs.... (Inclusive of Tax)		
1.4	Delegate Badges @Rs.- per batch		
<b>2.0</b>	<b>Printing &amp; Stationery</b>		
<b>3.0</b>	<b>Postage, Telephone, Printer, Toner &amp; Fax etc.</b>		
3.1	Telephone, Printer, Toner & Fax etc.		
<b>4.0</b>	<b>Photography/Video Recording</b>		
4.1	Still Photographs @ Rs.....-per day		
<b>5.0</b>	<b>Local Conveyance</b>		
5.1	Taxi for Organising Conference @ Rs....per day for ..days		
<b>6.0</b>	<b>Lunch and Dinner, High Tea Cost</b>		
6.1	High tea and Lunch for ... nos for five days @ Rs.... per delegate		
6.2	Conference Dinner for ... nos for 1 day @ Rs. ... per delegate (in addition to the participants)		
7.0	<b>Honorarium for resource persons @Rs... per session (90 minutes)</b>		
<b>8.0</b>	<b>Delegates to be invited from India</b>		
8.1	Return Ticket for 4 resource persons from India @ Rs.....per person		
8.2	Delegates stay at hotel for days @ Rs....		
<b>9.0</b>	<b>Others</b>		
9.1	Sound System + Projector		
9.2	Study materials @ Rs.... per person		
9.3	Bouquet @ Rs. ...		
9.4	Stage and Carpet		
9.5	Backdrop and Standee		
9.6	Mementoes @ Rs ....		
9.7	Certificates....		
9.8	Water Bottle @ Rs..... per day		
9.9	Lodging (..... rooms @ Rs.....inclusive of taxes)		
<b>10.0</b>	<b>Total</b>		
11.0	Contingency@5%		
12.0	<b>Grand Total</b>		

Signature Program Director (s)

## Annexure XXI

**Indian Institute of Management Raipur**  
**Budget for Management Development Programme (In Company)**

Title of the Program:

Duration of the Program:

Program Director (s):

S.No.	Heads of Account	Notes	Amount	Amount
1	Revenue is based on. Participants @ ...Per day for... days.	1		₹
2	Less: Expenses			
	Honorarium for Resource Person	2	₹ 0.00	
	Travelling Expenses	3	₹ 0.00	
	Lodging & Boarding	4	₹ 0.00	
	Program Kit + Certificate Printing	5	₹ 0.00	
	Study Material	6	₹ 0.00	
	Memento, Flex, & Others	7	₹ 0.00	
	Audio Visual Equipment's & LCD		₹ 0.00	
	Miscellaneous		₹ 0.00	
	Contingency Expenses 5% of total Expenses	8	₹ 0.00	
			₹ 0.00	₹ 0.00
3	Surplus (Deficit)			₹
Note:				
1	Revenue is calculated on the basis as .../- per person per day for .... days			
2	Honorarium is calculated for.... sessions (90minutes) @ Rs..... per session			
3	Travelling expenses includes air fare of resource person & their local conveyance Plus Local Conveyance of the participants for .... days and Knowledge Tour			
4	Lodging: .... Participants & .... Resource person (Tentatively) for Double AC Room/MAP plan accommodation for .... Days (One day before and after) @ .... per day inclusive of taxes			
	Boarding:.... persons for .. days inclusive of morning & evening tea with snacks and one Conference Dinner Evening Snack -inclusive of taxes			
5	Program kit includes bag, writing pad, pen, pencil etc, & Printing of Certificate			
6	Study Material @ ..... per participant maximum for 30 participants			
7	Memento, Flex , Bouquets			

Remarks \_\_\_\_\_

Signature Program Director(s):

Director



## Annexure XXI(a)

**Indian Institute of Management Raipur**  
**Statement of Expenditure for MDP (In Company)**

Title of the Program:

Duration of the Program:

Program Director(s):

Sl. No.	Details	Quantity	Rs.
<b>1.0</b>	<b>Program Kit</b>		
1.1	Program Kit Bag @ Rs. .... (Inclusive of Tax)		
1.2	Writing Pads @ Rs. ... (Inclusive of Tax)		
1.3	Cost of Pen @ Rs.... (Inclusive of Tax)		
1.4	Delegate Badges @Rs.- per batch		
<b>2.0</b>	<b>Printing &amp; Stationery</b>		
<b>3.0</b>	<b>Postage, Telephone, Printer, Toner &amp; Fax etc.</b>		
3.1	Telephone, Printer, Toner & Fax etc.		
<b>4.0</b>	<b>Photography/Video Recording</b>		
4.1	Still Photographs @ Rs.....-per day		
<b>5.0</b>	<b>Local Conveyance</b>		
5.1	Taxi for Organising Conference @ Rs....per day for ..days		
<b>6.0</b>	<b>Lunch and Dinner, High Tea Cost</b>		
6.1	High tea and Lunch for ... nos for five days @ Rs.... per delegate		
6.2	Conference Dinner for ... nos for 1 day @ Rs. ... per delegate (in addition to the participants)		
7.0	<b>Honorarium for resource persons @Rs... per session (90 minutes)</b>		
<b>8.0</b>	<b>Delegates to be invited from India</b>		
8.1	Return Ticket for 4 resource persons from India @ Rs.....per person		
8.2	Delegates stay at hotel for days @ Rs....		
<b>9.0</b>	<b>Others</b>		
9.1	Sound System + Projector		
9.2	Study materials @ Rs.... per person		
9.3	Bouquet @ Rs. ...		
9.4	Stage and Carpet		
9.5	Backdrop and Standee		
9.6	Mementoes @ Rs ....		
9.7	Certificates....		
9.8	Water Bottle @ Rs..... per day		
9.9	Lodging (..... rooms @ Rs.....inclusive of taxes)		
<b>10.0</b>	<b>Total</b>		
11.0	Contingency@5%		
12.0	<b>Grand Total</b>		

Signature Program Director(s):

## Annexure XXI(b)

## Indian Institute of Management Raipur

## Statement of Income &amp; Expenditure for MDP (In Company)

1. Client Name : .....
2. Contact Person : .....
3. Contact Details : .....
4. Title of the project : .....
5. Team Member(s) : .....

Particulars	Amount
Total Revenue (Including Service Tax)	
<b>Less : Service tax</b>	
<b>Less:</b> Institutional Charges @ 10%	
<b>Less:</b> Direct Expenses	
1. Lodging & Boarding	
2. Honorarium to Faculty	
3. Stationary Expenses	
4. Miscellaneous Expenses	
<b>Net Revenue</b>	

## Appropriation of Net Revenue for Program Directors

<b>Net Revenue</b>	
<b>Appropriation of Net Revenue:-</b>	
Institutional Share (2/3 <sup>rd</sup> Corpus of IIM Raipur)	
Program Director 1/3 <sup>rd</sup> (To be equally shared)	
Faculty 1	
Faculty 2	

Signature Program Director (s)

Director

## Annexure XXII

**Indian Institute of Management Raipur**  
**Budget for Management Development Programme (Open)**

Title of the Program:

Duration of the Program:

Program Director (s):

S.No.	Heads of Account	Notes	Amount	Amount
1	Revenue is based on. Participants @ ...Per day for... days.	1		₹
2	Less: Expenses			
	Honorarium for Resource Person	2	₹ 0.00	
	Travelling Expenses	3	₹ 0.00	
	Lodging & Boarding	4	₹ 0.00	
	Program Kit + Certificate Printing	5	₹ 0.00	
	Study Material	6	₹ 0.00	
	Memento, Flex, & Others	7	₹ 0.00	
	Audio Visual Equipment's & LCD		₹ 0.00	
	Miscellaneous		₹ 0.00	
	Contingency Expenses 5% of total Expenses	8	₹ 0.00	
			₹ 0.00	₹ 0.00
3	Surplus (Deficit)			₹
Note:				
1	Revenue is calculated on the basis as .../- per person per day for .... days			
2	Honorarium is calculated for.... sessions (90minutes) @ Rs..... per session			
3	Travelling expenses includes air fare of resource person & their local conveyance Plus Local Conveyance of the participants for .... days and Knowledge Tour			
4	Lodging: .... Participants & .... Resource person (Tentatively) for Double AC Room/MAP plan accommodation for .... Days (One day before and after) @ .... per day inclusive of taxes			
	Boarding:.... persons for .. days inclusive of morning & evening tea with snacks and one Conference Dinner Evening Snack -inclusive of taxes			
5	Program kit includes bag, writing pad, pen, pencil etc, & Printing of Certificate			
6	Study Material @ ..... per participant maximum for 30 participants			
7	Memento, Flex , Bouquets			

Remarks \_\_\_\_\_

Signature Program Director(s)

Director

## Annexure XXII(a)

Indian Institute of Management Raipur  
Statement of Expenditure for MDP (Open)

Title of the Program:

Duration of the Program:

Program Director(s):

Sl. No.	Details	Quantity	Rs.
<b>1.0</b>	<b>Program Kit</b>		
1.1	Program Kit Bag @ Rs. .... (Inclusive of Tax)		
1.2	Writing Pads @ Rs. ... (Inclusive of Tax)		
1.3	Cost of Pen @ Rs.... (Inclusive of Tax)		
1.4	Delegate Badges @Rs.- per batch		
<b>2.0</b>	<b>Printing &amp; Stationery</b>		
<b>3.0</b>	<b>Postage, Telephone, Printer, Toner &amp; Fax etc.</b>		
3.1	Telephone, Printer, Toner & Fax etc.		
<b>4.0</b>	<b>Photography/Video Recording</b>		
4.1	Still Photographs @ Rs.....-per day		
<b>5.0</b>	<b>Local Conveyance</b>		
5.1	Taxi for Organising Conference @ Rs....per day for ..days		
<b>6.0</b>	<b>Lunch and Dinner, High Tea Cost</b>		
6.1	High tea and Lunch for ... nos for five days @ Rs.... per delegate		
6.2	Conference Dinner for ... nos for 1 day @ Rs. ... per delegate (in addition to the participants)		
<b>7.0</b>	<b>Honorarium for resource persons @Rs... per session (90 minutes)</b>		
<b>8.0</b>	<b>Delegates to be invited from India</b>		
8.1	Return Ticket for 4 resource persons from India @ Rs.....per person		
8.2	Delegates stay at hotel for days @ Rs....		
<b>9.0</b>	<b>Others</b>		
9.1	Sound System + Projector		
9.2	Study materials @ Rs.... per person		
9.3	Bouquet @ Rs. ...		
9.4	Stage and Carpet		
9.5	Backdrop and Standee		
9.6	Mementoes @ Rs ....		
9.7	Certificates....		
9.8	Water Bottle @ Rs..... per day		
9.9	Lodging (..... rooms @ Rs.....inclusive of taxes)		
<b>10.0</b>	<b>Total</b>		
11.0	Contingency@5%		
<b>12.0</b>	<b>Grand Total</b>		

Signature Program Director(s):

## Annexure XXII(b)

**Indian Institute of Management Raipur**  
**Statement of Income & Expenditure for MDP (Open)**

1. Client Name : .....
2. Contact Person : .....
3. Contact Details : .....
4. Title of the project : .....
5. Team Member(s) : .....

Particulars	Amount
Total Revenue (Including Service Tax)	
<b>Less : Service tax</b>	
<b>Less:</b> Direct Expenses	
<b>Less:</b> Institutional Charges @ 10%	
1. Lodging & Boarding	
2. Honorarium to Faculty	
3. Stationary Expenses	
4. Miscellaneous Expenses	
<b>Net Revenue</b>	

**Appropriation of Net Revenue for Program Directors**

<b>Net Revenue</b>	
<b>Appropriation of Net Revenue:-</b>	
Institutional Share (1/3 <sup>rd</sup> Corpus of IIM Raipur)	
Program Director 2/3 <sup>rd</sup> (To be equally shared)	
Faculty 1	
Faculty 2	

Signature Program Director (s)

Director

## Annexure XXII(c)

**Indian Institute of Management Raipur**  
**Statement of Income & Expenditure for FDP (Open)**

1. Client Name : .....
2. Contact Person : .....
3. Contact Details : .....
4. Title of the project : .....
5. Team Member(s) : .....

Particulars	Amount
Total Revenue (Including Service Tax)	
<b>Less : Service tax</b>	
<b>Less:</b> Institutional Charges @ 10%	
<b>Less:</b> Direct Expenses	
1. Lodging & Boarding	
2. Honorarium to Faculty	
3. Stationary Expenses	
4. Miscellaneous Expenses	
<b>Net Revenue</b>	

**Appropriation of Net Revenue for Program Director(s)**

<b>Net Revenue</b>	
<b>Appropriation of Net Revenue:-</b>	
Institutional Share (1/3 <sup>rd</sup> Corpus of IIM Raipur)	
Program Director 2/3 <sup>rd</sup> (To be equally shared)	
Faculty 1	
Faculty 2	

Signature Program Director (s)

Director

## Annexure XXII(d)

**Indian Institute of Management Raipur**  
**Statement of Income & Expenditure for FDP (In Company)**

1. Client Name : .....
2. Contact Person : .....
3. Contact Details : .....
4. Title of the project : .....
5. Team Member(s) : .....

Particulars	Amount
Total Revenue (Including Service Tax)	
<b>Less : Service tax</b>	
<b>Less:</b> Institutional Charges @ 10%	
<b>Less:</b> Direct Expenses	
1. Lodging & Boarding	
2. Honorarium to Faculty	
3. Stationary Expenses	
4. Miscellaneous Expenses	
<b>Net Revenue</b>	

**Appropriation of Net Revenue for Program Directors**

<b>Net Revenue</b>	
<b>Appropriation of Net Revenue:-</b>	
Institutional Share (2/3 <sup>rd</sup> Corpus of IIM Raipur)	
Program Director 1/3 <sup>rd</sup> (To be equally shared)	
Faculty 1	
Faculty 2	

Signature Program Director (s)

Director