



SCHOOL OF MANAGEMENT SCIENCES

**HR POLICY MANUAL
OF
THE INSTITUTE**

VISION

To become a constantly growing center of excellence nurturing global-centric professional leadership based on ethical and moral attributes.

MISSION

To create excellent learning ambience through innovation in teaching, research and consultancy for producing professionals capable of answering global challenges and demonstrating high ethical and moral standards.

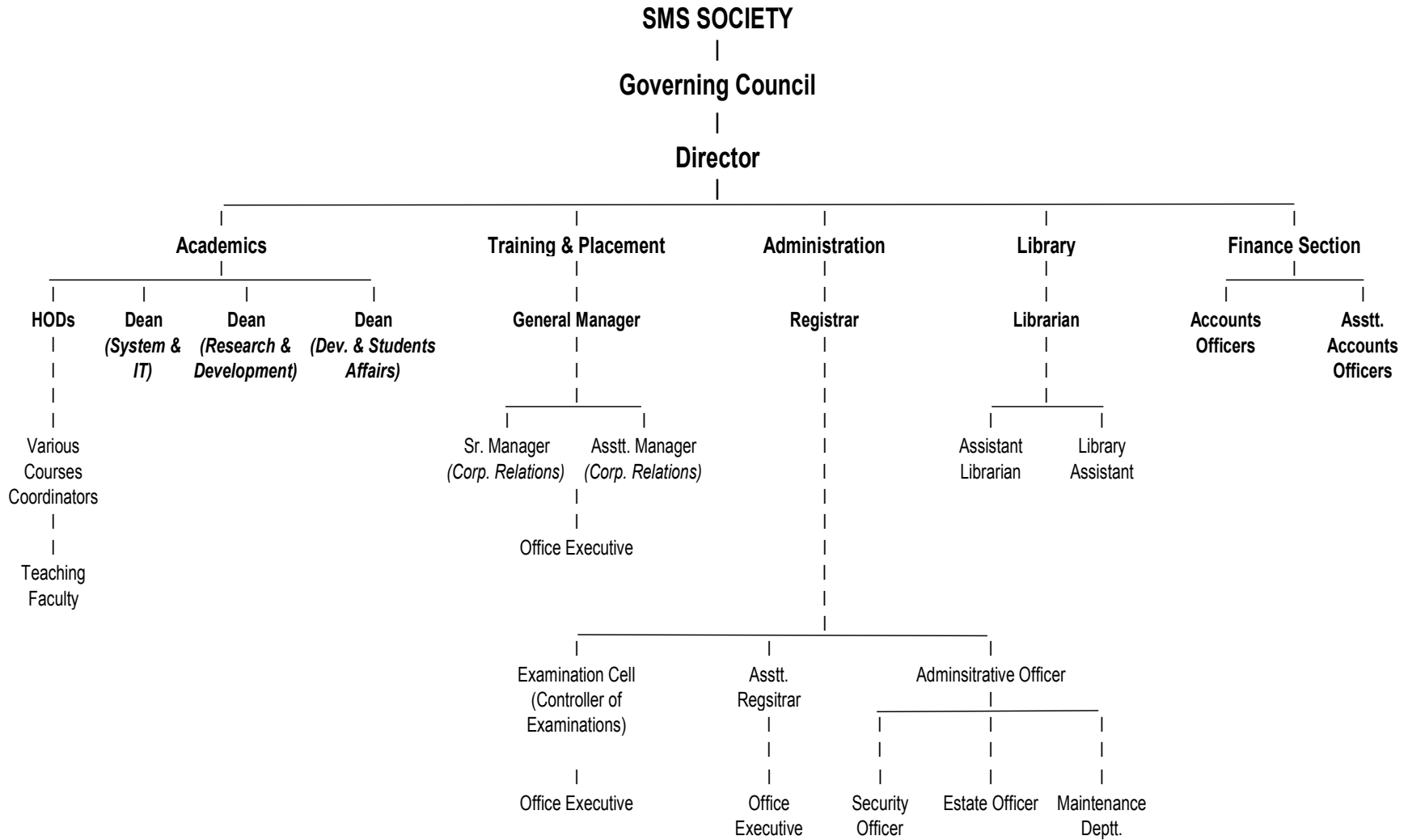
QUALITY POLICY

Imparting value based education of highest standard, relevant to contemporary World.

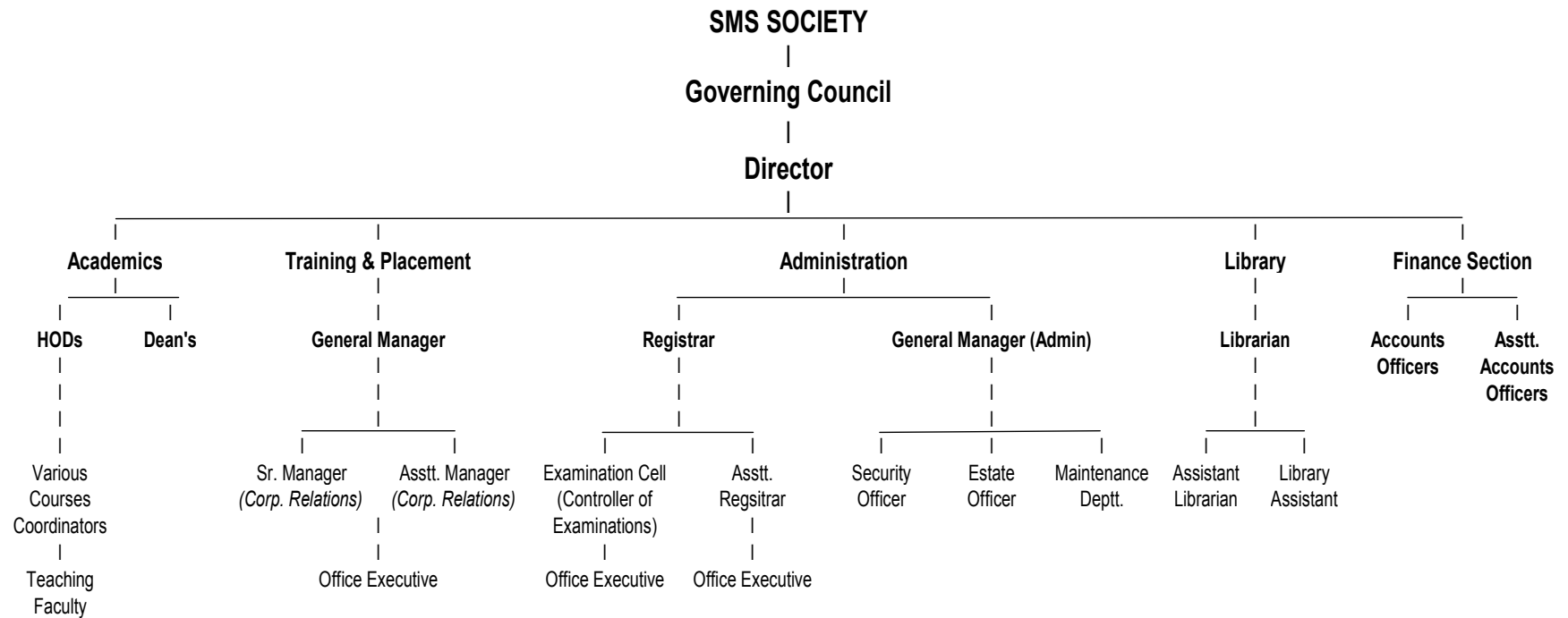
GUIDING VALUES

Trust; Sense of Ownership; Sense of Contribution; Innovation; Modesty & Mutual Respect.

ORGANISATIONAL STRUCTURE OF SMS, VARANASI



ORGANISATIONAL STRUCTURE OF SMS, LUCKNOW



SERVICE RULES

1. GENERAL :

1.1 The Governing Body of the School of Management Sciences Varanasi / Lucknow herein after referred to as the "Management Committee" of SMS Society, has framed these rules and regulations to define and regulate the service conditions of the employees of the Institutes.

1.2. Service rules shall apply to all the employees who are either already in service of the Institute on the date these rules come into force and or have joined after the date of issue of these orders.

1.3. These rules shall not, however, apply to persons employed on part-time or honorary or ex-officio or casual workers on temporary basis.

1.4. The Management Committee may delegate its powers under these Service Rules to the Chairman, Executive Secretary or any other nominee to be the Competent Authority to report Management Committee whenever required.

1.5. The cadres of teachers along with number in each cadre, scales of pay, academic qualifications, age limit, experience, mode of recruitment or any other matter governing their recruitment, promotion etc shall be as per regulations laid down by All India Council for Technical Education (A.I.C.T.E.) / UGC from time to time.

1.6. The Management Committee shall have the right to amend or to alter classification of the various cadres of non-teaching staff, scales of pay, academic qualifications, age limit, experience, mode of recruitment or any other matter governing their recruitment, promotion etc. If any question arising as to the interpretation of the service rules, the decision of the Management Committee shall be final and binding on all such employees.

1.7. Notwithstanding anything contained in these Service Rules, the Management Committee through the Competent Authority may relax these Service Rules, either generally for any cadre of employee, or in any specific instance without violating regulations of A.I.C.T.E. /UGC

1.8. The following general conditions shall apply to all appointments for service in the Institute.

1.9 No person shall be eligible for initial appointment unless he/she has completed the age of 18 years.

1.10 No person shall be initially appointed unless his character and antecedents are such as to qualify him for such appointment.

1.11. No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from the Service of the Institute.

2. CADRES

Director

Teaching Cadre :

Professor

Associate Professor

Assistant Professor

Other Cadres:

Administration: Registrar, Deputy Registrar, Assistant Registrar, Administrative Officer, Personal Assistant to Director, Senior Executive, Office Executive, DTP Executive, Academic Counsellor, Security Officer, Security Supervisor, Store Incharge.

Library: Librarian, Deputy Librarian, Assistant Librarian, Cataloguer, Library Assistant, Library Attendant

Accounts: Accounts Officer, Accountant, Internal Auditor

Computer Center: Manager IT, System Programmer, Lab Instructor

Laboratory: Laboratory Incharge, Laboratory Assistant, Laboratory Attendant

Workshop: Workshop Superintendent, Assistant Workshop Superintendent, Instructor (machine shop, fitting shop, welding shop, carpentry shop, Forging shop)

Maintenance: Project Officer, Estate Officer, Electrical Engineer, Maintenance Supervisor, Electrician

Hostels: Administrative Warden, Warden, Care Taker, Office Assistant, Attendant

3. QUALIFICATIONS & PAY SCALES :

Director : As prescribed by A.I.C.T.E./UGC

Teaching Cadre : As prescribed by A.I.C.T.E./UGC

Other Cadres : As per decided by the Management of the Institute

4. ALLOWANCES :

4.1. The following allowances may be granted to an employee :

(a) Dearness Allowance(DA)

(b) House Rent Allowance (HRA)

(c) Special Allowance (SA)

4.2. Dearness Allowance and House Rent Allowance shall be at such rates as the Management Committee lays down from time to time.

4.3. In addition to the above allowances the Management Committee may sanction payment of any other allowances or pay to any employee and or cadre of employees as may be deemed fit by the Competent Authority from time to time.

5. INCREMENT :

5.1. A single increment in the appropriate incremental scale shall normally acquire on completion of satisfactory service of one year on each stage of that scale, except where such increment has been withheld as a result of a penalty imposed under these Service Rules. However, higher increments may be sanctioned for showing meritorious performance.

5.2. The increment in the incremental scale will however be so advanced as to fall due at the commencement of the month corresponding to the employment date or any other date which the Management Committee deems fit.

5.3. The Management Committee shall have the right to sanction from time to time advance increment or increments, to any employee or cadres of employees for showing meritorious performance or for acquiring special qualifications, which may be useful in discharging their functions. The policy for sanction of such advance increment or increments shall be as prescribed by the Management Committee from time to time.

6. RECRUITMENT :

6.1 Selection Committee for Director & Teaching Staff:

The appointment of Director and Teaching position will be through duly constituted board of selection committee as per AICTE/UGC norms.

6. 2. In addition to other parameters, the Selection Committee should also take into account for assessment of aptitude for teaching and research. ability to communicate clearly and effectively analyses and discuss.

6.3 Selection/Promotion Committee for non-teaching cadre :

The Selection Committee for direct recruitment/promotion of employee's other than teaching cadre shall be through duly constituted board as per the general norms and decision of the Competent Authority.

6.4. The Management Committee shall be the appointing authority for all employees of the Institute. The Director shall place the matter of approval in the meeting of the Management Committee. If meeting of the Management Committee is not scheduled in near future, the Director, in anticipation, shall provide approval and place the matter in the forthcoming meeting of the Management Committee for formal approval.

6.5. Notwithstanding anything contained in rule above, appointments may also be made on any post/category of posts in the Institute on special contracts for specific periods subject to such terms and conditions as the Management Committee may lay down from time to time.

7. JOB RESPONSIBILITIES OF EMPLOYEES :

7.1 Director:

- Will act as Academic and Administrative head of the Institute and shall implement all the various related activities through the pool of subordinating faculty and staff of the Institute.
- Design strategic plans for the institute.
- Maintain the coordination with the Governing and Academic Council and the Society.
- Interact with the Industry, Associations and Professional Bodies for the effective Industry-Academic Interface and enable the institute to emerge as a better brand.
- Responsible for working out 'Collaborative Relationship' with International Universities and other institutes of higher learning.
- Responsible for smooth and efficient running of the institute, its development and growth.
- Liaison and interact with accreditation bodies and other organizations which are non-statutory in nature.
- Responsible for formulation of the 'Quality', 'Quality Objectives', review them periodically and monitor the accomplishment of the same.
- Plan for institute's expansion, diversification activities and ensure implementation of the same.
- Responsible for all administration and control of academic activities.
- Design the entire gamut of academics related administrative activities, duties & job responsibilities in respect to various academic and administrative cells/ centers /committees and allocate them to realize the implementation of all the various scholastic responsibilities towards attainment of institutional mission.
- Convene the meetings of the Governing and Academic Council and various Review Meetings.
- Responsible for the recruitment, promotion and incentives of the faculty and administrative staff as per policy guidelines of the institution.
- Responsible for the appraisal / review of performance of faculty and administrative staff.
- Ensure that the curricular, co and extra curricular deliverables are in tandem with the requirements of market and industry.
- Oversee and guide the Admissions Committee for admission to various programmes as per the rules/guidelines applicable from time to time.
- Maintain and improve relationship with industry and ensure industry's continuous contribution to the institute through Project Assignments, Summer Placement, Management Development Programmes and Consultancy Services.
- Allocate duties to Faculties and Administrative Staff.
- Sanction, approve and oversee development of faculty and administrative staff as per approved policies.
- Plan for allocation, upkeep and continuous improvement of infrastructural facilities like library, computer centre, faculty cabins, classrooms etc.

7.2. Teaching Cadre :

The job responsibilities of a teacher shall in general comprise

7.2.1 Academic (classroom/laboratory instructions, design and development of new programmes, curriculum development, development of learning source materials and laboratories, student's assessment and evaluation, examination work of the College and the University, participation in co-curricular and extracurricular activities, student's guidance and counseling and their development and continuing activities)

7.2.2. Research, development and consultancy (students research guidance, project proposals and follow up for funding, executing and monitoring sponsored research, technology development and industrial consultancy)

7.2.3. Administration (academic and administrative management of the Institute, policy planning, promotional activities at departmental, Institute and University levels, headship, deanship, wardenship and committee work, participation at regional and national levels, etc.

7.2.4. Extension services (organizing courses, participating as faculty in courses in continuing education programmes for teachers and persons from industry, organization and participation in community services, promoting entrepreneurship, providing technical support to social development, etc.).

7.3. Work Plan :

The work plan of a teacher shall ensure, in modest productive manner, the utilization of stipulated working hours per week (i.e. 45 hrs. per week) with regard to roles, jobs, and targets assigned to him/her by the Institute.

7.4. Contact Hours :

The contact hours per week of a teacher shall be as prescribed by A.I.C.T.E./UGC from time to time.

7.5. Other Employees :

7.5.1 Registrar :

The Registrar is the administrative face in the institutional system reporting straight to the Director and is answerable to him / her in all the various matters of administrative implementation by and through the Registrar as per the organizational structure of the Institution.

Duties and Responsibilities :

- Assisting the Director in setting up and maintaining proper administrative systems and processes at the Institute.
- Assisting for planning and implementing activities related to administration in terms of existing and upcoming facilities of the Institute.
- Coordinate all the activities of examination cell with course coordinator's for smooth conduction of different examinations, declaration of result and maintain the relevant records
- Coordinate with the admission team for admission related activities to ensure the admission in different courses
- To ensure the proper maintenance of student's data, records and fee
- Providing administrative and systemic support to faculty in academic activities.
- Handling matters related to establishment, estate, legal, housekeeping, security, and maintenance.
- Handling correspondence related to official matters.
- Liaison with the offices of State Government and District Administration & Universities.
- Performing other duties and tasks as assigned by the Director from time to time.

7.5.2 Librarian

- Overall Library Management and its updation
- To coordinate with the Library Coordination Committee
- Allocation of staff, job description and staff development of the Library
- Reference services
- Technology applications in the Library, Digitization and its maintenance
- External library interface
- Purchase Planning & Execution
- Students needs analysis and solution
- General administration of the Library
- Any other duties & taks as assigned by the Director from time to time

The job responsibilities for other employees shall be as decided by the Institute.

8. APPOINTMENT LETTER :

8.1. The appointment letters to Director, teachers, officers and other employees shall be issued by the Chairman /Executive Secretary or Person authorized by the Management Committee of the SMS Society. The appointment letter shall include nature of appointment i.e. permanent or temporary or on contract, designation, pay scale, starting salary along with allowances and terms & conditions. A copy of service rules of the Institute shall be made available to all employee as and when they want to refer. The employee concerned shall deliver an acceptance letter duly signed to the Competent Authority within the period specified in the appointment letter.

9. PROBATION :

9.1. Every Faculty and Non-teaching staff on first appointment in the Institute shall be on probation for a period of One year from the date of joining the service in the Institute.

9.2. A letter of confirmation shall be issued to the employee atleast one month before the expiry of his/her probation.

9.3. The Competent Authority may, for reasons to be recorded in writing, extend the period of such probation by such period as the Competent Authority may specify in each case.

10. SENIORITY OF EMPLOYEE :

10.1. Seniority of staff in the service shall be determined by the date of joining the appointment in the particular cadre.

10.2. If two or more persons have equal length of service in particular cadre, the relative seniority among such persons shall be determined by age, if both are new entrants; otherwise on the basis of service length in the previous appointment in other institution.

10.3. Seniority as determined above will be applicable only for the period a person holds the appointment in a particular cadre and will start a fresh in case of reappointment after a break. However, employees having left the institution on lien, shall not attract this clause.

10.4. Similarly, seniority of teachers availing study leave will not be affected by their period of absence from the Institute.

11. RESIGNATION BY EMPLOYEE :

11.1. An employ may resign from the service of the Institute giving two month notice.

11.2. If notice falls short of the requisite period, the Chairman/Executive Secretary (a) may refuse provided the semester is continued and his/her presence is essential for smooth functioning of the semester. (b) may waive off the short fall in the notice period unconditionally (c) may waive off the short fall in the notice period on payment by the employee an amount equal to his/her salary and allowances for the short fall in the notice period. The decision shall be communicated to the employee failing which it will be presumed that the Management Committee waived off short fall in the notice period unconditionally.

11.3. An employee shall tender resignation from his/her post through proper channel to the Director who will forward it to the Chairman/Executive Secretary for acceptance of the resignation. The resignation shall not be accepted if not properly tendered and forwarded by the Director duly endorsed.

11.4. The resignation of an employee shall not be effective unless the Competent Authority accepts it. The Competent Authority shall have the right to refuse the resignation of an employee in following circumstances:

(a) If disciplinary proceedings have been initiated against the employee.

- (b) If the employee is under an obligation to serve the Institute for a specified period that has not expired.
- (c) The employee owes the Institute any sums of money.
- (d) Or for any other sufficient grounds to be recorded in writing.

12. CONTRACT APPOINTMENT :

12.1. A person can be appointed on a particular post on contract basis for a specific period, the conditions of such contract appointment shall not be inconsistent with the conditions as laid down in the Service Rules and shall be clearly mentioned in the appointment letter. On the expiry of the contract, the person may enter into a further contract by mutual agreement.

13. PROMOTION :

13.1 All deserving employees will be promoted under career advancement scheme as and when they become eligible for promotion as per AICTE/UGC or Management rules whichever applicable. Internal screening committee shall review the confidential report of the employee. If necessary, the employee can be called for interview to present his/her case before the selection committee. The recommendations of the selection committee will be approved by the Management Committee / Chairman.

14. RETIREMENT :

14.1. All employees including teaching and non-teaching will retire with effect from the afternoon of the last day of the month in which he/she completes the age of 65 years.

14.2. An employee leaving the service of the Institute as a result of termination, resignation, dismissal, retirement or otherwise shall account for and hand over to the Competent Authority all the property of the Institute and or documents/books/charts/ correspondence etc., which were entrusted to him or which were in his/her possession. In event of his/her failure to do so, the Institute shall have the right, without prejudice to its other rights in respects of such failure, to withhold any sums of money that may be due to the employee from the Institute.

15. APPLICATION FOR HIGHER STUDIES :

An employee who wishes to apply for higher studies shall forward his application to the Competent Authority through the Director who has got the discretion either to forward the same or to withhold it because of genuine reasons.

16. CONDUCT AND DISCIPLINE RULES :

16.1. Every employee of the College shall conform to and abide by these rules and comply with and obey all orders and directions which may from time to time be given to him by and person or persons under whose jurisdiction, superintendence or control he/she is placed.

16.2. Every employee shall maintain the strictest secrecy regarding the Institute's affairs and the affairs of its constituents. Every employee shall also sign a declaration of fidelity and secrecy in such form as the Management Committee may lay down.

16.3. Every employee shall serve the Institute honestly and faithfully and shall to its utmost endeavors to promote the interest of the Institute and shall show due courtesy and attention to one and all.

16.4. No employee shall take an active part in politics or in any political demonstration or stand for election to a local body or Legislative Body of the state or parliament without approval of the Management Committee.

16.5. No employee shall contribute to the press, Radio, T.V., Journals or any other publications except technical or literary publications, without the prior approval of the Competent Authority or without such approval make public or publish any document, paper or information against the spirit of the Institute.

16.6. No employee shall misuse or carelessly use amenities of the institution.

16.7. If an employee absents himself/herself from duty without prior permission for leave or overstays his/her sanctioned leave except under circumstances beyond his/her control, for which he/she must at the earliest, tender a satisfactory explanation, shall not be entitled to draw any pay and allowance during such absence or overstay and this shall be without prejudice to such disciplinary actions as the Director may take. The period of such absence or overstay may, if not followed by termination of service or dismissal under these service rules or otherwise regularized as leave to which he is eligible, be treated as break in service.

17. DISCIPLINARY ACTION:

17.1. An employee who is detained in custody, whether on criminal charges or otherwise, for a period exceeding 48 hours, shall be deemed to have been suspended with the effect from the date of detention, by an order of the Director and shall remain under suspension until further orders of the Director. However, the employee shall not be eligible for any pay or allowances.

17.2. An order of suspension made or deemed to have been made under this rule may at any time be revoked by the Director.

17.3. Without prejudice to the provisions of the other rules, an employee who commits breach of these Rules, or who is (1) negligent or (2) inefficient or indolent or (3) knowingly does anything detrimental to the interest of the Institute in conflict with its instructions or (4) commits a breach of discipline or (5) is guilty of any other act of misconduct, shall be liable to face disciplinary action based on the gravity of the misconduct:

- (a) Delay or stoppage of increment without cumulative effect or promotion
- (b) Reduction to a lower stage in his incremental scale

- (c) Degradation to a lower post
- (d) Termination from service

18. TERMINATION FROM SERVICE :

18.1. The service of any employee who is on probation period, can be terminated any time giving one month notice without assigning any reason. Usually, teacher shall be terminated in the mid semester in the interest of students.

18.2. The services of an employee on a contract can be terminated on the basis as per the terms & conditions mentioned in the appointment letter issued to him/her without assigning any reason what so ever.

18.3. The Management Committee shall have right to terminate the service of any employee by giving him two month notice or two month pay in lieu of the notice and without assigning, any reason whatsoever.

18.4. The Management Committee shall, however, has the right to terminate the service of an employee without giving him any notice or without paying him any pay whatsoever as compensation if such termination is as a result of a disciplinary proceeding.

18.5. An employee who is convicted by a Competent Court of Criminal Offence which, in the opinion of the Competent Authority, involves moral turpitudes or has bearing on any of the affairs on the Institute, or in the discharge of duties in the Institute by the employee, the Competent Authority may dismiss such employee without any notice and or assigning any reason.

19. DECLARATION :

At the time of joining service, every employee shall sign a declaration in the form prescribed by the Management Committee.

RESEARCH & PUBLICATION INCENTIVE POLICY

Objective of the Policy:

The primary objective of the Research and Publication Incentive Policy is to motivate the faculty members of School of Management Sciences, Varanasi / Lucknow to undertake quality research and publication of such research outcomes along with other academic works.

Scope of The Policy:

The policy covers all faculty members of the Institute. The scope of the policy envisages in particular:

- To motivate our faculty members to concentrate on research related activities also, in addition to the teaching and other academics related administrative activities, so as to publish research articles / papers in reputed refereed international and national journals with impact factor / SNIP.
- To instigate the faculty members for making sincere efforts to write books, chapters, monographs for publication by international and national publishers of repute.
- To evince interest among the members of faculty so that they pursue efforts to establish collaborative research projects with their counterparts in reputed foreign Universities / Institutions, both the ones covered under our academic tie-ups as well as beyond. Also, to motivate them to come out with some innovative contribution and get them patented.
- To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India and abroad, and for the purpose providing 'Seed Money' to them, if demanded.

Details of the Policy:

Research Publications:

If a research article / paper is published based on a faculty member's work either in hard copy or in electronic form in a refereed journal (recognized by globally accredited agencies) carrying impact factor / SNIP, he / she will earn Credit as indicated below:

Journal Details Credits

- Publication in Journals with impact factor / SNIP < 1.00 - 0.50
- Publication in Journals with impact factor / SNIP > 1.00 < 2.00 - 0.75
- Publication in Journals with impact factor / SNIP above 2.00 - 1.00

If the article / paper is contributed by more than one author, the Credit points will be shared by all the authors equally. The faculty members are encouraged to publish papers only in reputed journals and avoid publications in paid journals.

Publication of Books / Chapters / Monographs:

The faculty members who make efforts to write and publish books or chapters in edited books or monographs are entitled to earn Credits as indicated below:

Publication Details Published by Credits

- Full Book - International Publisher - 2.00
- Full Book - National Publisher - 1.50
- Chapter(s) in Edited Books - International Publisher - 1.00
- Chapter(s) in Edited Books - National Publisher - 0.75
- Monograph - International Publisher - 1.00
- Monograph - National Publisher - 0.75

Collaborative Research Project with Foreign University / Agency:

- Any Collaborative Research Project undertaken by our faculty member with a foreign university / agency with tangible outcome will entitle him / her to earn a Credit of 2.00 per Project.
- If the Project involves more than one faculty of SMS Varanasi / Lucknow, the total Credits will be shared equally among the participating members of faculty.

Generation of Research Grants:

Faculty members are expected to submit proposals for research grants from funding agencies in India and abroad. It is quite likely that these projects may involve modernization of laboratories, acquiring of equipment & other resources required for the research / study, or conducting of surveys, etc. The number of Credits earned will be linked to the total amount of research grant sanctioned by the sponsoring agency in the manner indicated below:

Research Grant received in Lakh (Rs.) No. of Credits Awarded

- Upto Rs. 2.00 -- 0.50
- Rs. 2.01 to Rs. 5.00 -- 1.00
- Rs. 5.01 to Rs. 10.00 -- 1.50
- Rs. 10.01 to Rs. 15.00 -- 2.00
- Rs. 15.01 to Rs. 20.00 -- 2.50
- Rs. 20.01 to Rs. 25.00 -- 3.00
- Rs. 25.01 to Rs. 30.00 -- 3.50
- Rs. 30.01 to Rs. 40.00 -- 4.00
- Rs. 40.01 to Rs. 50.00 -- 4.50
- Rs. 50.01 to Rs. 75.00 -- 5.00
- Rs. 75.01 to Rs. 100.00 -- 5.50
- Beyond Rs. 100 Lakhs -- 6.00

Since the amount being released in phases, the Credit Incentive paid will also be proportional to the amount received by SMS Varanasi / Lucknow. The following formula will be applied to determine the amount of Credit Incentive payable to the member(s) of faculty in a given year after receiving the slab of sanctioned amount:

Credit points = (Amount received in the year / Total amount sanctioned) × (Credits for the total amount sanctioned)

Patents Obtained:

Faculty members are also expected to come out with some original and innovative product / process / idea and to obtain patents for the same from International and National agencies. Such faculty members will earn Credits as indicated below. In case, the innovative piece involves more than one faculty of SMS Varanasi / Lucknow, the total Credits will be shared equally among the participating members of faculty.

- International agencies ---- 5.0 Credits per patent
- National agency ---- 3.0 Credits per patent

Payment of Incentive:

At the end of the academic year, the total Credits earned by a faculty member will be calculated by the 'Technical Cell' based upon the evidence produced by the concerned faculty member(s) and the incentive payable to such faculty member(s) will be arrived @ Rs. 10, 000/- per Credit and disbursed. However, for fractional Credit, the amount of Rs. 10,000/- will be proportionately paid.

Post Ph.D. Incentive:

A faculty member of SMS Varanasi / Lucknow will be entitled to one additional increment effective from the month he / she produces needful documents of having been awarded with Ph. D degree from any recognized university / institution.

Faculty Development:

1. The Institute lays great stress on faculty development. It believes in giving opportunities for continuous learning and development of all faculty members. For that institute shall regularly organize Faculty Development Programmes.
2. Faculty members will be encourage and sponsored to attend training programmes organized by reputed national and international institutions.
3. Faculty members will be assigned specific administrative responsibilities and even made members, chairpersons/coordinators of various committee and programmes for unleashing their leadership potential.
4. Faculty members will be encouraged to upgrade their qualifications by enabling them to register for various certification and refresher courses.
5. To organize advanced training programmes both for domestic as well as outside participants through providing academic & more pragmatic modules relating to computer sciences through attracting the best available resource persons in the relevant area. Also, to deploy the faculty for consultancy / remunerative operations.

Rules / Guidelines for Deputation of Faculty Members to Conferences / Seminars / Workshops / QIPs / FDPs in India / Abroad

1. General

The deputation for attending the Conferences / Seminars / Workshops / QIPs / FDPs / etc. in India shall be available to the faculty who is in the regular grade of the Institute i.e. who has already completed the probation-period satisfactorily. Ordinarily, one faculty member will be deputed for one Conference / Seminar / Workshop / QIPs / FDPs / etc. during an academic year.

Such deputation shall be made only during semester breaks / summer vacation and no one shall be deputed during the run of a semester.

2. Application

- (a) The faculty member wishing to attend a Conference / Seminar / Workshop / QIPs / FDPs / etc. is required to submit an application in the prescribed format to the office of the Director ordinarily 10 days before the date of such academic programme.
- (b) In case the applicant desires any financial support such as T.A./D.A., Registration Fee etc., the application must be accompanied by the Information Booklet of the Conference / Seminar / Workshop / QIPs / FDPs, Invitation letter and the letter of acceptance of the paper.
- (c) After being satisfied with the importance and usefulness of the Conference / Seminar / Workshop / QIPs / FDPs in the interest of the Institute, the Director will forward the application to the Executive Secretary for his approval. However, the Director may seek the recommendation of the Technical Cell if he deems it necessary.

3. Deputation

On receipt of the application, the Executive Secretary may grant deputation or reject the application as he may deem fit in the interest of the Institute. Generally, the following conditions are required to be fulfilled by the applicant for availing the grant of deputation in India and abroad:

(a) Deputation in India

If the applicant has applied for grant of deputation in India to present a paper on a relevant subject relating to any field of specialization in management or information / Computer technology and the paper is expected to enrich his / her knowledge or skills and has also utility from the point of view of the Institute which has been duly accepted by the organizers of the Conference / Seminar / Workshop or he / she is going there as a resource person or for chairing a session, he / she may be granted duty leave as per the entitlement and in accordance with the Institute's Leave Rules only or may also be extended financial support to meet the TA/DA as per the Institute's Rule's and the Registration Fee.

(b) Deputation Abroad

A member of faculty having completed five years of regular service shall be entitled to Deputation Abroad. If the applicant has applied for grant of deputation in a foreign country for the purposes as outlined in (a) above, he / she may be granted deputation as follows :

- i. Deputation with Duty Leave only as per the entitlement and in accordance with the Institute's Leave Rules;
- ii. Deputation with Duty Leave and Registration Fee;
- iii. Deputation with Duty Leave, Registration Fee and TA/DA either in full or part, but in no case the amount sanctioned will exceed Rs. 40,000 which will also include all the travelling expenses or any other expenses incurred by him/ her.
- iv. However, in the event of getting financial assistance by the applicant for the purpose from AICTE / UGC or any other agency, he / she shall have no claim to get financial support additionally from the Institution. Further, the applicant shall have to refund the amount received for the purpose from the Institute, if at a later stage he / she is informed about the sanction of financial assistance from the aforesaid agencies and that he / she actually receives.

4. Criteria for Selection of Faculty for deputation in India with financial support :

- (a) The deputation in India with financial support may be available to a faculty not more than *once* in one academic session subject to eligibility criteria.
- (b) Ordinarily, not more than one faculty shall be allowed to attend the same Conference / Seminar / Workshop / QIPs / FDPs in India (on first-come-first-served basis). However, it will be the discretion of the Director to allow even more than one faculty member for the same academic event.
- (c) Paper presentation by the applicant shall be an essential criterion for selection.
- (d) Letter of acceptance of the paper from the organizers shall be another essential requirement for selection.
- (e) The Institute shall extend the financial support to meet the T.A./D.A. / Registration Fee as per Institute's rules.
- (f) The faculty shall avail the duty leave as per the entitlement and in accordance with the Institute's leave rules.

5 Deputation without Financial Support:

Generally, the following conditions are required to be fulfilled by the applicant for availing the grant of deputation:

- (a) Faculty wishing to attend Conference / Seminars / Workshops / QIPs / FDPs and requiring no financial support but only deputation leave, shall also follow the same procedure as given in clauses (1) and (2), but the frequency restriction may be *twice* in one academic year.

- (b) Such faculty shall be granted duty leave as per the entitlement and in accordance with the Institute's leave rules.

6. Feed Back:

A faculty deputed under the above rules, shall have to fulfill the following conditions within a week of his / her return from the Conference / Seminar / Workshop / QIPs / FDPs:

- (a) He / she will have to submit a copy of the paper presented there and proceedings and certificate of participation or acting as a Key Person or Speaker in any session.
- (b) To submit a copy of the detailed account of the amount sanctioned to him / her by the Accounts Officer of the Institute and to get the accounts settled; and
- (c) To suggest a confirmed date, in consultation with the office of the Director, to present his / her contributions during an interaction session with other faculty members of the Institute.

7. Exception Clause:

The Institute shall have the right to relax any one or more conditions as an exception or to impose some more conditions as per the prevailing requirements. At the same time, the Institute may at its own ask any number of faculty to attend a certain Conference / Seminar / Corporate event, etc. by advancing needful leave and financial support required for the purpose.

**RULES REGARDING
TRAVELLING & DAILY ALLOWANCES**

The **employees** of the School of Management Sciences, Varanasi / Lucknow shall be governed by the following rules when on tour/journey relating to institutional assignments.

A. Accommodation Entitlements for Journeys on Tour :

(i) Mileage Allowance for Journeys by Rail

The categories of employees and their travel entitlements for journeys by rail on tour shall be as follows :

Employee Category	Entitlement
1. Director	Actual class or AC-I whichever is less
2. Professor / Associate Prof.	AC-II or Actual class whichever is less
3. Asstt. Prof. (Stage I, II & III) Registrar / Officers of the Placement Cell / Marketing Cell & Officers of the Institute	AC-III or Actual class whichever is less
4. Office Staff	Sleeper class

Note : In exceptional cases Director may be allowed for journey by Air in economy class if any urgent work of Institute but before journey he will seek prior approval of the management committee.

(ii) Mileage Allowance for Journeys by Road

The categories of employees and their travel entitlements for journeys for official purpose by road shall be as follows :

Employee Category	Entitlement
1. Director	Actual fare by any type of public bus OR
2. Professor / Associate Prof.	Own car / taxi at prescribed rate if the journey is actually performed by Taxi / car*
3. Asstt. Prof. (Stage I, II & III) Registrar / Officers of the Placement Cell / Marketing Cell & Officers of the Institute	Actual fare by any type of public bus OR Own car / taxi at prescribed rate if the journey is actually performed by car / Scooter*
4. Office Staff	Actual fare by any type of public bus OR Own two wheeler at prescribed rate if the journey is actually performed by two

wheeler*

* *The mileage allowance for road journeys shall be regulated at the following rates :*

For journeys performed by own car/taxi : Rs. 6 per Km.

For journeys performed by own scooter : Rs. 3 per Km.

B. Local Conveyance Charges :

(i) The employees on tour shall be entitled for the local conveyance as per the following norms:

Employee Category	A Class Cities Mumbai, Calcutta, Delhi, Chennai, Hyderabad, Bangalore	Other Cities
1. Director	Actual with a ceiling of Rs. 800/- per day	Actual with a ceiling of Rs. 600/- per day
2. Professor / Associate Prof.	Rs. 500/- per day	Rs. 300/- per day
3. Asstt. Prof. (Stage I, II & III) Registrar / Officers of the Placement Cell / Marketing Cell & Officers of the Institute	Rs. 400/- per day	Rs. 275/- per day
4. Other employee*	Actual charges incurred by rail/bus/auto subject to a ceiling of Rs. 250/- per day	Actual charges incurred by rail/bus/auto subject to a ceiling of Rs. 200/- per day

(ii) For journey from residence to station and from station to place of stay and back the employees excepting Director (Director is entitled for actuals) shall be entitled for each part of the journey, as follows:

- (1) Rs. 50/- for Varanasi / Lucknow
- (2) Rs. 150/- for A Class cities
- (3) Rs. 75/- for B Class cities

Note : This is applicable only when Journey/Tour is above 100 Kms.

C. Daily Allowance on Tour :

- (i) If the employee stays in hotel, the category wise daily allowance to the employee on tour shall be as follows. The payments of daily allowance will be applicable only after submission of hotel bill.

Employee Category	A Class Cities Mumbai, Calcutta, Delhi, Chennai, Hyderabad, Bangalore	B Class Cities	C Class Cities
1. Director	1700	1400	1200
2. Professor / Associate Prof.	1400	1200	1000
3. Asstt. Prof. (Stage I, II & III) Registrar / Officers of the Placement Cell / Marketing Cell & Officers of the Institute	1200	900	800
4. Other employee*	650	550	500

B Class Cities : State Capitals and other Big cities, such as Lucknow, Kanpur, Allahabad, Patna, Ranchi, Jaipur, Jamshedpur, Guahati, Bhubaneshwar, etc.

C Class Cities : All other cities.

- (ii) If the employee make his / her own arrangement or stays in the guest house provided by the Institute or stay in his / her residence the daily allowances shall be paid @ 50% of above rate.
- (iii) If the stay is of less than 12 hours, the DA should be paid at half of the rates mentioned.
- (iv) During the journey period the Director/Registrar/teaching staff/officer shall be entitled for a Incidental Charges @ Rs. 100/- per journey and the office staff shall be entitled for a Incidental Charges @ Rs. 75/- per journey provided the journey / tour is above 300 Kms. Without breaks. If the journey exceeds two nights then incidental charges will be double.

D. Advance for Journey / Tour :

The employees may request the Institute for the sanction of advance for journey/tour, but they must apply, well in advance, to the Institute for the sanction of such advance. The employees shall get such advance only if the Executive Secretary / Secretary or any person authorised by him for the purpose, accords the formal sanction for the payment of the advance.

E. Submission of TA/DA Bill :

- (i) The employees shall be required to submit the TA/DA bill alongwith original ticket/photocopy within the seven days of their return from the journey/tour. In case of default, the advance against the journey, if any, shall be converted into advance against salary and it shall be dealt accordingly.
- (ii) TA/DA bill must be submitted alongwith a detailed **Daily Report on journey/tour**. Without daily tour report TA Bill will not be entertained by the Account Department.
- (iii)The employees shall not be entitled for coolie charges for their personal belongings.
- (iv)The employees shall be entitled for the reimbursement of the charges incurred on telephone calls made during the tour/journey but the claim for such reimbursement shall be entertained only on the production of the original telephone bills for official purpose. **Mere certificate from the employee that he/she had made the telephone call shall not be accepted.**

F. During Sundays and other holidays local conveyance allowance will not be admissible but other allowances are paid.

G. The Institute reserves the right to alter / modify any of the TA / DA rules and its decision regarding TA / DA shall be final and binding on the employees.

H. Mere self declaration or certified of any expenditure is not accepted.