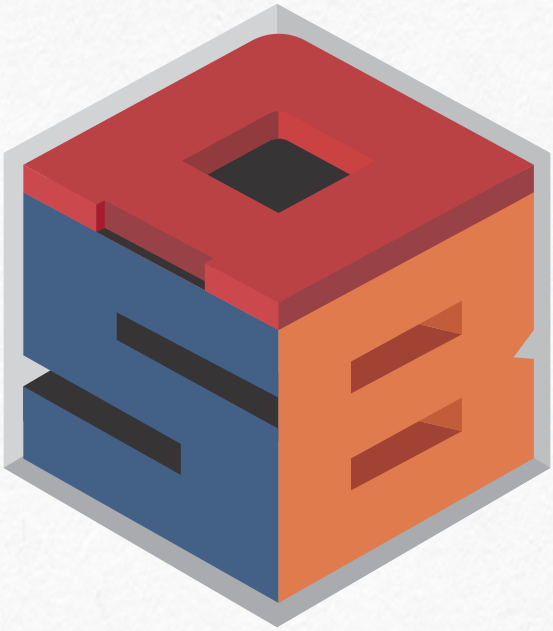
# SERVICE RULES

DELHI SCHOOL OF BUSINESS

By Vivekananda Institute of Professional Studies-TC



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# SERVICE RULE BOOK
## Delhi School of Business

## 1. Objectives:

The efficiency of an organization depends largely on the evolution of adequate processes and procedures and the ability of its employees to follow them. Delhi School of Business is committed to creating a sustainable human resource of highly qualified and experienced Faculty & Professional Staff by providing a working environment in which students, faculty and professional staff individual can freely exchange their ideas and thoughts. This Service Rule Book provides various policies relating to recruitment and selection, training & development, leave of absence, career advancement, employee's growth individually as well as professionally. At the same time, those who are accountable for fair conduct of these procedures have to ensure that objectives are achieved according to the Vision and Mission of the institute and the transparency is maintained all the time.

## 1.1 Vision:

To emerge as one of the aspiring business schools in the country, providing quality management education and the basis for life transformation.

## 1.2 Mission:

To provide contemporary and relevant knowledge and skills base that bolsters career building across a plethora of sectors. To provide an enabling and conducive environment with the right blend of values and transformation prowess.

To equip students with an entrepreneurial, innovative and global mindset, industries and different sections of the society. To sensitize students with the challenges of the globe – entailing social, environmental and ethical dimensions and to prepare them for creating sustainability on Earth.

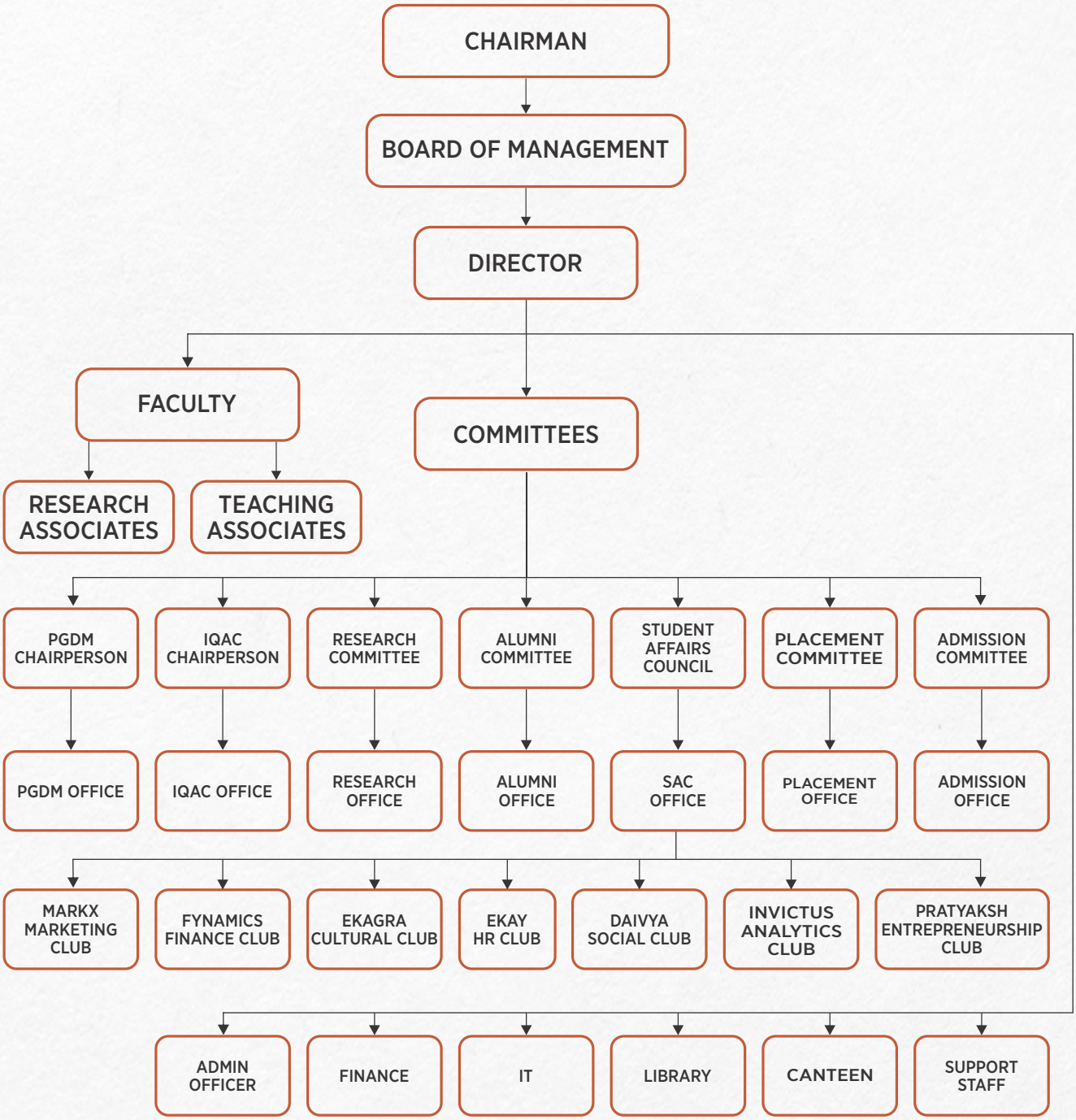
## 1.3 Core Values

A progressive institute at heart, DSB is mindful of delivering a complete educational experience. And the key to this dynamism lies in our insistence upon Swami Vivekananda's ideals. Our every move is directed towards the clear objective of "Character and Nation Building" as envisaged by Swamiji – the master pathfinder and intellectual genius of our times. Our core values are built around the pillars of Integrity – being morally grounded in all that is done. Responsible citizenship – utilizing individual capacity for wholesome growth of the community. Professional brilliance – attaining excellence at work and beyond. At DSB, we shape future change-makers who are ambitious, yet value-driven. We foster in them an integrated view of tomorrow's challenges. With a deep sense of commitment to the larger community, they are prepared to lead with courage and competence.

## 1.4 Introduction:

**1.1** Service Rules will apply to all employees of the Delhi School of Business, Delhi. They may be supplemented or amended as and when required. All other rules of the institute concerning the Terms of employment or conditions of Service shall be subject to these rules.

# Organization Chart: DSB



CHAPTER I

# 1. GENERAL RULES

## 1.1. Progressive Discipline, Code of Conduct for employees

a. **Information found wrong or Untrue:** Any false or untrue information or any relevant information concealed therefrom in the application of the employee, would result in the Termination of the services of the employee without notice or compensation, whenever it comes to the notice of the Delhi School of Business and at the discretion of the Management, apart from the liability for other penalties under these rules.

b. **Appointment Letter:** Every employee whether Regular or Contractual shall be given a letter of appointment in such form as may be prescribed by the HR Department from time to time; such letter of appointment being conclusive evidence of the nature and terms & conditions of appointment. (**Annexure-9** for Faculty & **Annexure-10** for staff).

c. **Joining Report:** Every employee shall, after appointment, submit a joining report in writing, report himself to the office or the department instructed and take up his /her duties forthwith.

## 1.2. Personal File and Service Book:

**Personal file of an employee shall contain the following documents:**

- Personal Details-Name, Employee ID, Image Link, Email, Contact No, Alternate Contact No, Date of Birth, Age, Gender, Address
- Whether they belong to SC/ST, Religion, Caste
- Declaration of Marriage, Marital Status, Date of Marriage
- Family Details, Father's Name, Spouse Name, Spouse D.O.B, No. of Children, Name of the children and DOB
- Pan Card Copy
- Aadhaar Card Copy
- Salary Account Details- Bank, Branch Name, Account No., IFSC Code
- PF Details-PF Account No, UAN No. ,
- Nomination of PF and Death/Retirement Gratuity
- Blood Group
- Medical examination of first appointment
- Verification of character and antecedents
- Oath of allegiance/affirmation to the constitution

**Service Book of an employee shall contain the following documents:**

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

## 1.3. General Rules:

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

## 1.4. Probation:

Faculty and Staff members shall be employed on probation for a period of one year, which may be extended, if necessary. The confirmation of a probationer will be within the absolute discretion of the Management.

## 1.5. Confirmation of Services:

Performance feedback of probationer will be given by appraiser to the Director's office. The confirmation will be communicated in writing through HR Department on instructions from the Director's Office. A Faculty on probation, unless specifically endorsed in the employment letter, is not eligible to avail Earned Leaves. Earned leaves for that year will be credited in his /her leave balance on successful completion of the probation period and can be availed after that. A Faculty, on confirmation as regular at the end of his / her original period of probation, shall be entitled to the privileges of regular employees from the date of appointment. In case the management for any reason whatsoever extends the original probation period, the privileges shall accrue only from the date of regularization and not from the date of appointment.

## 1.6. Other Rules Binding:

The employee will be bound by all other rules and regulations of the Institute in force from time to time in respect of matters not provided herein.

a. **Transfer:** All employees are liable to be transferred or sent on deputation either from one department to another or from one office or place to another, or to an allied or sister concern, at the discretion of the management. Every employee shall be bound, when required by the Institute, to assist in any other business, corporation or concern.

b. **Degradation:** An employee is liable to be degraded or otherwise dealt with on the report of the department head for reason(s) of indiscipline, inefficiency, irregularity or unsatisfactory work.

c. **Service of Notices:** All notices or letters dispatched, delivered or offered for delivery at the address given in the application form of the employee or at his / her residence, shall be considered to be duly served upon. The employee should immediately notify the Institute of any change of address.

   - **Photograph:** The Delhi School of Business requires that an employee, at the time of appointment must furnish his her recent passport size photograph for the record.
   - **Medical Status:** Any employee found to be medically unfit by the Medical practitioner or found to suffer from a contagious type of disease, may be discharged by the Institute. A fitness certificate is required to be submitted at the time of joining.
   - **Bar against Other Occupation:** No employee shall, during his services with the Institute, except with the written permission, enter the services or employment of any other person or firm, or himself carry on any other business or engage himself in any other activity.

d. **Conflict of Interest:** Employees must give written declaration to HR of the existing engagement/business relationship, direct or indirect of any family member/blood relation with the institute or any of its associated or group companies/society/organization. The relationship may be in the form of being an owner, director, employee or company which is a supplier, customer, buyer, agent, contractor or service provider to the institute or its group companies/organizations. In case of new engagement/business relationship after joining, prior declaration and subsequent permission of HR must be taken by employee. Failure to inform of such relationship will be treated as a breach of trust and may lead to termination of services.

e. **Confidentiality of the Institute:** No employee at any point of time, even after he ceases to be in the employment of the DSB, shall publish, divulge or disclose any secrets of the Institute or information about its affairs that may come to his knowledge or possession.

f. **Faithful Discharge of Duties:** Every employee shall devote his / her whole time and energy in the faithful discharge of duties towards the Institute and shall properly observe all Rules and Regulations in force from time to time and also comply with such instructions as he / she may receive from the Institute or the HOD.

g. **Courtesy in Dealings:** Every employee is expected to be courteous in dealing with the public and in the discharge of his duties and his conduct even outside should not bring any discredit to the institute.

h. **Liability for Damage Caused to Institute's Property:** An employee, who willfully or negligently causes any damage to machinery, or any other property of the Institute, is liable to be charged for the damage and loss to the extent of the expenses incurred in repairing the damage or recouping the loss, and may further be dealt with according to Law and these Service Rules.

i. **Dress Code:** All employees of the institute are required to dress informal business attire during regular working days. An employee, whose attire is not consistent, may be cautioned to pay closer attention to their choice of clothes. If an employee is warned regarding unacceptable attire for three (3) times, a written warning will be issued and placed on file. Employees can wear casual dress on every working Saturday. Casual Dress for men shall include collar T-shirts without quotes, jeans, and shirts, Kurtis, and any dress which is below knees, shoes (no sandals and floater).

## 1.2.1. Code of Conduct

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

## 1.2.2 Definitions

(a) In this Schedule unless the context otherwise requires "Competent Authority "means

i. "The Board of Governors" in the case of the Director & Faculty Members.

(b) "Members of the family" in relation to an employee includes the wife, child or step-child of such employee residing with and dependent on him and in relation to an employee who is a woman, the husband residing with her and dependent on her, and any other person related, whether by blood or by marriage to the employee or to such employee's wife or husband and wholly dependent on such Institute employee, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.

(c) "Service" means service under the DSB

## 1.2.3 General Rules

a. **Integrity & Devotion:** Every employee shall at all times maintain absolute Integrity & Devotion to duty and also shall be strictly honest and impartial in his official dealings.

b. **Courteousness:** An employee should at all times be courteous in his dealings with other members of the faculty, staff, students, other stakeholders, and members of the public.

c. **Whole time employment:** Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the DSB, and may be called upon to perform such duties, as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays and Sundays. These duties shall inter alia include attendance at meetings of committees to which he/she may be appointed by the DSB.

d. **Working Hours:** An employee shall be required to observe the scheduled hours of work, as per terms of Appointment unless until notified by the competent authority.

e. **Approval of Leave:** Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without approved leave.

f. **Moving Out of Station:** No employee shall leave station except with the prior permission of proper authority, even during leave or vacation. Whenever leaving the station, an employee shall inform the Head of the Department/ Chair to which he/she belongs and properly approved by the Director, the address where he/she would be available during the period of his/her absence from station.

## 1.2.4 Misconduct

Misconduct may be defined as any of the following acts of an employee:

- Negligence in the discharge of duties.
- Willful insubordination or disobedience to an order of a higher authority as per provisions of the Institute, or breach of discipline.
- Academic/administrative non-compliance.
- Academic irregularity and indiscipline.
- Theft, fraud or dishonesty in connection with the property of DSB.
- Giving false information regarding one's name, father's name, age, qualifications, previous service, etc., at the time of employment or subsequently.
- Taking or giving bribes or any illegal gratifications or indulging in corrupt practices.
- Sexual harassments.
- Indecent behavior or any other act subversive of discipline.
- Assaulting or intimidating any employee of the Institute.
- Sabotage or willful damage to or causing loss of goods or properties of the Institute.
- Acts of strike, gherao, meeting against the provision of law.
- Spreading false information with a view to cause disruption of the normal work of the Institute.
- Unauthorized use of land and building of the Institute.
- Conviction in a court of Law for offence involving moral turpitude.
- Breach of rules and regulations, orders and circulars of the Institute of any of the higher authorities.
- Abetment or attempt to commit any of the acts of misconduct.
- Any other ground which may be considered by the Governing Body to be detrimental to the interest of the Institute.

**Other Unbecoming Conduct Attracting Disciplinary Action:**

a. Failure to inform the superior about one's conviction if any.

b. Acts inconsistent / incompatible with peaceful discharge of duties.

c. Abusing or disturbing the peace in the place of work.

d. Habitual negligence of duties.

e. Acts of infidelity, unfaithfulness, dishonesty, un-trustworthiness, theft and fraud in connection with the employer's business or property.

f. Habitual late attendance.

g. Habitual absence without permission and overstaying leave.

h. Association with a political organization, movement, activity.

i. Drinking and consuming of intoxicants during the duty hours.

j. Communicating any official documents, information to any one whom he is not authorized to communicate.

## 1.2.5 Penalties

The following penalties or any of these may be imposed on any employee for misconduct, for good and sufficient reasons and after complying with procedure laid down by the Institute.

a) Censure.

b) Compulsory administrative leave without salary for a specified period.

c) Withholding of increment/s or promotion including the stoppage of increment at an efficiency bar, if any.

d) Reduction of position to a lower stage in the time scale of pay for specified period with further direction as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increment of his / her pay.

e) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute due to negligence or breach of order by the employee concerned.

f) Compulsory retirement.

g) Removal from service

h) Dismissal from service.

## 1.2.6 Disciplinary Authorities

Subject to the provisions made hereinafter, the Director of the Institute shall be the disciplinary authority in respect of all Non-Teaching Staff. However, in case of the Director and Faculty members, the Management will be the disciplinary authority.

## 1.2.7 Suspension

a) The disciplinary authority, after approval of Board of Management, may place an employee under suspension.

   I. Where the disciplinary proceedings against him/her is contemplated for and is pending or

   II. Where a court case against him/her in respect of any criminal offence is under investigation, enquiry or trial.

b) An employee shall be deemed to have been placed under suspension by an order of the disciplinary authority:

I. With effect from the date of detention, if he/she is detained in police custody on a criminal charge for a period exceeding 48 hours.

II. With effect from the date of his/her conviction, if, upon such conviction, he/she is sentenced to a term of imprisonment exceeding 48 hours.

III. Where the penalty of dismissal or removal from service imposed upon an employee, under suspension, is set aside on appeal or review under these rules or under any order of the Court of Law and the case is remitted for further enquiry or action with any other direction his/her suspension shall be deemed to have continued and in force from the date of original order of the dismissal and shall remain in force until further orders of the disciplinary authority.

IV. During the period of suspension, the employee concerned shall be entitled to a subsistence allowance of an amount equal to one third of his/her basic pay only. In the event of his/her suspension being followed by punishment he/she shall not be entitled to any further emoluments other than what he/she had already been paid from the date of suspension unless the Governing Body directs otherwise.

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

## 1.2.8 Procedure of Imposing Penalties

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

a) The substance of the imputation of misconduct/misbehaviour/non-compliance/insubordination/irregularity/indiscipline into definite and distinct article or articles of charge.

b) A statement of imputation of misconduct/misbehavior/non-compliance/insubordination/irregularity/indiscipline in support of each article of charge which shall contain a statement of relevant facts including any admission or confession made by the employee.

c) The Disciplinary Authority may, for the purpose of enquiry, appoint a Fact-Finding Committee to advise the Director about the action to be taken.

d) The Disciplinary Authority may, for the purpose of enquiry, appoint an Enquiry Committee to advise the Director about the action to be taken.

## 1.2.9 Appellate Authorities

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

CHAPTER II

# 2. Recruitment Policy for Faculty

## FACULTY RECRUITMENT POLICY

### 2.1.1. Assessment of Faculty Requirement

The Director of the DSB shall assess the requirement of faculty as per AICTE Norms (new/replacement as the case may be) at the time of approval of annual budget in consultation with the faculty members, chairpersons of different Departments and take approval of the plan from the Management at the time of budget approval.

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

### 2.1.2. Process for Faculty Requirement

Resumes for all faculty positions can be source through the following ways:

a. Advertisement in National / international newspaper, periodicals and on the DSB website.

b. Resumes available in the Database

c. Online advertisement through job sites – Naukri.com, LinkedIn, Monster.com etc.

d. Employee referral

e. Consultants

The responses from all the above sources will be shortlisted on the basis of the minimum qualification required for the faculty position (as per the **Annexure-3**).

Selection process of the faculty will be a two-tier system.

(a) **By Faculty Selection Seminar:** The shortlisted candidates shall give a presentation on a relevant teaching topic, as approved by the DSB, in the presence of all available faculty members and the Director. Each member present in the faculty selection seminar will give their feedback about the presentation on an evaluation sheet as attached (**Annexure–4**). In certain cases, where additional inputs are necessary on the candidate's caliber, he/she may be required to attend a confirmatory interview where the Director & Area Chairs shall evaluate the required potential.

(b) **By Personal Interview:** The candidates shortlisted from the faculty selection seminar will be called for a personal interview with the selection Committee in Delhi School of Business.

(c) The selection committee will consist of the following members:

   a. One member of the Board of Management or their nominee (whenever available).

   b. Director / Dean of the Institute.

   c. Two experts in the subject area from outside nominated by the Chairman,

   All the members of the selection committee will submit the interview evaluation sheet of each candidate shortlisted for the personal interview (Format of evaluation sheet is enclosed as **Annexure-5**). The final candidate shall be selected based on the consensus of panel. Members of panel can join through online.

## 2.2.1. Minimum Qualification Criteria

For recruitment of faculty, the minimum qualification criteria as laid down by AICTE is followed and or as may be decided by the Management of the Institute.

## 2.2.2. Faculty Appointments

**a. Regular Appointments**

- Faculty members appointed as Assistant Professor, Associate Professor or Professor shall meet the above criteria.
- Selection and compensation to the employees shall be made without machining any discrimination of race, sex, cast and creed.

**b. Contractual Appointments**

- Based on the eligibility and other conditions, the faculty members can be appointed on contractual basis for a fixed period & fixed salary. These appointments will carry a regular salary.
- The faculty regular or contractual must fulfil the KRA laid down in their appointment letter as well as the requirement laid down for such academic year. This is must for continuation of service, be eligible for increment and career advancement.
- The Contractual appointment should be made for a maximum period of two years which can be extended for another one Term.

**c. Adjunct positions**

- The appointment of Faculty with title “Adjunct” may be with or without pay and shall not exceed to one year. Adjunct positions may be considered as Adjunct Professor, Adjunct Associate Professor and Adjunct Assistant Professor. The title Adjunct may be used when a qualified business, industry, government, private practice or another institution of higher education may be teaching a course.
- Director should negotiate and finalize the position with the approval of Management.

**d. Emeritus Professor**

- The faculty selection Committee may recommend the appointment of Emeritus Professor to the Board of Governors for a faculty member who is retired at the age of 65 years and has served as a full Professor for a period of minimum 10 years. The appointment can be made in absentia by the Board of Governors.
- The Emeritus Professor shall get a consolidated salary to be negotiated and fixed by Management.
- No person shall be appointed or continued as Emeritus Professor on attaining the age of 70 years. In exceptional cases, management may grant relaxation in age criteria.

**e. Honorary Professor**

- The Board of Governor may accord the approval for the selection of an Honorary Professor on the recommendations of the faculty selection committee in absentia maximum for a period of two years extendable once only for one year.
- No person shall be appointed or continued as Honorary Professor on attaining the age of 70 years. In exceptional cases the Board may grant relaxation in the age criteria.

**f. Visiting Faculty,**

- Faculty members from IIMs/IITs/other reputed Business Schools/professionals from corporate may be invited to teach full time/part time or part of a course as visiting Faculty on the Terms & conditions with the approval of management, as specified by DSB under the contract agreed upon.

## 2.2.3 Honorarium:

**2.2.3.1** Visiting Faculty: The consolidated Honorarium for each course taught by a visiting faculty will be Rs, 1.20,000/- for 20 sessions of 1 hour 30 Minutes each (90 Minutes). For faculty from abroad, the honorarium shall be decided by the Director on case-to-case basis with the approval of management.

**2.2.3.2** Guest Lectures by Foreign Delegates: Any Foreign Delegation invited for a Guest Lecture will be paid @ USD 150 per session inclusive all.

**2.2.3.3** Industry Expert /Corporates: Any Industry Expert or Corporator invited for a Guest Lecture will be paid @ Rs. 6000/- per session (For 90 Minutes Session) with Conveyance cost on actual basis or Rs. 1000/- whichever is low.

**2.2.3.4** Any deviation in the above honorarium amount, would require a prior approval from the Director.

## 2.3.1 Faculty Confirmation by Self Appraisal:

Faculty members, who are on probation for and due for confirmation, are required to fill up Annual Faculty Self Appraisal Form (**Annexure-6**) and Annual Work Plan (**Annexure-7**) for two years which will be evaluated by Faculty Performance Appraisal Committee. The Faculty Performance Appraisal Committee will review the performance of the faculty for last two years and will comprise of the following members.

a. Member from BOM
b. External Expert
c. Director of DSB

The following Criteria will be discussed:

a. Teaching feedback
b. Research, Publication & Conference Organized
c. MDP and Consultancy Projects carried out
d. Institutional responsibilities and contribution
e. General conduct & attitude in last two years.

On the basis of above criteria, the Committee will recommend to confirm their services or to dispense with their services.

## 2.3.2 Superannuation Age:

After the confirmation, the appointee will hold the Office till he attains the age of retirement. Superannuation age for academic position is 65 years. Beyond the retirement age of 65 years, the faculty may be re-appointed on contractual basis for three years which can be further extended once for two years up to the age of 70 years.

## 2.3.3 Resignation by Faculty:

A faculty may resign from his / her post after giving three months' Notice for Regular and one month notice for faculty on Probation or contract except and otherwise it is agreed upon by the Institute, are required to complete the teaching schedule, projects or any other assignment before leaving the Institute. In case the completion of task requires time more than the Notice period, such period of Notice will be extended till the completion of Task/assignment.

CHAPTER III

# 3. Career Advancement Policy for Faculty

## Introduction:

As a measure to develop a career Progression for all employees, the Delhi School of Business has set up a Career Advancement Policy for Faculty & Staff. This is aimed at keeping the employees motivated and committed to the Institute with their maximum contribution. To ensure that all positions are manned by employees having the requisite qualifications, exposure and competence, the Delhi School of Business is committed to maintain equality, fairness and objectivity in the matters related to career Development of its employees.

3.1.1 The Career Advancement Policy for Faculty is based on the Criteria as laid down by AICTE in terms of academic qualification and other criteria as decided by the Management.

3.1.2 Guidelines & Eligibility Conditions

1. Ph.D. is the minimum qualification for the promotion to Associate Professor or Professor Level.
2. In Table, the 2nd column' Experience at "DSB" at Present Level' is taken as experience in the same position at DSB for number of years from the last date of promotion or in case of new joiner then the number of years from the date of joining.
3. The minimum average courses taught should be 5 in number of the last two years. (3 Credits)
4. The Research work mentioned in column no 4 is to be evaluated as mentioned below.

- Research paper published in an A category journal - 2 points
- Research paper published in a B category journal-1 point
- Research paper published in a Scopus Indexed/C category journal - 0 .5 point.
- Research paper published in any refereed journal - 0.5 point.
- Book published in an A category publication - 5points.
- Book published in a B category publication -3 points.

3.1.3 As for joint publications, full points shall be awarded to each author only numbering up to 2 joint author ships. The numbers to be counted is irrespective of internal or external authors. For more than 2 authors for a single publication, points shall be equally divided among all authors irrespective of being internal or external authors.

3.1.4 The publications to be counted for the award of points in a particular review year, shall be those publications which are either finally published or have received a formal letter of acceptance for publication on or before 30th June. In case the letter of acceptance is received before 30th June while the final publication would happen at a late date, it shall be considered in any one review cycle as decided by the faculty. Any publication post-30th June shall be considered in next review cycle.

**3.2.1 Promotions:**

Based on the prescribed criteria in Table No 1, the HR representative, under the guidance of the Director, would ask for application for promotion from the faculty members and share the same for initiating the interview process. (**Annexure-8**)

The application process should include an application form for promotion (**Annexure-7**) and updated CV from candidate containing details about their work in terms of education and work experience, courses taught in previous two years, past research work, efforts in institution building and a statement of purpose.

**3.2.2 Criteria for Selection:**

For the selection of candidates amongst the applicants, based on rating them on various parameters, a certain criterion is given below.

The various components of this stage and their relative weights are as follows:

**3.2.2.1 Teaching–**The basic and most important activity of Faculty members will be evaluated on the basis of two important parameters i.e., Academic quality evaluation, audit and teaching hours. An audit on teaching quality and delivery will be done on the basis of course planning and delivery, inviting guest lecturers, industry visits, session plan implementation, assessment of teaching & learning, evaluation of question paper and assessments etc. This audit will be done by a panel of experts/faculty appointed by the Director. Relevant questions regarding teaching quality will be asked during interview as well. Teaching quality will carry 25% weight in the overall assessment.

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

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

**3.2.2.4 Appraisal Rating–**The final appraisal rating that reflects the Director and Management encapsulated view of the performance of a faculty member should also contribute in terms of promotion. For this factor, the rating for last two years will be considered. This factor will carry 10% weight in the overall assessment.

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

I.Institutional commitment and student handling

II.Domain knowledge

III.Leadership potential and career goals/plans for the next 3 years.

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

**3.3.1 Selection Parameter**

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

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

**IMPORTANT:** Any proven case of compromise on personal or professional Integrity will be viewed severely and no increment or promotion will be given irrespective of Performance in other Criteria.

**3.3.2 The Annual Performance Assessment Process for Faculty**

The Performance Assessment process forms an important & integral part of the Performance Assessment & Enhancement Management System of Delhi School of Business.

**3.3.3 The Performance Assessment Process for the Academic year**

**3.3.3.1** The Annual performance Assessment period of all faculty members at the Institute will be from July 1, of previous year to the current year.

**3.3.3.2 Applicability**

It is applicable to all faculty members who have served for 6 months or more in the institute as on Aug 31st of the current year.

**3.3.3.3 Guidelines**

The appraisal process for 2020-21 will have the following components:

| Parameter | Weight |
|---|---|
| Faculty Contribution based rating by the appraiser (Committee, Director plus Representative of the Management) | 85% |
| Behavioural rating (Director) | 15% |
| **TOTAL** | **100%** |

**3.3.3.4 Faculty Contribution Based Rating:**

Faculty Contribution Areas primarily are –

(a) Teaching

(b) Institution Building

(c) Research and Self Development

(d) Seminars and Conferences

(e) MDP

(f) Administrative Responsibilities

**3.3.4. Teaching Excellence:** Teaching excellence comprises of three main parameters – teaching load, teaching quality, student feedback.

**3.3.4.1 Teaching Load**: It is calculated on the basis of number of hours taught.

**3.3.4.2 Teaching Quality:** This rating is to be done on the parameters of teaching style, response time, adherence to timelines, industry connect and interface (including guest lecturers etc.), contribution to area, fairness and responsiveness to students. This should be measured on basis of the feedback, information available in PGDM Office and self-declaration by the faculty members on the above parameters. This will be assessed by the Committee with the additional inputs from concerned members in the institute

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

**3.3.4.4 Institution Building:** Specific and practical contribution will be considered in this factor rather than just being members of various committees.

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

***Note:** Name of the journal without mentioning the category of the journal will be considered in the lowest category for evaluation.

**3.3.4.6 The Behavioural rating of the faculty members will be based on the following competencies:**

- Interpersonal skills
- Communication skills
- Approach to work
- Supervisory/Leadership skills
- Student responsiveness

1. In case of faculty members, the Appraiser will be the Committee comprising of the Director and a representative of the Management
2. The Final Appraisal will have Categories as:

- **Below Expectations (less than 3)**
- **Meets Expectations (3.0 - 3.9)**
- **Exceeds Expectations (4.0-4.9)**
- **Outstanding (5.0)**

Brackets mention the Composite Rating Score

CHAPTER IV

# 4. Career Advancement Policy for Staff

## Introduction

As a measure to develop a career progression for all employees, the Delhi School of Business has set up a Career Advancement Policy for Faculty & Staff. This is aimed at keeping the employees motivated and committed to the Institute with their maximum contribution. To ensure that all positions are manned by employees having the requisite qualifications, exposure and competence, the Delhi School of Business is committed to maintain Equality, fairness and objectivity in the matters related to career development of its employees. This policy shall be applicable to all regular staff employees of the Institute.

**4.1. The Career Advancement Policy for Staff is based on the following Criteria:**

- Annual Appraisal Report
- KRA based achievements
- Contribution to the Institute in his / her particular Department
- Recommendations from Acceptor

**4.1.1 Selection Parameter**

**4.1.2** All ratings are scaled from 1 to 5 with 1 being the lowest score (dissatisfied) and 5 being the highest score (excellent).

**4.1.3** The career advancement of Staff can be done on the recommendation of the Acceptor and discussion with the Director.

**4.1.4** Employees having annual Appraisal rating minimum "Meets Expectations" and above for last two consecutive years will only be eligible for the process of promotion. The Committee will review the following parameters:

- Annual Appraisal Report
- Enhancement of Academic / Professional/ Technical qualifications
- Contribution to the Institute in his / her particular Department
- Leadership Skill
- Interpersonal Skill
- Overall Experience
- General Behaviour in the Institute

**4.2.1** The Annual Performance Review Process for Staff

1. The Performance Review Process for any particular year
2. The Annual performance review period of all staff members at the Institute will be from July 1, of previous year to. August 31st, of the current year

**4.3.1 Applicability**

**4.3.1.1** It will be applicable to all the staff members including contract staff who have completed more than six months with Delhi School of Business as on 31st August of the current year. Those having a tenure of less than Six months shall have their appraisal on completion of one year for this appraisal cycle. All eligible employees will be submitting annual Self appraisal review for as per (**Annexure- 18**)

**4.3.1.2 Guidelines**

**4.3.1.3** The appraisal process for an academic year will have the following components:

**4.3.1.4** Staff Contribution Areas based rating will consist of the following parameters. This section is to be filled by the appraisee.

**4.4.1** **Self-Declaration:** Key value drivers and activities, Achievements through the year, Goals for the next year, Areas of improvement

**4.4.1.1** **Key value Drivers and Activities:** The Appraisee is required to provide details of the key value drivers of their job roles and their own performance against each of them. The Appraisee is encouraged to provide quantitative information as much as possible according to their roles.

**4.4.1.2** **Achievements through the Year:** Information in this section will be apart from the regular work. The Appraisee is required to provide information of achievements of targets for the target-oriented profiles and others will be required to mention about any new initiatives launched, programs conducted etc.

**4.4.1.3** **Quantitative Assessment of Team (Library/IT/Administration/Admissions/Placements):** In case of Library, IT, Administration the assessment by the reporting authority/(ies) shall be the consideration. In case of Admission and placement department, the total number admissions/placements as compared to last year should be mentioned.

**4.4.1.4** **Goals for the Next Year:** The Appraisee is required to provide two key goals in each personal and professional spheres.

**4.5.1** **Areas of Improvement:** The Appraisee are required to provide two key areas of improvement preferably from their own department. This could also reflect on the problems or roadblocks they face in their work.

**4.5.2** Section 3 of the appraisal form is to be filled by the Appraiser. This consists of brief remarks by the Appraiser on the Self declaration made by the Appraisee. The Appraiser will also mention areas of improvement, training needs and career path for the Appraisee.

**4.5.3** **Competency Based Rating**: The section 4 on competency-based rating is to be filled by the Appraiser. In case the Appraiser rates the Appraisee on any competency equal to or more than 4, he will be required to mention the reason for the same in the remarks column.

**Note:**

1. In case of Staff members, the Appraiser will be Reporting Head, Reviewer – HOD, Acceptor – Director.
2. The Final Appraisal will have Categories as

- **Below Expectations (less than 3)**
- **Meets Expectations (3.0-3.9)**
- **Exceeds Expectations (4.0-4.9)**
- **Outstanding (5.0)**

Brackets mention the Composite Rating Score

3. **IMPORTANT: Any proven case of compromise on personal or professional Integrity will be viewed severely and no increment or promotion will be given irrespective of Performance in all other Criteria.**

CHAPTER V

# 5. Faculty Development Policy

## Introduction:

The main objective of this policy is to facilitate continuous learning and development of faculty and to provide them facilities so that they feel the Institute as family and grow professionally with their innovative research in the interest of mankind globally.

## 5.1 Rules & Procedures for attending National & International Seminars/Conferences/FDPs/MDPs

Delhi School of Business offers Annual Awards, Research grants and nominations to participate in various National and International Conferences/seminars held in India and aboard. The Institute encourages the faculty for writing books and research articles. Endeavours shall be made by the Institute to strengthen the organization of management seminars and conferences in the country and at the Institute in a cost-effective manner, subject to availability of funds and institutional commitment of the faculty. Director may also nominate faculty member(s) to participate in regional/ national / international conferences.

5.1.1 Keeping the above in mind the following facilities are provided to faculty members of the Institute.

- Separate Faculty Cabin / Room are provided to all faculties.
- All Faculties are provided with separate Laptop as per their choice
- Faculty Exchange Program deputation with premier Institutes.
- Annual Awards
- Research Grants
- Free Wi-Fi in the Campus
- Free Health Insurance (Hospitalization Medi-Claim)
- Health Check-up cum Diagnostics Camp

5.1.2 a. Participation in a Regional/National Conference every year

b. Participation in an International Conference once in two years with appraisal rating exceeds expectation.

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

**5.1.3 Eligibility**

a. For participation in a Regional/National Conference, all Regular/Contract/Adjunct faculty of the Institute are eligible. Each faculty can attend at the maximum of 1 conference per year. (Format of Application Form given in **Annexure -11**).

b. For participation in an International Conference, all regular/contract faculty of the Institute, who have completed 1 year of service at the institute (to be counted from date of joining for the first visit). (Format of Application Form given in **Annexure-12**). For any subsequent visit, the faculty will be eligible only after completion of 2 Years. The completion of 2 years will be calculated from the date of return from the 1st visit. It is mandatory that after attending any international conference, the faculty member is required to stay in DSB minimum for one year. In case the faculty member leaves the Institute before a year, he/she will have to refund the money incurred by the institute for the international conference participation. Approval of attending conference is subject to availability of budget and other conditions.

c. The requisite condition to attend any national or international conference for any faculty member is that the last appraisal should be at least "Meets expectations".

**5.1.4 Sanctioning Authority**

Director – National Conference / International Conferences

**5.1.5 Entitlements**

- For National Conferences
- Registration Fee: Allowed up to Rs. 25,000/-. Above this amount, approval to be taken from the Director.
- Travel expenses which include train/flight eligible according to the travelling policy.
- DA as per the authorized rates, for the period of stay for the conference.
- For International Conferences
- Registration Fee: Allowed up to USD 300. Above this amount, approval to be taken from the Director.
- Travel: The air journey shall be performed by Economy class, by direct route.
- The DA will be paid for the period / duration of conference actually attended and additional day(s) as necessary to reach for attending conference/ departing after the conference is over.
- Evidence of Acceptance of paper for approval of the visit
- The faculty must produce evidence of acceptance of papers for approval of the visit. They must submit a copy of the same before leaving for the conference.
- The paper must be released as a working paper within two weeks of return from the conference.

**5.1.6 Procedures**

- Faculty members are required to submit their application for participation in the Regional / National seminar/ conference at least 08 weeks in advance of the date of the seminar/conference in the case of Regional/National Conference and international conference. All applications must be submitted along with a copy of the detailed brochure / announcement of the conference and a copy of the acceptance of their abstract of their paper. All applications will be submitted to the Chairperson, Research Committee.
- The Research Committee will process the applications and make recommendation to the Director. Decision by the Director will be final and binding.
- Applicant faculty will be required to give a faculty seminar on the paper to be presented by the seminar/ conference prior to their departure for participation. Approval for participation in the seminar / conference will be given only after satisfactory incorporation of suggestions made in the faculty seminar. No grant for participation in the seminar/conference will be given without presenting the paper in the faculty seminar or not carrying out the suggestions made.
- Approved faculty must submit evidence of acceptance of paper along with a copy of their final paper before leaving for the conference.
- On return from the seminar / conference, the concerned faculty will submit to the Chairperson, Research Committee a copy of the paper presented, and develop the same into a Working Paper within two weeks of return from the seminar/Conference.

# 5.2. Research Policy

The Delhi School of Business believes that publication of Research Papers in the highly rated journals is the key criteria for recognizing and rewarding academic research. DSB is committed to encourage and support its faculty members to carry out research and present their papers in National and International Conferences with publishing them in the top-quality Journals. The broad objective is to encourage research by faculty and simultaneously their research work should be recognized at appropriate level. A Research Committee is formed to undertake the responsibilities and facilitate research as per priorities identified by the Institute.

### 5.2.1 Research Committee

A Research Committee will be appointed by Director for a period of one/two years. The Committee will be led by Chairperson and will have two more faculty members representing different functional areas. The Research Committee, among other duties assigned by the Director, will be responsible for the following tasks.

1. Prepare a research Plan for the Institute and chronology of steps to be implemented.
2. Organize Research and case development workshops in the Institute in consultation with Director.
3. Initiate a soft campaign to motivate faculty for undertaking Research work.
4. Receive research proposals from faculty (**Annexure-13**), appraise and process them and make appropriate recommendations to the Director. The Chairperson may also take opinion from the area experts if feels so, in the above processing and appraising the research proposals.
5. Organize faculty seminars, conferences involving Institute faculty, Area experts or visiting / guest faculty.
6. Monitor & review the progress of the Institute funded research Projects or case development and apprise the Director.
7. Brief the Director about the requirement of research infrastructure, library resources, software etc. with possible utilization of available institute resources. The committee will also suggest the appropriate measures to be taken for facilitating research.
8. Identify and coordinate with external funding agencies for research grants for funding long time research project by faculty.
9. Organize series of talks, seminars, competitions, contests etc., for inculcation of research orientation among students.

### 5.2.2 Seed Grant

DSB is committed to promote research by faculty and therefore, a grant of seed money of Rs. 50,000/- (Rupees fifty thousand only) will be provided to the approved research project. In addition to the seed grant, Rs. 5000/- per student can be claimed as stipend in case the student is also involved in the research project. Maximum two students can be hired for a project. Other conditions are as follows:

- The maximum duration for completion of seed funded research projects including case development will be one year from the date of the approval.
- Up to two seed money project grants will be allowed to a faculty as an individual researcher. He /She could be a joint researcher at most in one more project provided one of their them have successfully completed 50% of the previous project.
- Quarterly report on progress on the research/case project is required to be submitted to the Chairperson of Research Committee.
- One soft and one hard copy of the completed Research Report/Case Developed along with the Teaching Note is required to be submitted to the Chairperson (Research Committee). The chairperson will get the research

report /case developed evaluated by a committee constituted for the purpose. The case developed may also be sent to an external case clearing house for its advice.

**5.2.3 Eligibility for Seed Grant:**

All faculty (including contractual faculty) are eligible to apply for seed grant. No such proposal will be accepted from faculty who are already working on one project funded by the Institute without at least 50% satisfactory completion or have defaulted in the completion of research in the agreed time frame.

**5.2.4 Academic Publications**

Academic publishing forms an integral part of the basket of activities a faculty member is expected to perform at Delhi School of Business. Besides making contribution to creation of body of knowledge and enhancing teaching quality, publishing adds value to the faculty, weightage to their promotion candidature, and credibility to B-school reputation. As a key tool to increasing intellectual capital, publishing has come to acquire a place of significant importance with the B-school rating & ranking agencies as well as with the accreditation bodies.

**5.2.5. Faculty's Growth Avenues**

i. Appointment of Dean: Any Professor may be appointed as Dean by the Director. Appointment would depend upon the administrative leadership quality in the academic community.

ii. Appointment of Area Chairperson: Any Professor/Associate may be appointed as Area Chairperson by the Director.

iii. Professional Membership: Faculty members can become member of International professional bodies/ association.

iv. Faculty Exchange Programme: Faculty members are given opportunity to teach and doing joint research with partner Institutions or the Universities.

v. FDP/ MDP and other avenues.

## 5.3. Faculty Management & Support Policy

**5.3.1 Allocation of Workload and Annual Work Plan:**

Delhi School of Business follows a transparent system of workload allocation to faculty members. It comprises of Teaching, Research Training, Consultancy, Faculty Development Programme, Management Programme to its faculty. Based on the requirement of the Institute, aptitude and interest of the faculty members, they are allocated administrative responsibilities from the Director's Office.

**5.3.1.1 Faculty Workload:**

The workload of a faculty in a Trimester usually be limited to maximum 90 hours of teaching. The variation to this may be done by Director only in exceptional conditions. Faculty workload also include additional activities like Curriculum Development, Student Counselling, Dissertation, Summer Internship Supervision.

**5.3.1.2 Number of Courses:**

The annual allocation of teaching courses to faculty, is decided after due consultation with Area heads. The number of Courses taught per academic year by a full-time faculty member is normally 5 and it could be more. One faculty may be allowed to teach same course to maximum three sections. For a 3-credit course a faculty will need 30 hours course time.

**5.3.1.3 Research Component workload:**

The Delhi School of Business supports and rewards its faculty member for carrying out Academic research work. The Institute suitably rewards for Research work and publications of research articles to its faculty members as per research policy. The research proposals should be relevant to the Institute and duly approved by the research committee of the Institute.

**All faculty members are required to fill annual work plan for the year mentioning the work plan as per mentioned in (Annexure -7)**

CHAPTER VI

# 6. GRIEVANCES REDRESSAL SYSTEM

The Delhi School of Business is determined to create a happy and free working culture among all the employees yet there could be employee grievances coming up sometimes. Some of these may be genuine whereas some of these may due to the perception of the employee or may be the result of their imaginations. DSB addresses all such grievances if any at various platforms as per the type of complaint.

## 6.1 Employees Grievances Redressal:

Any employee who believes that he/she has been victimised or has a concern which needs to be addressed immediately, may discuss his/her grievances with immediate superior, area head or HR officials. Whenever possible, the DSB prefers and encourages such member to promptly advice the offender that his or her behaviour is not welcomed and request that it should be discontinued. Often a correct approach and communications resolve the problems. If still the matter is not resolved, it may be pursued through complaint procedures under the appropriate Grievances Committee.

**6.1.1 Procedures:**

Any reported allegations of harassment, discrimination or retaliation in writing or through mail, will be investigated promptly by the constituted Committee.

a. Faculty Grievances:

In case of faculty members, the committee will consist of Four Members with the Director as officiating Chairperson, other three members will address the redressal within 30 days.

b. Staff Grievances:

In case of Staff having Grievances, may make a representation in writing to the Admin Officer for appropriate redressal. (**Annexure A-15**) The Committee for Staff shall comprise Dean as Chairperson, one faculty member nominated by Director and the Admin Officer. The Committee will address the redressal within 30 days.

**6.1.2 Appellate Authority:**

The faculty member if unsatisfied with the decision of the committee, may make a final Appeal to the Board of Management. In case of Staff who is dissatisfied with the decision of the committee, may make a final Appeal to the Director whose decision will be final.

## 6.2 Student's Complaint, Grievances and Redressal

For student's complaints, grievances and redressal, the DSB has formed various Committees:

6.2.1 Disciplinary Committee

| | | |
|---|---|---|
| Chairperson | : | One |
| Members | : | Four Members (Faculty) |

6.2.2 Student Grievance Redressal Committee (SGRC)

| | | |
|---|---|---|
| Chairperson | : | Director, DSB |
| Members | : | Two Faculty Members |
| Student Member | : | One Student coordinator |

**6.2.3 Internal Complaint Committee (ICC)**

| | | |
|---|---|---|
| Presiding Officer | : | One |
| Members | : | |
| Legal Expert | : | One |
| Faculty Members | : | Two |
| Staff Members | : | Two |
| Students Members | : | Four |

**6.2.4 Anti-Ragging Committee**

| | | |
|---|---|---|
| Chairperson | : | One |
| Members: | | |
| Faculty Members | : | Three |
| Staff Admin | : | One |
| Class Representatives | : | (One for Boys and One for Girls) |

**6.2.5 Anti- Ragging Cell**

| | | |
|---|---|---|
| In-Charge | : | One (Faculty) |
| Members : | | |
| Faculty Members | : | Three |
| Staff Admin | : | One |

**6.2.6 Anti-Ragging Squad**

| | | |
|---|---|---|
| Faculty Members | : | Two |
| Administrative Officer | : | One |
| Staff Members | : | Two |
| Student Members | : | One (CR/Disciplinary Committee) |

CHAPTER VII

# 7. Prevention of Sexual Harassment Policy

## 7.1 Preamble

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

## 7.1.1 Definitions

I. Aggrieved woman – 'Aggrieved Woman in relation to a workplace means, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

II. Employee – 'Employee' for this policy means a person employed in the institute for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name.

III. Sexual Harassment – 'Sexual Harassment' shall mean and include any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely: -

a. Physical contact and advances or

b. A demand or request for sexual favours or

c. Making sexually coloured remarks or

d. Showing pornography or

e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

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

a. Implied or explicit promise of preferential treatment in her employment, or

b. Implied or explicit threat of detrimental treatment in her employment, or

c. Implied or explicit threat about her present or future employment status, or

d. Interference with her work or creating an intimidating or offensive or hostile work environment for her, or

e. Humiliating treatment likely to affect her health or safety

f. Employer means Director in the case of Management Institute.

g. Any term which has not been defined explicitly in this Policy, shall be construed as defined in The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act,2013 (WSHA,2013).

### 7.1.2 Prevention of Sexual Harassment

The Delhi School of Business makes all endeavours to prevent Sexual harassment of woman at work place. The DSB follows Zero tolerance policy against sexual harassment of woman at work place.

### 7.1.3 Internal Complaint Committee

The Internal Complaints Committee, known as ICC, consisting of four Members from the employees of the institute shall be constituted, out of which at least half of total Members of the committee including Presiding Officer shall be women. The Presiding Officer and every Member of ICC shall hold office for a period for which he or she is appointed and such period in any circumstances shall not exceed three years from the date of his/her nomination.

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

### 7.1.4 Complaint Procedure

Any aggrieved woman may make, in writing, a complaint of sexual harassment at the institute to the ICC within a period of three months from the date of the incident and in case of series of incidence within a period of three months from the date of the last incident. Provided that where such complaint cannot be made in writing, the Presiding Officer or any other Member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing.

The ICC for reasons to be recorded in writing, can extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within said period.

Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or close relative can make a complaint to the ICC.

The ICC will maintain a register to endorse the complaint received by it and keep the contents confidential, except to use the same for discreet investigation.

### 7.1.5 Conciliation Proceedings

Before initiating an enquiry, the ICC may and at the written request of aggrieved woman take steps to settle the matter between her and the respondent through conciliation, provided that no monetary settlement shall be made as a basis of conciliation.

Where a settlement has been arrived at as mentioned above, the ICC shall record the settlement so arrived and forward the same to the Director of the DSB to take action as specified in the recommendation.

The ICC shall provide the copies of the settlement as arrived at to the aggrieved woman and the respondent. Where a settlement is arrived at as above, no further inquiry shall be conducted by the ICC.

### 7.1.6 Inquiry

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

b. Where the aggrieved woman informs the ICC that any term or condition of the settlement arrived at earlier has not been complied with by the respondent, the ICC shall proceed to make an inquiry into the complaint.

c. Where both the parties are employees, parties shall, during the course of the inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the ICC.

d. For the purpose of making an inquiry, the ICC shall have the same powers as vested in a Civil Court under the Code of Civil Procedure, 1908.

e. The inquiry shall be completed within a period of ninety days.

**7.2 Action During pendency of Inquiry**

During the pendency of an inquiry, on a written request made by the aggrieved woman, the ICC may recommend to the employer to: -

a. Transfer the aggrieved woman or the respondent to any other department; or

b. Grant leave to the aggrieved woman up to a period of three months; or

c. Grant such other relief to the aggrieved woman as ICC may consider desirable.

d. On the recommendation of the ICC, employer, wherever he feels that recommendation is appropriate, shall proceed to implement the same and send a report about such implementation to the ICC. However, wherever, in his opinion, recommendations are not appropriate, he shall discuss and finalize recommendation in consultation of ICC and thereafter proceed to implement the same.

**7.2.1 Report of Inquiry Committee**

a. On the completion of an inquiry under this Act, the ICC shall provide a report of its findings to the employer within a period of ten (10) working days from the date of completion of the inquiry and such report shall also be made available to the concerned parties.

b. Where the ICC arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer that no action is required to be taken in the matter.

c. Where the ICC arrives at the conclusion that allegation against the respondent has been proved, it shall recommend to the employer: -

d. To take action for sexual harassment as a misconduct in accordance with the provisions of the Service Rules applicable to the respondent.

e. To deduct, not withstanding anything in the Service Rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or her heirs.

f. The employer shall act upon the recommendation of ICC within 60 days of its receipt.

g. However, where employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment, it may direct to the respondent to pay such sum to the aggrieved woman directly.

h. In case respondent fails to pay the sum referred to in clause (4) above, the ICC may forward the order for recovery of the sum as an arrear of land revenue to the concerned District officer.

**7.2.2 Punishment for false and malicious complaint and false Evidence**

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

b. Where the ICC arrives at a conclusion that during the inquiry any witness has given false evidence or

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

### 7.2.3 Sexual Harassment to be treated as MISCONDUCT under service Rules

Sexual harassment shall be treated as a misconduct under Service Rules. The employer shall take all necessary steps to ensure that the contents of the complaint made, the identity and address of the aggrieved woman, respondent and witness, any information related to conciliation and inquiry proceedings, recommendations of the committee and, as the case may be, the action taken on them, shall not be published, communicated and made known to the public, press and media in any manner.

### 7.2.4 Disciplinary Action against the Accused (When found Guilty)

The Internal complaint Committee will give recommendations to impose disciplinary action to be taken in case the accused is found to be guilty of charges of sexual harassment.

The penalties listed below are the divided as per gravity of the offence.

**1. Minor Punishment:**

a) Warning in writing

b) Withholding or Stoppage of increment/Promotion

c) Submitting of written apology to the aggrieved woman

d) Negative impact on performance appraisal

e) Transfer

f) Debar from Reward & Recognition Programs

**2. Major Punishment:**

a) Debarring from Supervisory duties

b) Reverting / Demotion

c) Termination / Discharge from Services

d) Dismissal without Notice or any compensation in lieu of Notice

e) Compensation to the victim by deduction from the salary of the guilty.

In addition to the above, the ICC may recommend the Gender sensitizing counselling to the guilty and also may order enhanced penalty in case of repetition of the offence.

### 7.2.5 Detailed Report and documentation as per Annexure

The ICC members at campus shall send a detailed report (as mentioned in Annexure-16) on the quarterly basis to the Director Office. All document related to the complaint shall be maintained in files all the Times by DSB Internal Complaint Committee.

CHAPTER VIII

# 8. MDP & Consultancy Policy

**8.1** The National and International organizations are increasingly recognizing the need of Executive education as an important factor for developing their managers and executives. The Delhi School of Business aims at broadening the scope of developing the managers and executives by Management Development Programmes so as to improve the managerial decision-making skills across functions, sectors and geographies. The Delhi School of Business shall offer following programs:

- In Company MDP
- Management Development Program (MDP)

**8.1.1 Activity, Role and Responsibility**

**8.1.1.1 In Company MDP**

The DSB would undertake competency development programmes at three different levels of executives which are as under:

a. Senior management Program for Senior Management Level

b. Executive Development Program for Middle Management Level

The In Company MDP are based upon on the calendar schedules of various organizations, by selecting the competent faculty to deliver the modules. This would be undertaken in the Name of the Institute. This would also apply to those cases also where the client had approached the faculty directly. The client need assessment will be carried out by a senior faculty in nominated by the Director. Once the proposal is accepted by the client Organization, a MOU will be signed between the Director and the client organization on behalf of the Institute.

**8.1.1.2 Management Development Programmes (Open Programmes)**

MDPs would also be undertaken by the DSB at two different levels of executives which are as under:

a. Senior management Program for Senior Management Level

b. Executive Development Program for Middle Management Level

These MDPs can be floated by any faculty member with proven Expertise in the subject or it can be the outcome of a research program/ project. These MDP are also conducted if carrying out they are the part of curriculum of a particular area or has been conducted traditionally to understand the training needs. In these programs participants from diverse Industries participate, interact and add value from across sectors. The learning is significant and opens up to new and innovative methods of managing organizational challenges.

The faculty Member(s) will submit their proposals by giving details of Program contents, outlining the pedagogy and objectives, target audience and schedule of MDP before beginning of the Academic session so as to accommodate the same in the Academic Calendar.

**8.2.1 Rules pertaining to MDP are as follows:**

Faculty/staff members delivering sessions during the MDP organized by the Institute, will be eligible to receive the honorarium payment as per the policy mentioned in **Annexure-17** subject to fulfilling of the required minimum work allotted in teaching.

1. Faculty member shall accept assignment of conducting MDP in any other institution after a written approval of the Director, will be required for undertaking any such assignment. A faculty member, even when on leave, can accept any MDP session on prior approval of the Director of the Institute. In this case 50% of revenue from external MDPs will be shared with the institute.

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

3. The faculty members shall be treated on duty while participating in half/day long MDP programme outside the Institute subject to the condition that he/she meets his/her teaching target.

4. A Prior approval is required from the Director before accepting any outside MDP. The faculty conducting such MDP shall Submit the complete details of payment received to the HR and accounts department of the Institute.

**8.3.1 Consultancy Rules in DSB:**

The Delhi School of Business encouraging faculty to undertake training, consultancy and sponsored research in policy, strategy and operational aspects of management in their field of interest both individually as well as together in a group. The Institute's objective behind undertaking consultancy is to help improve management system in the organizations. The learning derived from the consultancy would help in Class room teaching, Researches and also for publications. The scope of consultancy and research activities shall include consulting (oral/written/both) report based, paid or sponsored research, lecture assignments outside the institute as well.

**8.3.2 Guidelines and Procedures:**

- Faculty members are required to take prior written permission of the Director, before undertaking any such assignment.
- No such assignment should be undertaken which requires any alteration in the Scheduled commitment of the institute.
- While on leave also, a faculty member can accept any consultancy assignment but, a prior approval from the Director of the Institute is mandatory.
- The faculty members conducting consultancy assignment shall be treated on duty. They have to ensure that scheduled commitments with the Institute are also completed.
- One day per week shall be the maximum period available to a faculty for undertaking such assignments. Any commitments of time of half-day or more will be part of this consultancy period available to the faculty.
- After deducting direct expenses, 50% of revenue from consultancy is to be shared with the institute.
- All the faculty members shall be required to submit the complete details of any outside assignment including the name of the institute with complete itinerary along with photocopy of the cheque received to the Director's office.
- The Director is allowed to take maximum of 26 days in a year for consultancy assignment with permission of Management.
- While accepting any consultancy assignment, institutes revenue from consultancy should justify allocation of faculty resources.

**8.3.4 Panel Discussions & Guest Lectures:**

- Faculty members are required to take prior written permission of the Director, before undertaking any such assignment.
- No such assignment should be undertaken which requires any alteration in the Scheduled commitment of the institute.
- While on leave also, a faculty member can accept any consultancy assignment but, a prior approval from the Director of the Institute is mandatory.
- Honorarium of Rs. 20000/- per annum is excluded from any sharing with institute. Any honorarium in excess shall be shared 50% with the institute.
- The faculty members shall be treated on duty while such assignment.
- All the faculty members shall be required to submit the complete details of any outside assignment including the name of the institute with complete itinerary along with photocopy of the cheque received to the Director's office.

CHAPTER IX

# 9. Leave Rules for Faculty & Staff

## 9.1 Leave

The expression 'leave' means leave of absence. It is the provision to stay away from work for genuine reasons with prior approval of the authorities. Leave of absence cannot be granted as a matter of right.

Accordingly, leave rules and norms have been categorized under various heads. Most of the rules are common to both faculty and non-teaching staff however, few rules and norms have been stipulated specifically with reference to faculty and staff of the Institute.

## 9.1.1 Basis of Calculation of Leave

a. All types of leaves shall be calculated with reference to the English Calendar.

b. The Academic year followed shall be June to May Cycle.

c. Bio-metric attendance in and out, is MANDATORY, both for faculty and staff and the Director of the Institute.

d. In case one has forgotten to mark the attendance through Bio Matric machine or signing of the attendance register within the time or delayed, one should inform the HR or HOD of the concerned department. However, this should be avoided.

## 9.1.2 Work Hours for Faculty

**9.1.2.1** Total no. of working hours for the faculty shall be minimum 8 hours including 30 minutes lunch break in a day.

**9.1.2.2** Depending upon the timetable and approval from the Director, the working hours would be in two shifts:

First Shift: 9:00 AM to 5:00 PM

Second Shift: 9.30 AM to 5.30 AM

I. Saturdays (Frist & Third) and Sundays will generally be observed as weekly off however faculty having teaching / other administrative work commitment on Saturday would be required to be present.

II. Faculty members would also be expected to be present beyond the stipulated hours on working days and/or during the weekend whenever situation demands.

III. Saturdays (Frist & Third) and Sundays will generally be observed as weekly off however faculty having teaching / other administrative work commitment on Saturday would be required to be present.

IV. Faculty members would also be expected to be present beyond the stipulated hours on working days and/or during the weekend whenever situation demands.

## 9.2.1 Work Hours for Non-teaching Staff

Institute shall have working hours for non-teaching Staff from 9: 30 AM - 05:30 PM.

1. Total no. of working hours for the staff shall include lunch break not exceeding 30 Minutes (from 1 p.m. to 1:30 p.m.) in a day.

2. Two alternative Saturdays (as opted in the HR Records) every month and Sunday will be observed as a weekly off.
3. However, staff member is expected to be present beyond stipulated hours on working days and / or during the weekend whenever required.
4. The grace time for recording the biometric attendance shall not be more than 10 mins of the actual timing. (e. g. for 9.30 AM slot the grace time period permitted shall be 9.40 AM)
5. Two days of Late Attendance during a month shall be permissible (i.e. after the grace time). Information should however reach to HOD.
6. More than Two Late attendance during a month shall be considered as One Half-Day leave. Regular occurrence shall not be permissible.
7. The Attendance Register shall be kept in the Director Office which has to be additionally signed on daily basis till further notice. In case not signed, attendance shall not be marked.

## 9.3.1 Kinds of Leave Available:

1. Summer Leave
2. Earned Leave
3. Casual Leave
4. Half day / Short Leave
5. Medical Leave
6. Maternity Leave
7. Paternity Leave

Note: (Faculty should avoid taking leaves during the scheduled day of the class, faculty council meeting, FDP, or other important events at the Institute).

## 9.3.1.1 Summer Leave

1. Faculty:
   - Normally 28 days i.e. (4 weeks) of leaves will be allowed. It can be availed once during the end of an academic year and start of the new academic year.
   - Dates for the leaves shall be announced by the Institute.
2. Non-Teaching Staff:
   - All staff members shall be allowed to avail 05 days of leave in a year. Staff members having worked for a minimum period of six months shall be permitted to avail leave.
   - These leaves can be availed only once in a year as permitted by HOD and cannot be split into more than one occasion.
   - In case the situation demands, Institute reserves the right to hold back or may be asked to postpone the Leaves that may then be taken at some other point of time during that particular year.

## 9.3.1.2 Earned Leave (EL)

1. Number of Leave Entitlement: Both faculty & non-teaching staff shall be entitled to 12 Earned leave for a period of 12 months.
2. In case of new appointee, resignation/superannuation, dismissal/death etc. of any faculty & non-teaching staff, eligibility of EL shall be calculated on proportionate basis.

3. In case anyone remains absent / avails leave without pay, EL shall not be accumulated for such period and EL entitlement shall be calculated on proportionate basis excluding such period from the period of work.
4. Entitlement of EL shall be rounded off nearest to 1 EL shall be credited in the leave record of each employee at the end of calendar year or at the time of full & final settlement (in case of resignation/superannuation/removal etc.) whichever is earlier.
5. EL can be availed up to a maximum of 12 days at any one time. EL shall not be combined with any other leave except maternity leave.
6. EL can be availed only 3 times in a year. EL can be availed for at least minimum of 3 days continuously.
7. Any leave availed after submission of resignation shall be treated as EL. In case of insufficient EL balance, the leaves shall be marked as LWP.
8. Holidays including Saturday & Sundays falling within the period of EL shall be counted as EL. Holidays can be suffixed or prefixed with EL.
9. Any un-availed EL shall lapse at the end of the Calendar year i.e., Dec. 31st every year.

## 9.3.1.3 Casual Leave (CL)

1. Number of Leave Entitlement: Both faculty & non-teaching staff shall be entitled to 08 casual leaves for a period of 12 months from Jan to Dec every year as per Govt. of India rules.
2. In case of new appointee, resignation/ superannuation, dismissal/ death etc. of any faculty & non-teaching staff, eligibility of CL shall be calculated on proportionate basis.
3. CL shall be credited in the leave record of each employee at the beginning of the year / at the joining, as the case may be, on the assumption that employee shall work during the full / remaining year. However, availing of CL shall be restricted up to his entitlement, calculated on proportionate basis on the date of availing.
4. Holidays falling in between CL shall not be counted as CL. Holidays can be suffixed or prefixed with CL.
5. CL cannot be combined with any other leave.
6. Un-availed CL will automatically lapse at the end of the Calendar year i.e., Dec. 31st year.
7. Maximum 2 days of casual leave can be availed at a stretch.

## 9.3.1.4 Half Day (HL) Short Leave

1. Half Day leave may be taken after prior sanction from the Head of the department/Director.
2. Two half day leaves will be counted as one CL.
3. Short leave up to maximum of 2 hours may be taken with the prior sanction from the Head of the department.
4. Short leave will be allowed by Head of the department only after examining genuine requirement of urgent necessity.
5. Not more than two Short Leaves shall be permitted during a month.
6. Four short leaves will be counted as one casual leave.

## 9.3.1.5 Medical Leave (ML)

1. No. of Leave entitlement: Both faculty & non-teaching staff shall be entitled 08 Medical leave for a period of 12 months.
2. In case of new appointee, resignation / superannuation, dismissal / death etc. of any faculty & non-teaching staff, eligibility of ML shall be calculated on proportionate basis.

3. ML shall be credited in the leave record of each employee at the beginning of the year / at the joining, as the case maybe, on the assumption that employee shall work during the full / remaining year. However, availing of ML shall be restricted up to his entitlement, calculated on proportionate basis on the date of availing.
4. Un-availed ML shall be carried forward subject to maximum of 120 days and all ML accumulated in excess therefore shall lapse. All accumulated ML shall also lapse on retirement / resignation / dismissal etc.
5. Medical leave can only be availed for self-medical examination/treatment. Medical Leave is non-cashable.
6. Employee will have to submit medical certificate from registered medical practitioner if he/she takes continuous medical leave for more than 3 days. In case of pregnant women, medical practitioner's certificate can be dispensed with till the period of pregnancy. Holidays including Saturday & Sundays falling within the period of ML shall be counted as ML. Holidays can be suffixed or prefixed with ML.
7. Medical leave can be granted only when the leave sanctioning authority is satisfied that there is a reasonable prospect of the employee returning to duty on its expiry. So, it cannot be granted as leave preparatory to retirement / resignation etc.
8. To prevent misuse, in case of doubt or for further investigation the employee may be sent to a medical practitioner appointed by the institute for inspection and recommendation of the health of the said employee.

## 9.1.3.6 Maternity Leave

1. Maternity leave is admissible to female employees during Pregnancy, Miscarriage, and abortion.
2. **Period of Leave:**
   - For pregnancy: 90 days
   - For miscarriage and abortion: 25 days, subject to maximum of 45 days in the entire service.
3. **Conditions:**

   a) In case of maternity leave for pregnancy, employee should have less than two surviving children.

   b) In the case of maternity leave for miscarriage and abortion, medical certificate should be produced.

   c) It will not be debited to any other leave account.

   d) In case, an employee does not join after availing maternity leave or resign within 6 months after availing leave, maternity leave benefit granted earlier shall be disallowed and management will have a right to adjust the same in her EL account or deduct pay as the case may be.

   e) It can be combined with any other kind of leave as per below order:

   Earned Leave

   Medical Leave

## 9.1.3.7 Paternity Leave

1. Paternity leave is admissible to all male employees with less than two surviving children during the confinement of his wife for up to 10 days either before or after the date of delivery of the child in a set of 5 days.
2. The leaves can be availed in set of 5 days. If the leave is not availed within the period of one month from or before or after the date of delivery, it shall be treated as lapsed. Paternity Leave will be granted to only those male employees who have completed minimum six months of period in the institute at the time of applying the paternity leave. It will not be debited to any other leave account.

## 9.1.3.8 Necessity of Leave Application

- A duly filled leave application form should be submitted to the HR, except in case of an emergency wherein the form can be submitted later.
- Leave should be applied well in advance. (Before an employee goes on leave).

- Leave for a period not exceeding 3 days, should be put applied at least 5 days before the date on which leave is to commence and for period longer than 3 days, the application should be submitted at least 2 weeks in advance.

## 9.2.1 Grant of Leave

- Prior approval of the Leave application from the department head/ competent authority is compulsory.
- Only when sanctioned, Faculty and Staff members are entitled to proceed on leave. (One must not presume that his / her leave has been approved if no reply is received to the application of leave).

## 9.2.2 Extension of Leave

- As a principle, leave shall be taken in advance and the same is applicable in case of extension of leave. This extension should be applied for sufficiently in advance so that leave could be sanctioned before the completion of the earlier leave.
- If any belated application is received, it is upon the competent authority to sanction leave or not.

## 9.2.3 Overstay

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

## 9.2.4 Address During Leave

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

## 9.3.1 Recall From Leave

- Once granted, leave can also be cancelled.
- In case of any exigencies or as per institutional requirements, the employer reserves the right to cancel the leave & recall employee before the expiry of his/her leave. The balance of un-availed leave in this case shall be credited to employees account and the employee shall be reimbursed to and fro travelling expenses applicable as per his/her eligibility.

## 9.3.2 Leave During Disciplinary Proceedings

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

## 9.4.1 Compensatory Off

No compensatory offs will be allowed to faculty & Staff members across all levels.

## 9.4.2 Weekly Off

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

CHAPTER X

# 10. Recruitment Policy for Staff

## 10.1 Assessment of Staff Requirement

a. The Director of the Institute shall assess the requirement of at the beginning of the financial year in consultation with the Department Heads as per AICTE norms and incorporate in annual approved budget.

b. Any new appointment not covered under annual budget plan shall be made with the prior approval from Management. Regarding replacement appointment, the Director will submit the detailed justification and seek approval from Management.

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

a) Resumes in the database

b) Online ads on various job sites – Monster.com, Naukri.com and LinkedIn

c) Consultants

d) Career section of company website

e) Employee Referral

2. Selection of Staff Members

**10.2.1 Up to the Level of Senior General Manager**

a. The staff recruitment up to the level of Senior General Manager and below will take place through the mode of Interview by the Director, senior official of the respective department and Chairperson of the concerned Department and one nominee of management.

b. The HR department will invite the resumes for different positions and forward them to the concerned department for further recommendations.

c. On recommendations received, the HR department shall arrange for the interview of the shortlisted candidates.

d. On clearing the interview and recommendations of selection Committee, offer of the appointment will be issued by the HR Department with the approval of Management, thereafter the candidate would be required to meet the Human Resources department for submission of document and sign the acceptance letter.

Note: Depending upon the situation, the interview can also take place through video conferencing.

e. Format of appointment letter is attached as Annexure-10

**10.2.2 Reimbursement of Travelling Expenses to Candidate Called for Interview**

a. Only outstation candidate shall be reimbursed Fare for (to & fro) bus train for travelling to DSB

for interview purposes provided same is agreed in advance at the time of calling him for interview.

b. Mode of travel shall be according to the Travelling Rules of the institute.

c. No Local conveyance, boarding & lodging expenses shall be reimbursed unless specifically approved by Director.

CHAPTER XI

# 11. TA/DA Rules

**12.1 Objective**

The Institute provides Conveyance / transport by taxi charges when a faculty / Supervisory academic professional staff member is assigned for outdoor duties subject to prior approval of the Director.

**12.2 Rules & Procedures**

For outstation duties, all out of pocket expenses on journey are borne by the Institute on actual reimbursement basis provided,

a. The travel must be authorized in advance.

b. Adequate advance can be availed before commencement of journey.

c. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety.

d. Upon completion of trip, the travel must submit the travel reimbursement form within 10 days along with supporting document to get reimbursement.

**12.3 Entitlement for all Categories**

| Category | Entitlement Travel class | Maximum Ceiling Lodging | Maximum Ceiling Boarding | Local Conveyance |
|---|---|---|---|---|
| Director | Air Executive Class / AC 1st Class / AC Taxi | Actual | Actual | |
| Professor / Associate Professor | Air Economy Class / AC 2 Tier Class / AC Taxi / Bus | 2500 | 800 | AC taxi |
| Assistant Professor | Air Economy Class / AC 2 Tier Class / Non- AC Taxi / Bus | 2250 | 700 | AC Taxi / Self Car |
| Assistant Manager & above | 3 Tier AC / AC Chair car / Deluxe Bus | 1500 | 500 | Auto / Ola/ Uber Taxi |
| Senior Executive & Below | 2nd Class sleeper/ Bus | 700 | 300 | Auto |
| Support Staff | 2nd Class sleeper/ Bus | 200 | 150 | Bus |

**12.4 Notes:**

a. Actual hotel charges shall be allowed within ceiling on production of bills for lodging and boarding. In case, an employee makes his / her own arrangement for lodging / staying with his spouse or friends, only 25% of the above ceiling for lodging charges will be admissible.

b. For the same day return journey to places located up to a distance of 75km from place of posting, no boarding allowance shall be admissible. However, if the place visited is located at more than 75km, then fixed boarding allowance @ 70% of the eligible limit shall be admissible.

c. Lodging Expenses shall be payable for the number of nights spent out of station. No lodging allowance shall be admissible for nights spent during journey.

d. Day means 24 hours starting from Midnight.

e. Boarding Allowance shall be calculated as under:

   i. Up to 6 hours - Nil

   ii. More than 6 hours and up to 12 hours - 50%

   iii. More than 12 hours - 100%

f. Air travel, even if admissible under rules, be used to economize lodging charges.

g. Travel in the evening by air and then staying at the place visited in the night will be permissible only with prior specific approval.

h. In case two persons belonging to the same category and same gender travel together then they will have to stay together in one double room and eventually, their entitlement will increase by 25% of the permissible limit of lodging charges of the concerned category.

**12.5 Reimbursement for Personal Conveyance**

For Scooter / Motor Cycle @ Rs. 8/- per km Car @ Rs. 10/- per km

Annexure -1

# Delhi School of Business
# APPLICATION FORM FOR FACULTY

1. Post Applied for: .....
   a) Details of subjects taught:
   b) Online Teaching Experience: Yes / No
   c) Details of MOOCs and other Contributions:
2. Candidate's Name in full: .....
   (In Block Letters)
3. Date of Birth : ..... (Day) ..... (Month) ..... (Year)
4. Father's Name: ..... Ph. No. .....
5. Mother's Name:..... Ph. No. .....
6. Nationality: .....
7. Marital Status: ..... Gender .....
8. Spouse Name (if applicable): .....Ph. No. .....
9. Permanent Residential Address:
   (In Block Letters) .....
   .....
   .....
   ..... PIN .....
10. Address for Correspondence:
    (In Block Letters) .....
    .....
    .....
    ..... PIN .....
11. 
    (a) Statement of Purpose for applying
    .....
    .....
    .....
    .....
    (b) What Can You Contribute
    .....
    .....
    .....
    .....

12. (a) Telephone No. (With STD Code):

    (b) Mobile:

    (C) E-mail ID :

13. Category (SC/ST/OBC/Gen): .....

14. Present Post (if any):.....

15. Designation & complete Postal.....

    Address of Last Employer (if any)

16. Educational Qualifications:

**(A) Academic**

| Examination | Board/ University | Year of Passing/Award | Division | %age of marks /grade | Subjects |
|---|---|---|---|---|---|
| Secondary (Xth) | | | | | |
| Sr. Secondary (XIIth) | | | | | |
| Graduation | | | | | |
| Post-Graduation | | | | | |
| M.Phil | | | | | |
| Ph.D. | | | Title of Ph.D. Thesis | | |
| Any Other | | | | | |

**(B) Professional**

| Examination | Institute/ University | Year of Passing/ Award | Division | %Age of marks /grade | Subjects/ Specialization |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

17. Experience (Please start with the current/last): Attach sheet if Necessary.

| Experience | Name of Organization | Period | | Designation | Scale of Pay (Rs.) | Basic Pay (Rs.) | Nature of Work | Total no. of years |
|---|---|---|---|---|---|---|---|---|
| | | From | To | | | | | |
| Teaching | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Administration | | | | | | | | |

18. Participation in Conferences/ Seminars/ Symposia:

.....

.....

.....

19 Membership of Learned Societies:

.....

.....

.....

20. Prizes & Awards:

.....

.....

.....

21. Co-curricular Activities:

.....

.....

.....

22. Hobbies:

.....

.....

.....

23. Languages Known

| (Please tick) | Read | Write | Speak |
|---|---|---|---|
| (i) Hindi | | | |
| (ii) English | | | |
| (iii) | | | |
| (iv) | | | |

24. Any other relevant information you wish to give in support of your candidature:

25. Name and Address of two persons (other than relatives) to whom reference can be made:

1. .....

2. .....

26. Certified that the information given by me is complete and correct to the best of my knowledge & belief and nothing has been concealed therefrom. I also understand that in case any information is found to be false, my services shall be liable to be terminated without notice.

I have read the instructions and guidelines issued for the candidates.

Date :

Place :

Signature of the Candidate

Annexure - 2

# Delhi School of Business
# APPLICATION FORM FOR STAFF

1. Post Applied for: .....
2. Candidate's Name in full : .....
   (In Block Letters)
3. Date of Birth : ..... (Day) ..... (Month) ..... (Year)
4. Father's Name: ..... Ph. No. .....
5. Mother's Name: ..... Ph. No. .....
6. Nationality: .....
7. Marital Status: ..... Gender .....
8. Spouse Name (if applicable): ..... Ph. No. .....
9. Permanent Residential Address:
   (In Block Letters) .....
   .....
   .....
   ..... PIN .....
10. Address for Correspondence:
    (In Block Letters) .....
    .....
    .....
    ..... PIN .....
11. (a) Statement of Purpose for applying .....
    .....
    .....
    (b) What all Can You Contribute .....
    .....
    .....

12. (a) Telephone No. (With STD Code): .....
    (b) Mobile: .....
    (c) E-mail: .....
13. Category (SC/ST/OBC/Gen): .....
14. Present Post (if any): .....
15. Designation & complete Postal: .....
    Address of Last Employer (if any)

16. Educational Qualifications:

**Academic**

| Examination | Board/ University | Year of Passing/ Award | Division | %age of marks /grade | Subjects |
|---|---|---|---|---|---|
| Secondary (Class X) | | | | | |
| Sr. Secondary (Class XII) | | | | | |
| Graduation | | | | | |
| Post-Graduation | | | | | |
| Any other | | | | | |

17. Experience (Please start with the current/last): Attach sheet if Necessary.

| Experience | Name of Organization | Period | | Designation | Scale of Pay (Rs.) | Basic Pay (Rs.) | Nature of Work | Total no. of years |
|---|---|---|---|---|---|---|---|---|
| | | From | To | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

17.1 Describe how the experience is suitable for the position applied for:

.....

.....

18. Prizes & Awards:

.....

.....

19. Co-curricular Activities:

.....

.....

20. Hobbies:

.....

.....

21.Languages Known

| (Please tick) | Read | Write | Speak |
|---|---|---|---|
| (i) Hindi | | | |
| (ii) English | | | |
| (iii) | | | |
| (iv) | | | |

22. Name and Address of two persons (other than relatives) to whom references can be made:

1. .....

2. .....

Certified that the information given by me is complete and correct to the best of my knowledge & belief and nothing has been concealed therefrom. I also understand that in case any information is found to be false, my services shall be liable to be terminated without notice.

**I have read the instructions and guidelines issued for the candidates.**

Date :

Place :

Signature of the Candidate

# Annexure-3

| Position | Qualifications | Experience |
|---|---|---|
| Assistant Professor | First class or equivalent Masters Degree in Business Administration and 2 years relevant experience is desirable. | |
| Associate Professor | Qualification as above for the post of Assistant Professor, as applicable and Ph.D. or equivalent in the appropriate discipline. Post Ph.D. publications and guiding Ph.D. students are highly desirable. | Minimum 5 years Teaching / Research or Industrial experience of which minimum 2 years post Ph. D. experience is desirable. Industrial professionals with proven recognition at managerial position may be exempted from Ph.D. Criteria. |
| Professor | Qualification as above for the post of Associate Professor, as applicable and post Ph.D. publications and guiding Ph.D. students is highly desirable. | Minimum 10 years Teaching / Research or Industrial experience of which minimum 5 years should be at the level of Associate Professor or Minimum of 13 years experience in Teaching and/ or Research and /or Industry.<br>In case of Research experience, good academic record and books/ research paper publications / IPR/ patent record shall be required as deemed fit.<br>If experience is in Industry is considered, the same shall be at the managerial level, equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analysing, quality control, innovating, training, technical books/ research paper publications / IPR/ Patents, etc as deemed fit by the expert members of the selection Committee. |

# Annexure-4
# Faculty Recruitment - Interview Evaluation Sheet

| | |
|---|---|
| Name of Applicant | |
| Position applied for | |
| Area of Specialization | |
| Subject Teaching | |

| S No | Parameters | Score | Remarks |
|---|---|---|---|
| 1 | Qualification & Relevant Experience | | |
| 2 | Domain Knowledge | | |
| 3 | Communication/Teaching skills | | |
| 4 | Research Potential | | |
| 5 | Team Orientation | | |
| | **TOTAL** | | |

FINAL RECOMMENDATIONS

Name and Signature of Interviewer

# Annexure-5
# FORM FOR ASSESSMENT: FACULTY SEMINAR

Name of Candidate: .....

Area: .....

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

1. Knowledge of Subject ☐

2. Clarity of Content ☐

3. Presentation Skills ☐

4. Response To Questions ☐

5. Ability to undertake research independently ☐

6. Any other comments / observations .....

.....

.....

.....

Name & Signature of the Faculty

Date:

Place:

This form is to be downloaded from DSB Forms

# Annexure-6
# FACULTY PERFORMANCE ASSESSMENT FORM

This is the performance assessment form for all faculty members of Delhi School of Business. Kindly fill as per the directions given below:

- The performance appraisal is for the period July 1st of the Previous year to 30th June of the current year.
- It is applicable to all faculty members who have served for 6 months or more in the institute as on 30th September of the current year.
- Please fill all information in the text box provided here.
- In case any part of the document is not relevant to you please mention not applicable.
- Fill only the cells shaded in blue colour.
- Fill up the form in soft copy and share with the Director.
- All ratings are on a scale of 1 to 5 with 1 being the lowest score.
- Separate sheets may be attached in case of amplification required for certain sections.

| | |
|---|---|
| Unique Employee Number | |
| **Section 1** | |
| Personal Information | |
| Location | |
| Name | |
| Area | |
| Date of Joining | |
| Date of Confirmation | |
| Current designation | |
| Employment status | |
| New qualifications acquired during appraisal period | |

**Section 2**

**1) Academic Performance**

a) Teaching Load and Feedback

Provide name(s) of courses taught by you during the period, number of students in each class, duration of teaching and student feedback for each Course section wise. Please add more rows in the table, if required.

| Course Name | No. of Students | Hours Taught | Student Feedback | Guest Lecture Details | Remarks |
|---|---|---|---|---|---|
| Total Hours | | | Avg. feedback | | |

b) Teaching Quality

| Teaching Quality | Appraisers Rating |
|---|---|
| Remarks by the Director | |
| Rating by the Director | |

**Academic Performance Score**

| Parameter | Score |
|---|---|
| Teaching load | |
| Weighted feedback | |
| Teaching quality | |

**2) Institution Building**

a) Institution building activities

Please focus on contribution to various activities rather than participation.

Admission / Placement Chairpersons may mention their contribution section 2b. For all others, specific contribution to admission and placement like participation in GD-PI process and getting companies for placement, etc. may be mentioned in section 2b.

| Activity | Contribution | Remarks (appraiser) |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| Director Rating | | |

b) Contribution to Admission and Placement Process

| Activity | Contribution | Remarks (appraiser) |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| Director Rating | | |

c) Mentoring

Please list all achievements and activities done as part of the mentoring process during the period.

| Mentoring Activities | No. of Students | Remarks (appraiser) |
|---|---|---|
| | | |
| | | |
| Director Rating | | |

**3) Research and Self Development**

a) Research output

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

| Research Title | Authors | Refereed | Publication & Category |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| Research Rating by Director | | | |
| Director Remarks | | | |

b) Conference participation, articles, cases, seminars etc.

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

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

c) MDP Participation Details

| **Detail of sessions taken in an MDP** | **Rating of session** |
|---|---|
| | |
| | |
| | |
| | |
| **MDPs / Seminars Conducted as Faculty Coordinator** | **Rating of program** |
| | |
| | |
| | |
| | |
| Directors Remarks | |
| MDP Rating by Director | |

**Section 3**

Behavioral Rating (To be filled in the Director)

| Competency | Unit of Measure | Rating | Remarks |
|---|---|---|---|
| Interpersonal Skills | With co-workers | | |
| | With supervisors | | |
| | With outsiders / students and/or community | | |
| Communication Skills | Should be able to put forward ideas in a clear way (written) | | |
| | Should be able to communicate well verbally (in English) | | |
| Approach to work | Takes initiative, plans and organizes the work to be done | | |
| | Follows instructions | | |
| | Attendance | | |
| | Willing to work in cross functional jobs | | |
| Supervisory / Leadership Skills | Has a problem solving approach | | |
| | Controls costs and maximizes resources | | |
| | Focuses on broad institutional goals in evaluating unit effectiveness | | |
| | Promptness and courtesy | | |
| Student Responsiveness | Responsive to student needs | | |

**Section 5**

Career Goals and Training (Needs to be filled in by the Appraisee. May append an additional page)

| |
|---|
| Please enter career goals here |
| Please enter training needs here |
| Rating and Remarks |
| Rating |
| Remarks |
| Director – Name and Designation |
| Signature |
| Date |

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

Annexure -7

DELHI SCHOOL OF BUSINESS
By Vivekananda Institute of Professional Studies-TC

# ANNUAL WORK PLAN
# ACADEMIC YEAR _____

## (FOR FACULTY MEMBERS)

NAME OF FACULTY: ..... DESIGNATION: .....

(Since when, Mention Year): .....

Date of Joining:.....

| 1. TEACHING | | | | |
|---|---|---|---|---|
| Sl. No. | Name of the Course (Core/Elective/Other) (Credit/Contact Hours) | Term No. | No. of Section | No. of students |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| | ANY NEW COURSE TO BE DEVELOPED / TO BE TAUGHT | | | |
| 1. | | | | |

TOTAL NO. OF COURSES/DIVISIONS TO BE TAUGHT DURING THE YEAR:

| 2. RESEARCH PROJECTS | | | |
|---|---|---|---|
| Sl. No. | Name of Research Projects (Sponsoring Agency) | Stage of writing | Expected date |
| | | | |
| | | | |
| | | | |
| | | | |

TOTAL NO. OF RESEARCH PROJECT(s): _____NONE_____

| 3. PUBLICATIONS: | | | |
|---|---|---|---|
| Sl. No. | Name of Publications | Stage of writing* | Expected date |
| I. | Research Papers (ABDC/SCOPUS/REFERED) | | |
| 1. | | | |
| 2. | | | |
| II. | Case Study (Case Centre, Emerald, HBR, Others) | | |

| | | | |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| III. | Book, Book Chapter in Edited Volume | | |
| 1. | | | |
| IV. | Articles in Periodicals, Magazines, Newspapers including Vernacular (Print or Digital), Blogs, Newsletters | | |
| 1. | | | |
| 2. | | | |
| V. | Papers for Submission in Conferences – National or International (of Repute, Guidelines to be Issued) | | |
| 1. | | | |

*Under Review/Accepted for Review/Submitted/Work in Progress 50%/ To Start.

TOTAL NO. OF PUBLICATION(S) / RESEARCH WORK(S)/ CONFERENCE PAPERS: _____

| **4. MDP / Corporate (Faculty) Training - Events / Sessions** | | | | | |
|---|---|---|---|---|---|
| Sl. No. | Name of the Training Program | Tentative Month | Duration | No. of Participants | No. of sessions |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

TOTAL NO.MDP / Corporate (Faculty) Training- Events / Sessions.: None as of now

| **5. SUPERVISORY—Ph.D. WORK** | | | | | |
|---|---|---|---|---|---|
| Sl. No. | Name of the Student | Date of Registration | Co-Super-visor | Current Status | Date of Submission |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

TOTAL NO. Ph.D. Students:

| **6. CONSULTANCY** | | | | | | |
|---|---|---|---|---|---|---|
| Sr. No. | Project Title | Cost | Sponsor | Date of Commencement | Duration (Years) | Status (stage – to start/ started/ 50% or more |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

TOTAL NO. OF CONSULTANCY:

| 7. ADMINISTRATIVE RESPONSIBILITY (As Assigned) | | |
|---|---|---|
| Sl. No. | Name of the Responsibility | KRAs |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |

TOTAL NO. OF ADMINISTRATIVE RESPONSIBILITY:

| 8. SELF DEVELOPMENT PLAN (FDP/MOOCS/CERTIFICATE COURSES ETC.) | |
|---|---|
| Minimum One MOOCS course compulsory | |
| Sl. No. | Activity/ Why |
| 1. | |
| 2. | |

| 9. TOTAL NO. OF ACTIVITES PLANNED FOR THE ACADEMIC YEAR 2021 - 2022 | | | |
|---|---|---|---|
| Sl. No. | Responsibility | Planned | Remarks |
| 1. | Teaching | | |
| 2. | Research | | |
| 3. | Publications | | |
| 4. | MDP / Training- Events / sessions | | |
| 5. | Supervisory -Ph.D. | | |
| 6. | Consultancy | | |
| 7. | Administrative Responsibility | | |
| 8. | Any New Initiative or Other Activities<br>e.g. New Initiative – Online teaching / exam | | |
| 9. | Self-Development Plan | | |

**Date** **Signature:**

Note: 1. Unless Mentioned Compulsory or Assigned by Institution, Faculty may choose Portfolio of activities as per their interest and expertise

2.Faculty is free to add any item for consideration

[Please Insert Rows wherever required. Attach as annexure for any more details, if required]

# Annexure-8
# Application form for Promotion

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

| Examination Passed | University/ Institution (College) | Subjects | Year of passing | Marks/ Percentage/CGPA | Division/ Class/Grade |
|---|---|---|---|---|---|
| Matric | | | | | |
| Intermediate (10+2) | | | | | |
| Graduation | | | | | |
| Post-Graduation | | | | | |
| M.Phil | | | | | |
| Ph.D./ D.Phil | | | | | |
| Other Exam | | | | | |
| (If any) | | | | | |

a) Total Work Experience: (including DSB)

Industry: ..... years Last position held: .....

Company /Institution: .....

Teaching:years.

I. At DSB: ..... yrs.

II. Other than DSB .....yrs.

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

9. Record of Service at Delhi School of Business from date of joining:

| **Position** | **Designation** | **CTC** | **Duration From (dd/mm/yy)** | **Experience To (dd/mm/yy)** | **Years** | **Months** |
|---|---|---|---|---|---|---|
| Stage I | Assistant Professor | | | | | |
| Stage II | Associate Professor | | | | | |
| Stage III | Professor | | | | | |
| Please specify the period of Leave Without Pay (LWP), if any..... | | | | | | |

**10. Research Experience:**

Mention details of Research paper/book published for the position applied for, from the last promotion/date of joining (in case this is1st promotion process): Only Refereed / Scopus Indexed/ ABDC

| Name of paper/book | Year published | Joint/single | Category of Journal |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

11. Mention details of Conference/Seminars/Workshop attended from last promotion. (Only Refereed/Scopus Indexed/ABDC)

| Conference / Articles / Seminars / Cases | Details | Publication (Only with ISSN No.) |
|---|---|---|
| | | |
| | | |
| | | |

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

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

13. Self – Rating report for Institution Building Activities (for last 3 years)

| Sr. | Activity involved in | Measurable outcomes | Outcome / participation level | Year | Remarks by Candidate | Remarks by Director |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

14. **Reasons: Why the applicant should be promoted** (500 words)

(Additional pages can be attached.)

**Signature of the Candidate** **Signature of the Director**

# Annexure-9

Ref. No.: DSB/HR/ Date:

To

_____

_____

_____

**Subject: Appointment of Assistant Professor / Associate Professor/ Professor at Delhi School Business**

Dear _____.,

Considering your educational qualifications and experience in the field of Corporate Sector as well as in higher education, and on the recommendation of selection committee, DSB. Management is pleased to appoint you to the post of Assistant Professor / Associate Professor/ Professor on the following terms and conditions:

1. Your appointment to the regular post of Assistant Professor / Associate Professor/ Professor will be effective from the date of your joining the Institute.
2. Your initial appointment will be on Probation of one year duration.
3. You will be paid a consolidated salary of Rs. ..... per month inclusive of all allowances.
4. Your role as a faculty will include the following responsibilities of teaching, Research, MDP, consultancy, Institution building, admin responsibilities and the KRA as mentioned.
5. You will be entitled to avail leaves as per the rules of the Institute.
6. Age of superannuation: The age of retirement for members of faculty is 65 years. However, subject to availability of vacant positions and fitness, teachers shall also be re-employed on contract appointment beyond the age of sixty five years up to the age of seventy years. Re-employment beyond the age of superannuation shall, however, be done selectively, for a limited period of 3 years in the first instance and then for another further period of 2 years purely on the basis of merit, experience, area of specialization and peer group review as per UGC/AICTE norms.
7. Termination: Your services are liable to be terminated without any prior notice during probation period. After confirmation, your services are liable to be terminated with one months' notice or salary in lieu thereof on either side.
8. Sense of Duty: During your tenure with the Institution, you shall put your best efforts and endeavour to further the interest of organization. It is therefore, expected that you shall perform your Teaching, Research work and any other duties assigned to you with utmost sincerity and honesty and that you shall judiciously exercise powers vested in your position.
9. During your service, you shall devote the whole of your time and attention to the business of the institute and you shall not be interested in or employed at any time (either directly or indirectly) in any other business/undertaking what so ever, so long as you are working with the Institute.

10. You shall not at any times disclose, divulge or make public any of the processes/accounts/transactions and dealings of the University, whether the same may be confide in you or become known to you in the course of your service or otherwise.

11. The normal working hours of the institute is from 9.00 am to 5.00 pm.

12. You are required to bring the following documents for verification on the date of your joining indicated below:

    a. Two passport size photographs.

    b. Original Certificates along with one set of self-attested photocopies of all certificates in support of your educational/technical qualification, experience and date of birth.

    c. Copy of Aadhar Card, PAN Card and Bank Account details.

    d. Medical Fitness Certificate

    e. Relieving Letter from the previous organisation you were working, if any, along with last payment certificate.

    Your joining will be effective after verification of all documents.

    If the above terms and conditions are acceptable, you please send your acceptance within 15 days from the date of issue of this letter.

Yours sincerely,

**For Delhi School of Business**

# Annexure - 10

Ref. No.: DSB/HR/ Date:

To

_____

_____

_____

**Subject: Appointment Letter for the post of .....**

Dear Mr./ Ms. .....,

This has reference to your application and the subsequent interview conducted by the Institute; we are pleased to appoint you as ..... in Delhi School of Business, on a consolidated Gross Salary of Rs ...../- per month on the following terms & conditions:

1. You will be initially appointed on probation for one year. Your performance will be reviewed every quarter.
2. You will be reporting to ..... at DSB.
3. Your services are liable to be terminated without any prior notice during probation period. After confirmation, your services are liable to be terminated with one months' notice or salary in lieu thereof on either side.
4. You will be entitled to avail leaves as per Institute's norms.
5. You shall be in the exclusive employment of the Institute and you shall not engage yourself, alone or in association with any other person in any work or business. Further, you shall not at any time disclose to anyone in any manner, any information, know how, knowledge, trade secrets, methods, security arrangements, plan etc. of the Institute. If at any time it is found that you failed to comply with this clause, your services will be treated as per laws of the country.
6. At all times, you shall be governed by such service conditions of the Institute as applicable from time to time, which will be deemed to be a part of this offer of appointment. The Institute reserves its right to add / alter or delete any of the conditions mentioned in this letter of appointment during continuance of your employment without assigning any reason whatsoever.
7. During your tenure with the Institution, you shall put your best efforts and endeavour to further the interest of the organization. It is therefore, expected that you shall perform your duties assigned to you with utmost sincerity and honesty and that you shall judiciously exercise powers vested in your position.
8. In case of any change in your address, bio data, personal resume etc. during the course of your appointment, the same should be notified in writing to the HR department within 7 days from the date of such change. This will facilitate updating your personnel records maintained in the Human Resources department. In absence of this, the address and information furnished by you in the application form will be treated as final for all practical purposes. It is believed that any information furnished to the Institute either verbally or in writing or in the standard employment application from is true to the best of your knowledge.

If the same is found to be in-correct or willfully suppressed at a later date, can lead to immediate separation / discontinuation form the services, without any further reference to the cause.

9. If at any time in our opinion, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or of any other conduct considered by us detrimental to our interests, or of violation of one or more terms of this letter, your services may be terminated without notice.

10. The normal working hours of the Institute are from 9.00 am to 5.00 pm.

11. You are required to bring the following documents for verification on the date of your joining indicated below:

    a. Two passport size photographs.

    b. Original Certificates along with one set of self-attested photocopies of all certificates in support of your educational/technical qualification, experience and date of birth.

    c. Copy of Aadhaar Card, PAN Card and Bank Account details.

    d. Medical Fitness Certificate

    e. Relieving Letter from the previous organisation you were working, if any, along with last payment certificate.

    You will be responsible for the safe-keeping and return, in good condition and order, of all our property, documents, brochures, books, presentations, reports etc. which may be in your use, custody or charge. If any letter of authority or power of attorney is issued to you, you will undertake to return it on demand or on resignation/ termination of your service.

    Your specific duties and tasks will be as the KRA decided by the Institute. KRA may change as per requirement of the Institute

    Finally, let me extend you a warm welcome to join our Institution & wish you a very successful & mutually rewarding career ahead!!!

Yours sincerely

Administrative Officer (HR)
For Delhi School of Business

# Annexure-11

## Application for presenting Research paper in Regional / National Conference

| | |
|---|---|
| Name of the Faculty | |
| Current Designation of the Faculty | |
| Area | |
| Date of Joining | |
| Details (topic and year) of the last national conference | |
| attended | |
| Nature of the Conference | Regional / National |
| Title of the Conference | |
| Organizer(s) of the Conference | |
| Ranking of the Organizers in the | |
| Academic Arena | |
| Dates of the Conference | |
| Venue of the Conference | |
| Title of the Research Paper | |
| Name(s) and Affiliation of the Author(s) of the Paper | First Author:<br><br>Second Author:<br><br>Third Author: |
| Abstract of the Paper (in not more than 200 words)* | |
| Registration Fees of the Conference (Rs./$) | |

*Please attach full paper along with this application

Date: .....

Signature of Faculty

Recommendations of the Research Committee:

Approval by the Director: Approved / Not Approved

Signature

# Annexure-12
# Application for presenting Research paper in International Conference

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

*Please attach full paper along with this application

Date: .....

Signature of Faculty

Recommendations of the Research Committee:

Approval by the Director: Approved / Not Approved

Signature

# Annexure-13
# Application Format for Research Proposal

To be submitted covering the following points in adequate details

| S. No. | Name of Faculty: (Team Leader) |
|---|---|
| 1 | Title of Project |
| 2 | Statement of the Problem |
| 3 | Objectives of the Research |
| 4 | Brief Lecture Survey / Conceptual Framework |
| 5 | Proposed Research Methodology (Research Design / Sample, Data Collection Methods & Data collection Plan) |
| 6 | Duration<br>From:<br>To: |
| 7 | Budget (with breakup of estimated cost to travel & Transport, Stationary, Book Journal articles, Contingency Expenses) |
| 8 | Seed Grant Required (if any) |
| 9 | No. of Students involved in the Research (if any) |
| 10 | Any other details (Not mentioned above) |

Name and Signatures of Team Members

Signature Team Leader

# Annexure-14
# Suggestion Format

Name of the Complainant: .....

Employee Code No.: .....

Department: .....

Date & Time of Incident: .....

Brief Summary: .....

Identity to be disclosed: Yes / No

Date: Signature of the Complainant

Action Taken report by HOD

Need further Action Yes / No

Date: Signature HOD

Remarks by Director:

Date: Signature

# Annexure-15
# Internal Complaint Committee Report

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

a. Number of sexual harassment complaints received in the quarter.....

b. Number of complaints disposed off in the quarter.....

c. Number of cases pending for more than 90 days.....

Number of awareness programs or workshops against sexual harassment conducted in the quarter.

.....

Nature of action taken by the employer with respect to the cases

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

**Signature of all the ICC members**

**Signature of Director**

# Annexure-16
# Budget for Management Development Programme

Title of the Programme:.....

Duration of the Programme:.....

Programme Director (s): .....

| S. No. | Heads of Account | Notes | Amount | Amount |
|---|---|---|---|---|
| 1. | Revenue is based on participants @ Rs..... / day for ..... days | 1 | | |
| 2. | Less Expenses | | | |
| | Honorarium for Resources person | 2 | | |
| | Travelling Expenses | 3 | | |
| | Lodging & Boarding | 4 | | |
| | Programme Kit & Certificate Printing | 5 | | |
| | Study Material | 6 | | |
| | Mementos, Flex Standee & others | 7 | | |
| | Audio Visual Equipment & LCD | | | |
| | Miscellaneous | | | |
| | Contingency Expenses 5% of Total Expenses | 8 | | |
| 3 | Surplus | | | |

**Summary of Expenses:**

| Note: | |
|---|---|
| 1 | Revenue is calculated on participants @Rs ..... /day for .....days |
| 2 | Honorarium is calculated for .....Sessions @ Rs..... per session |
| 3 | Travelling Expenses includes air fare of resources persons & local conveyance and local conveyance of the participants for .....days. |
| 4 | Lodging of ..... Participants & ..... Resource persons (for Double AC room for ..... days (One day before & after) @ Rs..... /day, inclusive of taxes. |
| | Boarding of ..... persons for ..... days inclusive of morning & evening Tea with snack and one conference dinner, inclusive of taxes. |
| 5 | Programme Kit, Bags, writing pad, pen, pencil etc & printing of certificates |
| 6 | Study material @ ..... per participant maximum for 30 participants |
| 7 | Mementos, flex, bouquets etc. |

**Remarks** .....

**Signature of Program Director(s)** **Director**

This form is to be downloaded from DSB Forms

# Annexure-17
# STAFF PERFORMANCE ASSESSMENT FORM

This is the performance assessment form for staff members of Delhi School of Business. Kindly fill as per the directions given below:

- Please fill all information in the text box provided here.
- In case any part of the document is not relevant to you or you wish to write any remarks please use the Details box provided in Section 2
- Fill only the cells shaded in blue colour
- All ratings are on a scale of 1 to 5 with 1 being the lowest score.
- It will be applicable to all the staff members who have completed more than six months with Delhi School of Business as on 30th September of current year.
- Additional sheets may be appended, where required.

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

**Section 1**

Personal Information

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

**Section 2**

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

| **2.1 Key Value Drivers and Activities** |
|---|
| |

| **2.2 Achievements through the year** |
|---|
| Description of achievements. This will be apart from the regular work listed above. Achievements of target-oriented profiles will be against preset targets and others will be any special initiatives launched, programs conducted, new ideas and thoughts successfully implemented, etc. |

| 2.3 Goals for Next year (1st Oct (current year to 30th Aug , next year) |
|---|
| Two key goals for the coming year – personal and professional.<br>Personal could be related to growth or further education while professional could be with regard to setting a personal target for oneself. (e.g., reduction in time in completing tasks/ punctuality/ improving interpersonal conduct/ getting specific companies for placement / reduction in cost / improvement in documentation, writing skills, verbal skills, MIS maintenance etc. These will be over and above the targets set. |

| 2.4 Areas of Improvement |
|---|
| Two key areas of improvement – w r t their own department.<br>Two suggestions on how the working of their department can be improved. This could also reflect on the problems or roadblocks they face in their work. |

**Section 3 Appraiser's Rating**

| 3.1 Brief Remarks |
|---|
| |

| 3.2 Detailed feedback and career progression |
|---|
| Appraiser's comments on the employee and their feedback on areas of improvement, training needs and career path. |

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

| Parameter | Rating |
|---|---|
| Performance based on KRA | |

**Section 4**

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

| Competency | Unit of Measure | Rating | Remarks |
|---|---|---|---|
| Technical Skills | Understanding of job requirement | | |
| | Analyses problems and provides suggestions for improvement at work | | |
| Quality of Work | Accuracy or precision | | |
| | Responsiveness to requests for service | | |
| | Follow up | | |
| | Judgment / Decision making | | |
| Interpersonal Skills | With co-workers | | |
| | With supervisors | | |

| | | | |
|---|---|---|---|
| | With other faculty / students and/or community | | |
| Communication Skills | Should be able to put forward ideas in a clear way (written) | | |
| | Should be able to communicate well verbally | | |
| | Tact and diplomacy | | |
| Approach to work | Takes initiative, plans and organizes the work to be done | | |
| | Follows instructions | | |
| | Attendance | | |
| | Willing to work in cross functional jobs | | |
| Quantity of Work | Priority setting | | |
| | Amount of work completed | | |
| | Work completed on schedule | | |
| Supervisory / Leadership Skills | Conducts regular meetings with team members and provides feedback | | |
| | Has a problem solving approach | | |
| | Controls costs and maximizes resources | | |
| | Focuses on broad institutional goals in evaluating unit effectiveness | | |
| Student Responsiveness | Promptness and courtesy | | |

**Competency Based Rating**

**Section 5**

Rating and Remarks

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

Annexure - 18

DELHI SCHOOL OF BUSINESS
By Vivekananda Institute of Professional Studies-TC

# APPLICATION FORM FOR STAFF

1. Post Applied for: .....
2. Candidate's Name in full: .....

   (In Block Letters)
3. Date of Birth : ..... (Day) ..... (Month) ..... (Year) .....
4. Father's Name: ..... Ph. No. .....
5. Mother's Name: ..... Ph. No. .....
6. Nationality: .....
7. Marital Status: .....Gender .....
8. Spouse Name (if applicable): ..... Ph. No. .....
9. Permanent Residential Address:

   (In Block Letters) .....

   .....

   ..... PIN .....
10. Address for Correspondence:

    (In Block Letters) .....

    .....

    ..... PIN .....
11. (a) Statement of Purpose for applying .....

    .....

    .....

(b) What all Can You Contribute .....

    .....

    .....
12. (a) Telephone No. (With STD Code): .....

    (b) Mobile: .....

    (C) E-mail: .....
13. Category (SC/ST/OBC/Gen): .....

14. Present Post (if any): .....

15. Designation & complete Postal: .....

Address of Last Employer (if any)

16. Educational Qualifications:

**Academic**

| Examination | Board/ University | Year of Passing/Award | Division | % of marks/ grade | Subjects |
|---|---|---|---|---|---|
| Secondary (Xth) | | | | | |
| Sr. Secondary (XIIth) | | | | | |
| Graduation | | | | | |
| Post-Graduation | | | | | |
| Any other | | | | | |

17. Experience (Please start with the current/last): Attach sheet if Necessary.

| Experience | Name of Organization | Period | | Designation | Scale of Pay (Rs.) | Basic Pay (Rs.) | Nature of Work | Total no. of years |
|---|---|---|---|---|---|---|---|---|
| | | From | To | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

17.1 Describe how the experience is suitable for the position applied for:

.....

.....

18. Prizes & Awards:

.....

.....

19. Co-curricular Activities:

.....

.....

20. Hobbies:

.....

.....

21. Languages Known

| (Please tick) | Read | Write | Speak |
|---|---|---|---|
| (i) Hindi | | | |
| (ii) English | | | |
| (iii) | | | |
| (iv) | | | |

22. Name and Address of two persons (other than relatives) to whom references can be made:

1. .....

2. .....

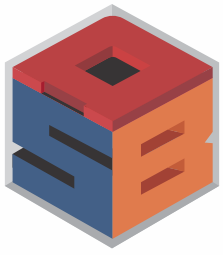
Certified that the information given by me is complete and correct to the best of my knowledge & belief and nothing has been concealed therefrom. I also understand that in case any information is found to be false, my services shall be liable to be terminated without notice.

**I have read the instructions and guidelines issued for the candidates.**

Date :

Place :

Signature of the Candidate



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