



# HR MANUAL

## Index

<b>Sr. no</b>	<b>Content</b>	<b>Effective date</b>	<b>Page No.</b>
1	Message from Management		2-4
2	Vision, Mission Policy		5-6
3	General Introduction		7-25
4	Service Rule	01.07.2015	26-37
5	Guidelines on Attendance Policy	01.07.2017	38
6	Guidelines on Leave Policy	01.07.2017	39-45
7	Guidelines on Maternity Benefit	01.07.2015	46
8	Guidelines on Gratuity Payment	01.04.2018	47
9	Guidelines on Local Conveyance Reimbursement Policy	01.07.2017	48-50
10	Guidelines on Domestic Travel Policy	01.12.2016	51-52
11	Guidelines on Employee Welfare Scheme	01.04.2018	53-59
12	Guidelines on Dress Code Policy	01.07.2017	60-62
13	Guidelines on Anti Sexual Harassment	01.07.2015	63-66
14	Guidelines on Recruitment Policy	01.07.2015	67-74
15	Guidelines on Promotion Policy	01.07.2015	75-77
16	Guidelines on Qualification Up gradation Policy	01.04.2018	78-81
17	Guidelines on R&D Incentives	01.04.2018	82-115
18	Format of Letters		116-124

## Chairman Message - Welcome on board

On behalf of all the other employees at Chandigarh Business School of Administration (CBSA), Landran Campus, Mohali, I want to welcome you as a member of our team.

Building Careers, Transforming Lives” is our motto and it best describes our aim at Chandigarh Business School of Administration, Landran. CBSA has over the years perfected the art of aiming for the highest and embracing the excellent.

Constantly ranked as one of the top most institutions in Northern region, we have emerged as the preferred choice for aspiring employees to make their career with us. Chandigarh Business School of Administration always remains in constant process of building upon our common intellectual wealth to leverage success in academics, quality placements, research and development.

It is noteworthy that we have established strong bondage in industry and developed many corporate affiliates. We have a strong industry institute interface and are accredited/ validated by some of the most renowned companies like Oracle, TCS, Infosys, L&T, Verizon and Mahindra etc. Such cordial relationships with top industry names are going to stand us in greater stead.

Our objectives are well-laid out. We are one of the top multi-disciplinary institutes in all facets; academics, placements, sports, and research and development.

In order to execute on this opportunity, our greatest asset clearly has to be our employees. We strive to employ the best-qualified people, give you the resources required to be successful, and encourage you to reach your greatest potential and goals. Our intention is to create an environment where respect for the individual is an integral part of our everyday life at work. We insist that communication channels remain open and ideas are shared. We also expect to work extremely hard, but we will also take the time to celebrate our results.

To establish quality guidelines, we must have a starting point and standard criteria. This handbook presents our employment guidelines, benefits, and procedures in an easy-to-understand format. I believe it will answer many of the questions that you may have and provide you with information that will help you throughout your employment. Should you have questions, please feel free to ask your Director/Principal/HOD or Human Resources Department (HR).

If we work together, I strongly believe that we will succeed in our mission. Doing so will be a tremendously rewarding experience for all who participate in making it happening.

I welcome you to be part of this big family and wish you success and wonderful experience at CBSA.

A handwritten signature in blue ink, appearing to read 'Satnam Singh Sandhu', written over a vertical line that serves as a guide for the signature's placement.

**Mr. Satnam Singh Sandhu**  
**Chairman**  
**Shri Guru Ram Dass Educational Society**

## President Message

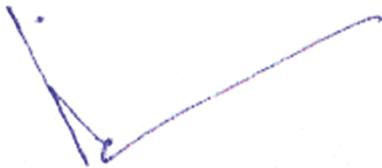
Chandigarh Business School of Administration, Landran has developed a world class infrastructure over the years. CBSA is committed to upgrade and sustain the academic delivery system and institute's infrastructure in tune with future requirements.

Professional education is a dynamic and emerging field. Developing curiosity, to be in state of constant learning and innovation, to gain refreshing insights are a must for a professional. With this motive in the foreground, CBSA regularly conducts lots of national and international level conferences, seminars, symposiums, and other events in several fields of technical professional education.

The institution has become a hub of research and development activity. We have a wide range of well-equipped workshops and laboratories that help students and faculty explore their field of study. Faculty members from our institute regularly present papers and participate in seminars and conferences all over the world.

Like students, employees are our biggest asset. To achieve vision & mission of the college, both teaching and non-teaching employees are integral part of the college and without their contribution we can't meet the goals of this institute.

I welcome you on board to be part of this institute and wish you a successful career with us.



**Mr. Rashpal Singh Dhaliwal**  
**President**  
**Shri Guru Ram Dass Educational Society**

## Vision, Mission Policy

### Vision

“To emerge as the most preferred educational group with global recognition, developing competent and socially sensitive leaders committed to excellence.”

### Mission

To make incessant endeavor to translate our vision into a reality & achieve the following objectives:

- To create world class facilities & ambience for advance level of teaching and practical training.
- To develop students as global citizens with conscience, commitment & education.
- To continuously grow & become fountain head among institutes of Technical Higher Education in India.
- To strengthen industry-institute interface & promote Entrepreneurial development activities.
- To continuously strive for research, development & innovation in all relevant fields, thereby providing the faculty & students the requisite platform to showcase their talents & win laurels.
- To have collaboration with leading Universities of the world with a view to provide opportunities to the students for higher studies & seek placement avenues abroad.
- To maintain the first position in placements in the North region, thereby ensuring that every CBSA'ian gets the best possible placement opportunities

## **Vision of Institute**

“To be recognized as the leading business school creating committed professionals determined to serve the society”

## **Mission of Institute**

M1: To continuously grow and become a fountainhead among the business schools through effective teaching-learning processes and pre-placement training.

M2: To strengthen connections with the academia, industry, and alumni to facilitate overall development of the students.

M3: To enhance business and technological knowledge of students by providing state-of-the-art facilities.

M4: To provide opportunities to the students for global exposure through international tie-ups.

M5: To develop research, innovation and entrepreneurial culture among students and faculty.

M6: To create ethical and socially responsible professionals for the society.

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## **I. INTRODUCTION**

This HR Manual provides information about our guidelines and operating procedures. We believe it is a good way to let you know what you can expect from Chandigarh Business School of Administration (hereafter referred to as CBSA or the College), and what we will expect from you. This handbook provides necessary information concerning your employment at CBSA.

We urge you to consult the HR Manual whenever you have a question regarding employment or College policies. If the answer is not there, feel free to ask your immediate senior or Human Resources. Please be aware that it is the responsibility of each employee to read and understand this document and to comply with all provisions in it.

The College reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits, stated in this manual. Any changes to this manual will be communicated to all employees. No oral statements or representations can in any way change or alter provisions of this manual.

Nothing said or done by any employee or stated in this manual or any other policies should be considered or construed as a contract (express or implied) or guarantee of employment or compensation, or guarantee of employment in a particular position with the College. Nothing in this manual, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee, for any particular period of time.

The contents of this manual, including any policy, rule, or regulation contained herein, apply to all employees of CBSA when they are on College premises, or any other time within the scope of employment.

Please consult your senior if you have any questions.

With Best Wishes,

Human Resource

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## II. EMPLOYMENT STATUS

### Definitions of Employment

The following information is used to describe the classification of employees and to provide a guide for determining their employment status.

#### Regular Employees

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time.

Regular employees are those who are regularly scheduled to work as follows:

**Teaching:** 7:35 hours per day inclusive of ½ an hour for lunch for five days a week.

**Non – Teaching:** 7:35 hours per day inclusive of ½ an hour for lunch with two Saturdays off in a month.

Regular employees are eligible for emoluments and college benefits as per Appointment letter.

### Equal Opportunity Policy

One of the major objectives of CBSA is to maintain a reputation for high standards of education practices, as well as to comply with applicable laws. Consistent with this, CBSA maintains a policy of non-discrimination with employees and applicants for employment. All aspects of employment within the college are governed on the basis of merit, competence, and qualifications and are not influenced in any manner by religious creed, sex, age, marital status, protected disability as defined by law, sexual orientation, or any other basis protected by law.

Decisions made with respect to recruiting, hiring, and promotions are made

on the basis of individual qualifications, competencies and performance related to the requirements of the position. Likewise, the administration of other personnel matters such as compensation, benefits, transfers, reduction-in-force, training, education and social/recreational programs are free from any discriminatory practices. Additionally, it is the policy of the CBSA to provide a work environment that is free of harassment of a sexual or other discriminatory nature prohibited by law.

If you believe that you have been subjected to any form of discrimination or harassment, you should immediately see your Superior, Human Resources, or any other senior official with whom you feel comfortable discussing the matter. All reports of potential harassment will be taken seriously and will be investigated.

## **Employment in the CBSA**

An employee will be issued standard “Appointment Letter” in duplicate containing conditions of employment upon joining the college and confirming employment in the organization.

## **Personnel Records**

CBSA strives to balance employees’ rights to privacy with the College’s need to collect and use certain information. Personnel file contains information that is needed by the College to conduct its operations and/or is required by law. Personnel files are the property of CBSA, and access to the information is restricted to only those individuals who have a legitimate reason to review information in the file.

CBSA relies upon the accuracy of information contained in employment applications. Any misrepresentations, falsifications, or material omissions in any of this information may result in CBSA’s exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

All requests for references regarding present and former employees must be

directed to Human Resources. No other employee is authorized to write a letter of reference, provide a reference by telephone, or otherwise respond to a reference request without the approval of the Chairman/President or HR.

The College may verify dates of employment, job title along with other employment details from previous employers, and will verify employment and/or salary information.

## Employment of Relatives

CBSA does not have a general prohibition against hiring relatives of employees, nor does it have a general prohibition against employing married couples. However, a few restrictions may apply to help prevent potential conflicts of interest.

While applications for employment from close family relatives of employees are considered when personnel vacancies occur, close family members such as parents, children, spouses, or in-laws may not be hired into positions where they directly or indirectly supervise or are supervised by another close family member. Any exceptions must have the approval of the Chairman/President. Further, the College reserves the right to not place relatives of employees in positions where there may be a conflict of interest (e.g. where employees work with, or have access to sensitive information regarding other close family relatives), or where they could transfer confidential information or compromise financial controls.

## Open Door Policy

CBSA gives employees the opportunity to discuss College decisions or actions which affect them. Many employee concerns are caused by misunderstandings and are best resolved by simply communicating with your seniors (HOD). If you still are not satisfied or comfortable after talking to your senior (HOD), or if the issue involves your immediate senior, you should see the next level of authority or Human Resources. You will not be victimized or otherwise penalized for raising in good faith a work-related concern, or for taking the appropriate steps to pursue the concern.

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### **III. TIMEKEEPING AND PAYROLL PRACTICES**

#### **Paydays**

CBSA's employees are paid monthly on or before the 7<sup>th</sup> of the month. If the pay date falls on a Sunday or public holiday, the payday will be the preceding day. All employees are required to maintain SB account for which HR will assist you to open the account.

The employees' salaries are credited directly in their salaried bank account on or before 7<sup>th</sup> of the month as per details given above.

#### **Change in Personal Status**

Please inform Human Resources if there are any changes to the following: personal status; name and/or home address; marital status; dependent's birth or death; person to be notified in case of emergency or a change of that individual's phone number.

#### **Work Hours/Schedule**

Our normal general College hours are from 9:00 a.m. to 4:35 p.m., with half an hour for lunch. The College operates on a five-day week, Monday through Friday in case of teaching staff and six-day week with two Saturdays off in a month in case of non-teaching staff.

#### **Time Keeping Procedures**

All employees are required to mark time in and time out thru Biometric Attendance machine while entering the College premises. It is the duty of the employee to sign in and sign out. It is essential that the attendance record be completed accurately for salary preparation purposes. The complete attendance record must be approved by the HOD, and submitted to HR for salary making by 25<sup>th</sup> of every month

Mistakes on attendance records may be corrected by drawing a single line through the mistake and then writing in the correction. HOD & HR must initial

and approve all corrections or changes to the attendance records. This should be done as soon as possible and before it is submitted.

Falsification or intentional tampering with your own or another employee's attendance record will result in disciplinary action.

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#### **IV. EMPLOYEE BENEFITS AND SERVICES**

CBSA is concerned in well being of you and your family. Therefore, we offer an extremely competitive package of employee benefit programs to regular employees. Complete and official details of these plans are available with the Human Resources Department. The information below is intended to give you a brief summary and a general understanding of these benefits.

##### **Holidays**

CBSA provides paid time off to regular employees in recognition of certain holidays. A tentative gazette holiday schedule will be distributed by the beginning of each year which would be as per IKGPTU calendar.

The following is an **example list** of holidays that may be typically observed by CBSA.

Republic day	Dusshera
Holi	Diwali
Independence Day	Guru Nanak Devji's Birthday
EID	Gandhi Jayanti

##### **Leaves of Absence**

As explained in the following sections, leaves of absence may be granted to regular employees in instances,

where unusual or unavoidable circumstances require absence and this is to be granted as per college policy.

Any employee requesting a leave of absence should have good faith intent to return to work. CBSA will consider any employee on leave to have

resigned if the employee: (1) fails to report for work on the first scheduled work day after the authorized leave has expired, unless an extension has been requested and approved; or (2) accepts other employment while on leave without the approval of CBSA's management. CBSA may also terminate the employment of any employee who falsifies any information in connection with requesting or obtaining a leave.

## **Job Responsibilities & KRA's**

All the employees working in CBSA, are supposed to have their job descriptions as well as KRAs (HOD and above) duly defined and approved by Director/Principal/Campus Director/HR. The same is to be forwarded to HR department for further necessary action at their end. The Job Description and KRAs are to be as per the formats attached. The performance review is to be done as per the KRAs in case of manager & above.

## **Performance Reviews**

CBSA's performance appraisal program is designed to provide a process by which the performance and behavior of employees are appraised for purposes such as development and counseling and the administration of any incentive pay programs that may apply to your position. It is intended to provide employees with information concerning their performance, job related conduct, and the development of future performance objectives.

The Performance Appraisal of all the employees will be done once in a year in the month of July as part of our annual Performance Appraisal System which is well defined.

## Compensation Program

CBSA's philosophy is "Pay for Performance." Please understand that pay increases have nothing to do with your length of service.

We intend to pay wages that are competitive within the region and particularly within our sector.

Our philosophy regarding pay increases is based on individual performance and contribution, while also taking into consideration the College's financial situation. Pay increases will typically be given as part of the Annual Performance Appraisal system. "Promotional increases" may be given once in the year, as deemed appropriate. CBSA expects each employee to provide the highest level of performance possible.

Employee salary and the salary of others are personal and confidential and should not be discussed among fellow employees.

## Training and Education Assistance

New technology and competition are rapidly changing, as are the skills needed for all of us to continue to grow. To ensure that CBSA has a work force with the skills needed now and in the future requires a partnership between you and the College.

CBSA encourages the ongoing education and professional growth of employees at all levels. Participation in seminars or workshops often offers a valuable learning experience.

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## V. RESPONSIBILITIES

### Protecting CBSA's Interests (Conflicts of Interests)

It is our policy to take every reasonable measure to protect our students, employees, property and business interests against loss and damage. All employees are responsible for implementing this policy in their area and are

responsible for complying with the College rules and procedures in order to further the CBSA's image & interests.

The objective of the College Security Program is to provide an effective system of safeguards to protect the College property and facilities, its students, employees, and its interests. The goal of protection is to create friendly and conducive environment and enhance the work environment by reducing loss and damage.

While it is not possible to describe all the circumstances which might develop, the following are set forth for your guidance:

- Employees may not engage in any activity that is in any way hostile or adverse to CBSA's image or interests.
- Employees may not accept a retainer, finder's fee, commission, consulting fee, free travel or activities, gifts (other than inexpensive advertising novelties), or any other remuneration from customers, potential customers, vendors, potential vendors, or other business associates without disclosure to and approval by management of CBSA.
- Employees may not provide gifts (other than inexpensive advertising novelties), payments, or other favors to customers, potential customers, suppliers, potential suppliers, or other business associates of CBSA without prior approval from management of CBSA.
- Under no circumstances the College property of any kind to be taken off the premises unless permission has been obtained from the employee's seniors or Human Resource department. This includes computers, disks, files, College records, tools, equipment, paper, envelopes, printers, schedules, etc.
- Employees are not allowed to post any written materials (e.g. messages, bulletins, flyers, or posters) without the approval of their manager or Human Resources. Advertising, humorous, political, satirical, or other materials which could compromise the CBSA's interests in any way are not allowed for distribution.
- You must not be running or administering your own business while working for CBSA.

- Employees are not allowed to use College computers or printers to create or duplicate any materials that are not of an approved type necessary for CBSA business. Exceptions to this rule must be granted in writing by Human Resources.
- Employees are not allowed to use the College courier, stamps, or shipping materials for shipping or mailing any materials, except those of an approved type necessary for CBSA business.
- Employees should limit personal use of College time to a minimum (e.g. incoming and outgoing personal calls, personal mails received).
- All visitors must check in at the security gate of the college.
- Employees that misrepresent themselves as an agent of the College may be subject to legal and/or disciplinary action, which could include termination.

Any questions regarding a possible conflict of interest should be discussed with the employee's immediate supervisor, or Human Resources. Failure to disclose or discuss information related to any of the above may result in disciplinary action, which could include termination.

## Off-Duty Conduct

While CBSA does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the College image & interests. For this reason, employees should be aware of and adhere to the following policy.

Employees are expected to conduct their personal affairs in a manner that does not adversely affect the CBSA's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct on the part of an employee that adversely affects the CBSA's legitimate interests, or the employee's ability to perform his or her job, will not be tolerated.

## Searches

To prevent theft, conflicts of interest, and the possession of prohibited materials such as firearms and drugs, CBSA has the following security and search policy. Desks, storage areas, work areas, lockers, file cabinets, computer systems, office telephones, modems, facsimile machines, duplicating machines and CBSA vehicles remain the sole property of CBSA and must be maintained in accordance with CBSA standards. All such areas and items must be kept clean and are to be used only for work purposes, except as provided in this policy.

***CBSA reserves the right, at all times, and without prior notice, to inspect and search any and all CBSA property. This includes various forms of electronic communication, including but not limited to all computers (including desk tops and laptops), e-mail, telephones (including cellular and cordless phones), voicemail, fax machines, all on line services paid for by the College Internet, World Wide Web, and software and hardware systems. Such inspections may be conducted during or after business hours, in the presence or absence of the employee, and without notice.***

CBSA computer systems, phone systems and other technical resources, including fax machines, or E-mail systems, are provided for use in the pursuit of CBSA business and are to be reviewed, monitored and used only in that pursuit, except as provided in this policy. If, during the course of your employment, you perform or transmit any other work on CBSA computer systems or other technical resources, your work may be subject to investigation, search and review in accordance with this policy. In addition, any electronically stored communications that you either send to or receive from others may be retrieved and reviewed where as such an investigation serves the legitimate business interests and obligations of CBSA.

CBSA employees may be permitted to use College equipment for occasional non- CBSA purposes with written permission from an Officer. However, employees do not have a right to privacy in regard to any information or file maintained in or on CBSA property, a customer's property or transmitted or stored through CBSA computer systems, E-mail or other technical resources.

For purposes of inspecting, investigating or searching an employee's computerized files or transmissions, or E-mail, CBSA may override any applicable passwords or codes in accordance with the best interests of CBSA, its employees, its customers or visitors. All bills and other documentation related to the use of CBSA equipment or property may be reviewed and used for purposes that CBSA considers appropriate.

Employees may only access files or programs, whether computerized or not, that they have permission to enter. Unauthorized review, duplication, dissemination, removal, damage or alteration of files, passwords, computer systems or programs, or other property of CBSA or improper use of information obtained by unauthorized means will result in disciplinary action, which could include termination.

If a CBSA official has a reasonable suspicion that an employee has unauthorized possession of College property, client property, another employee's property, a prohibited substance or a dangerous item, CBSA reserves the right to subject the employee to a search of his or her clothing and/or possessions, and it reserves the right to implement other measures to deter and detect any violation of this policy.

Employees who refuse to submit to a search will be subject to disciplinary action, which may include termination.

## **College Telephones / Mobile Phones**

The College telephones are provided for official purposes in serving the interests of our clients and in the course of normal College operations. On a monthly basis, a record of all calls is reviewed by CBSA's Accounting Department. On occasion, brief personal calls may be necessary, but we ask your cooperation in limiting them to emergencies or essential personal business and in keeping them as brief as possible. Any STD/ISD calls on personal account will be debited to respective account of employee.

All employees are required to switch off their MOBILE PHONES or put it on silent mode while in a meeting with Chairman/President or in regular inter departmental meetings.

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## VI. STANDARDS OF CONDUCT

Groups of people who are working together for any purpose require certain guidelines pertaining to their conduct and relationships. Accordingly, it is important that all employees be aware of their responsibilities to the College and to co-workers.

The following is only a ***partial*** list of unacceptable behaviors and conduct, as a complete list of all possible violations would be impossible to write. These violations (even if for a first time) of CBSA standards may result in disciplinary action that may include verbal or written warnings, final warning, suspension, termination and/or criminal prosecution if required.

CBSA reserves the exclusive right to determine levels of discipline at its sole discretion, with or without notice, at any time.

- Failure to observe department working hours (e.g. starting time, rest and lunch timings), including excessive absenteeism as defined exclusively by CBSA.
- Conviction of, or arrest pending trial, for a crime that indicates that the employee may not be a good fit for the job or that threatens the safety or well-being of CBSA, employees, customers, or property.
- Fighting, assault, disorderly conduct, or behavior that violates common decency, including using abusive or obscene language or gestures.
- Interference with, insubordination, or failure to carry out any reasonable direction of supervision.
- Leaving the workplace without permission during scheduled work hours for reasons other than assigned duties.
- Possessing weapons or explosives on CBSA property or while conducting CBSA business or using CBSA vehicles.
- Stealing, theft or willfully damaging or defacing the property of the College, clients, or others.

- Removing College property without authorization.
- Falsifying College information or records of any kind.
- Any conduct that may pose an actual or potential conflict of interest to CBSA.

In addition, an employee's failure or inability to perform assigned duties for reasons such as lack of necessary experience, education, skill, integrity, diligence, or other job related factors may result in termination.

## Workplace Violence

CBSA recognizes that workplace violence is a growing concern. CBSA is committed to providing a safe, violence-free workplace and strictly prohibits employees, students, consultants, customers, visitors, or anyone else on College premises, or engaging in a College-related activity, from behaving in a violent or threatening manner. As part of this policy, CBSA seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence, even prior to any violent behavior occurring. The College believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs. Workplace violence includes:

1. Threats of any kind;
2. Threatening physically, or violent behavior, such as intimidation of, or attempts to instill fear in others;
3. Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of College property or a demonstrated pattern of refusal to follow College policies and procedures;
4. Defacing College property or causing physical damage to the facilities;
5. Bringing weapons or firearms of any kind on College premises, or while conducting College business.

All such behavior is strictly prohibited and will not be tolerated. CBSA may, at its sole discretion, immediately institute discipline, including immediate termination, against any employee who, in any way, violates this policy.

If you observe or become aware of any actions or behaviors by an employee, customer, consultant, visitor, or anyone else as listed herein, you must notify the immediate manager or Human Resources immediately.

All reports of workplace violence will be taken seriously and will be investigated. In appropriate circumstances, the College will inform the reporting individual of the results of the investigation.

The College reserves the right to inspect all College property, including but not limited to desks, computers, vehicles and other property to ensure compliance with its rules and regulations, without notice to the employee, and with or without the employee present.

If the College determines that workplace violence has occurred, the College will take appropriate corrective action. The appropriate discipline will depend on the particular facts, but may include written or oral warnings, probation, and reassignment of responsibilities, suspension or termination. If the violent behavior is that of a non-employee, the College will take appropriate corrective action in an attempt to ensure that such behavior is not repeated. Violation of the College's policy on violence may also result in criminal as well as civil liability on the part of the employee who violated this policy.

## Corrective Action Process

Employees should expect their manager/superior/HOD to work with them to correct work performance or behavior problems. In some cases, disciplinary action may be necessary. Disciplinary action includes, but is not limited to, oral warnings, written warnings, probation, suspension and discharge. The College may consider other forms of discipline, depending on the facts and circumstances of any particular incident. The nature of the discipline imposed will depend upon the seriousness of the problem and your record of prior performance and/or behavior problems.

The College has the right to determine what disciplinary action is appropriate based on the facts of each case. Not all available forms of discipline are appropriate to each disciplinary situation and it is not required that the College treat each form of discipline as a chronological step in a series. For example, some situations may call for immediate discharge, even where there has been no prior discipline problem.

## Alcohol and Substance Abuse

The use of illegal drugs and alcohol can adversely affect job performance and endanger the welfare and safety of employees, students and members of the public. CBSA strictly prohibits the use of alcohol or possession of illegal drugs on its premises. Any employee possessing or using alcohol or illegal drugs, reporting to work or working under the influence of alcohol or illegal drugs is subject to disciplinary action, which could include termination and criminal prosecution. If a CBSA official has a reasonable suspicion that an employee has possession of, or is under the influence of, a prohibited or dangerous substance, CBSA reserves the right to subject the employee to a search of his or her clothing and/or possessions and also reserves the right to implement other measures to deter and detect any violation of this policy.

An employee will be required to submit to a drug and alcohol test when there is reasonable suspicion that the employee may be under the influence of alcohol or illegal drugs. An employee may also be required to take a post-accident drug test where the College has reasonable suspicion that the employee involved in the accident was under the influence of drugs and/or alcohol, or if the accident was serious in nature.

## Sexual Harassment

CBSA is an equal opportunity employer organization and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. The CBSA also believes that all employees of the College have the right to be treated with dignity. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable as per law. Currently, sexual harassment complaints (if any) are being handled on case to case basis by appointing redress committees thru internal enquiries.

## Smoking and Eating In the Workplace

For reasons of health, safety, public relations and other concerns, smoking is prohibited anywhere inside CBSA's facilities at all times. Food and drink are not permitted in certain designated areas, such as plant, laboratories. All employees are expected to cooperate accordingly.

All employees are responsible for maintaining cleanliness and neatness of their respective workplace.

## Attendance Standards

Punctuality and regular attendance are essential to the proper operation of our business. As an employee, regular attendance and punctuality are expected, and are conditions of employment. We work as a team, and that requires each person to be in the right place at the right time.

We realize that you may have to miss work or be late on occasion because of unexpected circumstances. However, for the business to run smoothly and efficiently, these times are expected to be infrequent.

If you are going to be absent or know you are going to be late, make sure to call and notify your supervisor no later than half an hour after your normal start time. This call is a must, as well as a courtesy to your supervisor and fellow workers.

You are required to call your supervisor every day you are going to be absent. You are also expected to inform the College of the anticipated duration of any absence.

The College reserves the right, at its sole discretion, to require you to produce a medical doctor's certificate for an absence or tardiness. If you fail to meet this requirement and/or falsify or misrepresent any information concerning your attendance, you may receive disciplinary action, which could include termination.

**You will be considered to have voluntarily terminated your employment**

**with the College if you are absent for five (5) or more consecutive days without reporting to the College.**

Excessive absenteeism or tardiness, as defined exclusively by the College, may result in disciplinary action, which could include termination. Each situation of excessive absenteeism or tardiness is treated on a case-by-case basis. CBSA reserves the exclusive right to determine the level of discipline applied in regard to attendance, including punctuality, at its sole discretion.

## Personal Appearance

Since each employee is a representative of CBSA, our personal appearance is meant to be a reflection of our professionalism and the customers that we serve. A few guidelines have been established to insure this philosophy is met:

- All employees are expected to always wear the appropriate safety clothing or personal protection devices for the job(s) they perform. Nothing should be worn which violates or compromises any of our safety rules/regulations.
- Basic appearance should always be neat, clean and of a professional nature. You should not wear anything that has visible holes or tears, and clothing and grooming should not be of an extreme style.
- When contacting customers, suppliers, or business partners, employees are always expected to dress professionally.

## Operating Vehicles

CBSA requires all employees who may drive a vehicle (including their own vehicles), during the course of their employment, to possess a valid driver's license and carry proof of insurance.

Traffic and parking violations and the payment of fines assessed for those violations are the sole personal responsibility of any driver operating a CBSA vehicle or other vehicle on CBSA work.

Certain employees who drive a considerable amount during the scope of business may be provided with a College vehicle. CBSA does reimburse employees at standard College-designated rates for mileage driven, tolls, and reasonable parking fees incurred in the performance of College duties if they should have to use their own vehicle or college vehicle.

### **VII. SAFETY STANDARDS**

Regardless of where you work at CBSA, there is the possibility that an accident can happen & an accident could result in personal injury. This is why the College has established a safety, health and environment policy that is really nothing more than a planned series of common sense controls and a few safety practices which need to be established for the protection of every employee.

CBSA maintains a safe work place for its employees consistent with safety codes. However, this does not guarantee freedom from injury. The most important preventive measure is for each employee to perform his or her job in the safest possible manner.

No employee is expected to take chances or endanger others. If fellow workers become careless, bring it to the appropriate person's attention or your manager's attention before they hurt themselves or endanger others.

## **SERVICE RULES DEFINITIONS ( IN DETAIL)**

### **Preamble:**

1. The service rules shall be called as 'CBSA Service Rules'. These rules shall supersede the existing service rules.
2. They shall be deemed to have come into effect and shall apply to all the employees of CBSA as per their date of joining.

### **Definitions:**

1. 'CBSA' means "Chandigarh Business School of Administration, Kharar-Banur Road, Sector 112, Greater Mohali".
2. 'Management' means "The Management Committee of the promoting society "Shri Guru Ram Dass Educational Society".
3. 'Governing Body' means "The Governing Body of the college" constituted as per A.I.C.T.E. Norms.
4. 'Chairman' means "The Chairman of the Society".
5. 'President' means "The President of the Society".
6. 'University' means "IKG Punjab Technical University, Kapurthala, Punjab".
7. 'Director-Principal' means "The Director of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Director-Principal".
8. 'Employee' means a person who is employed by the college including Director-Principal and Deans excluding those who are engaged on part time basis or daily wages.
9. 'Vacation' means any recess in an academic year which is a minimum of one week.
10. Category of Staff :  
"Teaching Staff" comprises the following categories:
  - a) Director-Principal

- b) Head of Departments/Deans
- c) Professor
- d) Associate Professor
- e) Assistant Professor
- f) Any other category of post declared so by the Governing Body.

"Technical Staff" comprises the following categories:

- a) Workshop Superintendent
- b) Network Administrator, Programmers, Asst. Programmers, Computer Operators
- c) Lab Technicians/Instructors and Lab Assistants

Non -Teaching staff means those staff that are categorized as follows:

- a) Directors/Dy.Directors/ Assistant-Directors/Registrar/Joint Registrar/Office Manager/Admn. Officer etc.
- b) Finance Manager/Accounts Manager etc.
- c) Manager/Dy. Manager/ Asstt. Manager of various departments
- d) Supervisor/Senior Assistant
- e) Junior Assistant
- f) Office Assistant etc.

Contingent staff

- a. Watchman/Security
- b. Lab Attendant/Peon etc.
- c. Gardener
- d. Sweepers etc.

11. Competent Authority - Chairman, President, Nominee of the management, Director-Principal of concerned college.

12. 'Leave' means leave granted by competent authority to an employee to which he/she is eligible.

13. 'Pay' means basic pay in the time scale or basic pay with a special pay/allowance as the case may be.
14. 'Year' means calendar year/financial year/academic year as the case may be.

## 1. Appointments

As per recruitment policy of CBSA page no 67.

## 2. Pay, Allowances and Increments

- **Pay:** AICTE / UGC scales of pay as applicable from time to time shall be adapted to the posts classified as teaching staff. Punjab state government/University scales of pay as applicable from time to time shall be adapted to the posts classified as non-teaching staff.
- **Allowances:** Other allowances as extended by the management be adopted from time to time to all regular employees of the college.
- **Sanction of Increments:** Increments shall be sanctioned by the Human Resource (HR) Department on satisfactory performance of the employee as recommended by the Head of the Department subsequently by Director-Principal in the prescribed Annual Appraisal Performa. In the case of HOD, Director-Principal is the recommending authority. In the case of Director-Principal, Chairman / President or Nominee of the management is the sanctioning authority. In the case of employee in the office and other supporting staff, HR department is the sanctioning authority as recommended by the Manager/Admin Officer or concerned office in the prescribed Annual Appraisal Performa.
- **General Service Conditions:**
  - a) All the employees of the CBSA shall be subject to the general disciplinary and conduct rules of the group.
  - b) All the employees of the CBSA are required to be present as per the working hours of the CBSA on all working days.
  - c) An employee of the CBSA shall devote his/her whole time to the service of the CBSA and shall not engage directly or indirectly in any trade or business or private tuition or any other work, which is likely to interfere with the proper discharge of his/her duties.

- d) An employee may be placed under suspension by the competent authority until an enquiry is pending into framed charges thereby giving the employee a fair chance to represent his/her case. Director-Principal is empowered to recommend suspension of any employee to the governing body / management, if it is in the interest of the organization.
- e) The services of an employee, probationer or permanent, are liable to be terminated on ground of fraud, gross indiscipline, negligence of duties, disability to discharge his/her official duties satisfactorily etc., giving 1 month notice in lieu. The employee concerned however shall be given full and fair opportunity to represent his/her case before effecting such termination.
- f) An employee shall have to give one month notice in case he/she desires to be relieved on resignation or alternatively he / she shall pay one month salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Director-Principal / Management or date of his/her relieve whichever is earlier. For all the employees in the College, an individual personal file shall be maintained with regular updating.

### **3. CONDUCT RULES FOR ALL EMPLOYEES**

1. Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him/her.
2. Every employee shall at all times maintain integrity of Character, be devoted to his/her duty and be honest and impartial in his / her official dealing. An employee shall, at all times be courteous and polite in his/her dealings with the management, Director-Principal, other members of staff, students and with members of the public. He/she shall exhibit utmost loyalty and shall, always act in the best interest of the respective college.
3. An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head- quarters except

with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Director-Principal in writing through the respective H.O.D. or the Director-Principal directly if he/she happens to be a H.O.D the address at which he/she would be available during the period of his/her absent from the headquarters.

4. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the respective college or detrimental to the interests of the respective college.

5. No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.

6. An employee against whom insolvency proceedings commenced in a Court of law shall here forthwith report full facts thereof to the college.

7. An employee against whom criminal proceedings are initiated in a court of law shall immediately inform the competent authority of the college regarding the details thereof.

8. No employee shall except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the respective college, which has been the subject matter of criticism or attach defamatory character.

9. Whenever an employee wishes to put forth any claim or seeks redress of any grievance, he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his/her claim or refused redress of the grievance or has delayed the matter beyond a reasonable time.

10. An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the organisation is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the management and the decision of the management thereon, is final and binding on the employee.

11. No employee shall engage in strike or incitement thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment.

#### **4. RULES/REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF FACULTY MEMBERS**

“The faculty shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. **Non- adherence or non-compliance to the rules, regulations & responsibilities** will be treated as **dereliction of duties** and suitable disciplinary action will be initiated against such employees/faculty members”.

### **GENERAL**

1. The faculty members must be punctual to duty;
2. He/she shall stay within the campus during the working hours of the College;
3. He/She shall discharge the responsibilities assigned in teaching/research/consultancy and administrative diligently in honest and un-biased manner with total commitment;
4. The faculty members are expected to conduct themselves in a professional and co-operative manner;
5. Take precautions to protect equipment, materials and facilities of the college;
6. Attend and participate in the meetings, activities called/assigned by the HOD, Dean(s) and Director-Principal;
7. To take up other duties and responsibilities prescribed by the concerned Director-Principal/Management not limited to Academic and Evaluation duties;
8. To undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor and Associate Professor.
9. Faculty are required to conform to & follow the rules & regulations in force and brought in force from time to time;

10. He/she shall not engage/take private tuitions;
11. He/She shall wear a decent and formal dress;
12. He/she shall finish the evaluation work of continuous evaluation and MID Semester Test (MST) on priority without causing any inconvenience to the evaluation process.

## **5. BEHAVIORAL**

The teaching profession expects high standards of ethical behavior. The faculty members are expected to conduct themselves in professional and befitting manner. The faculty member shall adhere to ethical codes of conduct listed below;

1. The faculty shall not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct.
2. The faculty shall desist from un-authorized distribution of printed material etc. The faculty shall also desist from falsifying/tampering any records or documents.
3. The faculty shall desist from getting involved in un-authorized activities leading to financial benefit.
4. The faculty shall desist from exhibiting non-ethical behavior that jeopardize the moral standards of the Institution.
5. The faculty shall comply with rules, regulations, policies of Management from time to time.
6. The faculty shall not consume alcoholic beverages in the premises. He/She shall not arrive at work under the influence of alcohol or any substance having a narcotic producing effect.

## **6. ACADEMIC**

1. To conduct the assigned classes as per schedule;
2. To maintain the record of lesson plans and other relevant documents of the courses handled by them;
3. To implement designated curriculum with the said objectives;
4. To participate in professional development opportunities/ activities and apply the concepts in academic activities such as class room delivery & also in practical sessions;

5. The faculty shall share information, work on projects, enable students to reflect on learning that takes place in internships, or outdoor activities thereby help in improving Teaching and Learning Process.

## **7. CLASSROOM MANAGEMENT**

1. To come well prepared for the class and stay focused on the topic/content;
2. Be present in classroom *well before* time;
3. To commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas;
4. To share knowledge in a manner that encourages effective two-way communication;
5. Be organized and in order to make efficient use of time and move in a planned and systematic direction;
6. To be self-confident and facilitate quality delivery of the subject;
7. Involve visual and activity-based learning wherever possible, make power point presentations (PPT) in addition to conventional use of white board depending on the subject & necessity;
8. Provide real time case studies as and whenever possible. Employ appropriate strategies to achieve desired objective of learning;
9. To pose questions to the students which inculcate out of box thinking;
10. To summarize the concepts at the end of every class;
11. After every test, the faculty shall discuss about the common mistakes made by students and explain how to overcome it;
12. To evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent;
13. The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time;
14. He/ She Shall not pre-pone, post-pone, let-off or suspend a scheduled class without authorization from the concerned HOD/Principal;
15. He/ She Shall handle the assigned practical classes and be available in the designated place for full time;

16. A class be it theory or practical or tutorial a teacher shall handle the class for the complete duration of the said class;
17. Absence from duty without authorization is not permitted and will be viewed serious.

## **8. STUDENT RELATED**

1. To motivate students to show interest and learn the most;
2. To be available for the students even after class hours to clarify their doubts, if any;
3. To provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge & face the examinations confidently
4. To treat students with respect, and teach them to treat others with respect;
5. To motivate and help students to do minor educational projects in related area/topics (suggested by concerned faculty & chosen by the Student himself/herself), so that their analytical and self-learning skills improve;
6. Feel comfortable working with exceptional learners/slow learners and learners with diverse needs;
7. To handle gently but firmly, any misbehavior of students and weed out the cause.

## **9. ROLE AS MENTOR/COUNSELOR**

1. As a mentor, the faculty shall advise/counsel the student on all the academic matters (like registration/re-registration for the courses, dropping of courses and/or withdrawing from courses);
2. He/she must meet the assigned students at least once in every week. Shall report to the Chief Mentor/HOD/Principal about those students who avoid meeting the Mentor;
3. He/she shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed;
4. Keep the parents appraised about the academic progress and general behavior of their wards

5. To demonstrate communication and interpersonal skills as they relate to interaction with students, Parents, colleagues, Staff, and Administrators;
6. To ensure maintenance of mentor diary in accurate, complete, and appropriate manner. The mentor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification;
7. The mentor should serve as a friend, philosopher and guide.

## **10. RULES/ REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF STAFF MEMBERS**

“The staff shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. **Non-adherence or non-compliance to the rules, regulations & responsibilities** will be treated as **dereliction of duties** and suitable disciplinary action will be initiated against such employee”.

1. The staff members must be punctual to duty.
2. The staff shall stay in the workplace during the working hours of the College.
3. The staff shall discharge the responsibilities diligently in honest and un-biased manner with total commitment.
4. The staff shall maintain confidentiality. They shall not give or pass any information to any inside/outside persons, unless and until the employee has been authorized to do so.
5. The staff shall desist from falsifying/tampering any records or documents.
6. The staff shall take precautions to protect equipment, materials and facilities.
7. The staff shall take up other responsibilities prescribed by the Superiors from time to time.
8. The staff shall wear uniforms provided (if any) while on duty.
9. The staff shall desist from borrowing/lending money from/to other employees.
10. The staff shall not act in the manner amounting to insubordination, breach of trust, fraud etc..

11. The staff shall assist/carryout their works with a view to meet the deadline notified by the competent authority.
12. The staff shall not indulge in rude or abusive behavior, comments against superiors and negative comments about other staff members.
13. The staff shall not involve in verbal attacks, which are of a personal, threatening, abusive, and irrelevant or go beyond fair and professional conduct.
14. The employee shall not consume alcoholic beverages in the premises. He/She shall not arrive at work under the influence of alcohol or any substance having a narcotic producing effect.
15. The employee shall desist from un-authorized distribution of printed material or sell items on campus.
16. The staff shall desist from getting involved in un-authorized activities with personal financial benefit / interest.
17. The staff shall desist from participating in professional or personal behaviour that jeopardize the moral standards of the institution.
18. The staff members are expected to conduct themselves in a professional, co-operative and ethical manner.
19. The staff shall comply with rules, regulations, and policies of Management from time to time.

## **11. DISCIPLINARY ACTION**

1. All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.
2. If the competent authority feels it necessary to constitute an enquiry as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members - HOD and from among senior faculty members.

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3. An employee can appeal against any punishment imposed upon him/her by the competent authority to the management/governing body as the case may be.

## ATTENDANCE POLICY

### WORKING HOURS

1. Office Timings: - Timing is **9:00 AM to 4:35 PM** with a lunch break of 30 minutes throughout the week. Being Late of 2 days up to 9:25 AM are allowed in a month, and in case employee comes late more than 2 times then for each late coming ½ day salary of the employee shall be deducted.
2. All employees are required to punch **in time** and **out time** while shift in , shift out and taking short leave/Half day on Biometric machine. In case if any employee fails to mark their in or out time they will be treated as LWP.

## LEAVE POLICY

- a) Leave year is from 1<sup>st</sup> July – 30<sup>th</sup> June.
- b) The different types of leaves covered under this policy are as follows:
  - Earned Leave (Only for Non-Vocational / Administrative Employees)
  - Summer and winter vacations (Only for Vocational Employees)
  - Casual Leave –15 Days
  - Medical Leave – 06 Days
  - Special Leave – 06 Days
  - Compensatory Off
  - Short Leave – 02 Hours in a month

### CASUAL LEAVE

- **The employees will be credited with 7.5 CL each from 1<sup>st</sup> July to 31<sup>st</sup> December and from 1<sup>st</sup> January to 30<sup>th</sup> June.**
- Casual leave shall be on cumulative basis and would lapse at the end of the Leave year (July to June) and no encashment shall be allowed for the same.
- Casual leave cannot be combined with any other type of leave.
- Casual leave shall be calculated on a prorated basis for employees joining in between the year.
- The holidays/weekly offs falling during Casual Leave shall be treated as leave and not holiday.
- **This** leave shall not be granted for more than three days at a time. If an employee takes Casual Leave and extends it further on account of any reason whatsoever, thus the exceeded leave shall be treated as leave without pay or the entire leave gets converted into the Earned Leave/Medical Leave provided the balance is available in EL/ML. This is to be done in writing after getting approval from the Approving authority.
- There will be no encashment of Casual leave at the time of separation / retirement from the College.

## MEDICAL/ SICK LEAVE

- Medical Leave shall be granted to the employees for the period they remain sick subject to maximum entitlement of ML.
- **The employees will be credited with 6 ML from 1<sup>st</sup> July to 30<sup>th</sup> June.**
- Medical leave for more than 03 days shall be granted only if supported by a medical certificate either issued by the Medical Officer of the ESI dispensary or by the Registered Medical Practitioner not less than the rank of MBBS.
- The unavailed ML shall be carried forwarded to the succeeding calendar year subject to maximum accumulation limit of 30 days only.
- Medical leave shall be calculated on a prorate basis for employees joining in between the year.
- The holidays/weekly offs falling during ML shall be treated as leave and not holiday.
- There will be no encashment of ML at the time of separation / retirement from the College.
- Medical leave cannot be combined with any other type of leave.

## EARNED LEAVE

- Earned Leave is applicable only for Non-Vocational / Administrative Employees.
- 20 days earned leave Per Annum is allowed to each employee after completing his/her one year of continuous service with the Organization. Out of 20 days leave credited for the year, any un-availed leave will be carried forward to the next year.
- Earned leave cannot be granted for less than three days at a time.
- Earned leave shall be granted at the discretion of the management. The management can refuse, revoke or curtail the leave if the exigencies of the work so require.

- Earned Leave shall be accrued on the yearly basis after completion of one year in service and is to be credited to employee's leave account accordingly.
- An employee can accumulate maximum of 90 days earned leave in his/her tenure with the organization. Any leave more than 90 days shall be lapsed automatically and will not be carried forward.
- Employee can avail earned leave in advance with the prior sanction of Management thru HR and this is to be done only in exceptional cases.

## SUMMER & WINTER VACATION

- Summer and winter vacations are applicable only for Vocational Employees.
- Two weeks (10 working days) of summer vacation is entitled after completion of one year of service in CBSA and three weeks (15 working days) of summer vacation is entitled after completion of two years of service in CBSA.
- One Week of winter vacation is entitled after completion of one or more years of service in CBSA.
- All the employees are required to submit a leave plan to their respective head of the department stating when he/she intends to take the vacations.
- The vacations will be permissible only in the notified period. The employees cannot plan their vacations in the mid of the semester.
- The employees who comes back from long leave or maternity leave will get the benefit of summer and winter vacations once he/she complete his/her one year of continuous service with the CBSA after he/she resumes her duties back.

## SPECIAL LEAVE

- Six days of Special Leave in a Leave year is applicable for Vocational Staff
- Vocational Staff/Director Principal are entitled to avail 03 days Special leave in a year for the purpose of Research/Viva-Voce exam in other colleges under the Punjab Technical University and can avail 03 days special leave for seminars/conference/workshop in a year.
- Special leave cannot be combined with any other type of leave.

## COMPENSATORY LEAVE

- The employees are entitled to Compensatory Off as per Compensatory Off (C Off) Policy No.4 of the College.
  - a) Employees working on public holidays/ Weekly Offs or any other official off days are entitled to compensatory off in lieu of work done on these days for official purposes.
  - b) Compensatory offs are allowed at all levels except Campus Director, Director, Principal, Deputy Director, Asstt. Director, Registrar, Director-HR, CFO, Estate Manager, Professor, Associate Professor, HODs, Sr. Managers, Managers, Deputy Registrar, i.e. no compensatory off are to be given for working on the above said days to the above mentioned employees.
  - c) Employees w'ho propose to work on these off days i.e. public holidays/Weekly Offs or any other official off days have to apply.
  - d) Non Academics staff is not entitled for COFF against working on any Saturday .
  - e) The accumulated Compensatory off is to be availed within 45 days from the date of working on public holidays/ Weekly Offs except CRC who can avail accumulated COFFs within three months and Hostel

Wardens, Dispensary & Civil staff can avail COFF's with in one year with prior approval from the competent authority.

f) The non-availed COFFs can't be carried forward or encashed and stands lapsed after the expiry of prescribed period as mentioned above as the case may be.

g) The employee cannot club availing of Compensatory off with any other type of leave. However, in the case of teaching staff clubbing of Compensatory staff may be allowed with any other type of leave during sessional and end of semester only i.e. clubbing of Compensatory off with any other type of leave is strictly not allowed during teaching days.

h) Any deviations from the above entitlements will require an approval from Campus Director/Head - HR.

## SHORT LEAVE

- All employees are eligible for short leave except Class IV employees with prior approval.
- The employees can avail short leave of 2 Hours per month.
- The employee can avail the leave in a maximum of two parts.

### **Leave for Faculty Improvement Programme:**

The faculty members may be permitted to improve their academic qualifications by attending courses / research work in higher institution of learning. The maximum number of faculty deputed is restricted to one member per department per year. The faculty deputed must have served in this college for a minimum period of three consecutive years. The period of study leave would be for a period of one and half-years for M.Tech./M.E./M.Phil, programme and three years for Ph.D.

### **Grant of Extraordinary Leave:**

Extraordinary leave may be granted to all regular employees by Director-Principal/ Management for a period up to one year, when an employee has put in 5 years or more continuous service in the Institution. During such leave, he/she shall not be entitled for any pay

or allowances. The same can be extended on case-to-case basis up to another one year.

### **Leave Rules for Contingent Staff:**

All the contingent staff of the College is eligible for a Casual Leave of 15 days in a calendar year and other leaves of 10 days.

## **GENERAL**

- **All types of leave cannot be availed as a matter of right. It is the prerogative of management / reporting authority to sanction or not to sanction the leave.**
- If an employee remains absent from his/her duty without sanctioned leave or without intimation for a period of 07 days on continuous basis or out stay beyond the period of leave originally granted or subsequently extended for 07 days, he/she will lose his/her appointment and it shall be deemed that he/she has voluntarily abandoned services and his/her name shall stand struck off the rolls of the company automatically and this shall be treated as “Act of Misconduct”.
- All leaves should be applied in advance. In exceptional circumstances sometimes it may not be possible to do so in advance; in such cases a telephone call to concerned reporting authority should serve the purpose.
- A Leave account shall be maintained for each employee in an appropriate form.
- For all type of leaves, sanctioning authority is the Head of the Department for vocation staff, Concerned Reporting Officer for all non-vocation staff except those working in the departments. For Heads of Departments, Director-Principal is the sanctioning authority. Director-Principal shall be the competent authority to grant all other kinds of leaves on the recommendation of HOD as the case may be. In case of Director-Principal, Campus- Director shall be the authority to sanction leave.

- The Employees are not allowed to club any two types of leaves. (other than exceptional cases with approval from competent authority).
- Employees when deputed on official duty or on college work, the period of their absence shall be treated as 'On Duty'.

## MATERNITY LEAVE

All women employees are entitled to maternity leave as per statutory requirement (Maternity Benefit Act) for first two pregnancies.

For first and second-time pregnancy, the Indian Maternity Benefit Act 1961 states that all women employees can take 6 months, or 26 weeks off for her maternity leave, which is a paid leave wherein her employer needs to pay her in full.

## PAYMENT OF GRATUITY ACT, 1972

During the Faculty Advisory Committee meeting held on 12th April, 2018, the Hon'ble Management has decided to extend payment of Gratuity under Section 4 of the Payment of Gratuity Act, 1972 to all the CBSA, Landran employees. This act would be applicable to all the employees', who are on CBSA rolls as on or after 1st April, 2018.

The Act provides for payment of gratuity at the rate of 15 days wages for each completed year of service subject to a maximum tax-free gratuity up to Rs. 20 lakh.

### **Section: 4 Payment of gratuity.**

Gratuity shall be payable to an employee on the termination of his employment after he has rendered continuous service for not less than five years, - (a) on his superannuation, or (b) on his retirement or resignation, or (c) on his death or disablement due to accident or disease.

## GUIDELINES ON LOCAL CONVEYANCE REIMBURSEMENT

1. **OBJECTIVE:** This policy would provide guidelines for reimbursement of expenses to the employee incurred towards local travel within the city of posting or outside the city. By own vehicle for official purposes when College doesn't provide such type of travel facility.

2. **SCOPE:** Applicable to all employees of CBSA whether on probation or confirmed at all levels.

3. **ENTITLEMENT & LIMITS:** Employees who are using their personal vehicles for official work are entitled for local conveyance reimbursement as follows:

Entitlement	Rate Rs./KM	Category
Car (Four Wheeler	Rs. 8 P.	Asst. Mgr & Above
Scooter /Motorcycle	Rs. 4 P.	Below Asst. Mgr

### 4. Terms & Conditions:

a) This policy will not be applicable for regular commuting from home to office and back except in cases having special approval from the Management,

b) The reimbursement towards conveyance expenses shall be claimed on the basis of actual kms. Covered for official work.

c) The employee has to register the meter reading of his/her vehicle while going out and coming in at the main gate of the college which may be further verified by the concerned HOD at the time of approving the claim.

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d) The claim for conveyance reimbursement should be made as per the enclosed format which is to be duly approved by the HOD of the respective department for further submission of the same to the Accounts department.

**Note:**

This policy can be amended / modified withdrawn at any point of time without any notice at the discretion of the management.

This policy will be effective in its entirety with immediate effect and will overrule all previous circulars/communication in this regard.

**22nd November, 2021**

Subject: Amendment No. 1 to Policy Note No. 10 Dtd. 01 November, 2018 regarding GUIDELINES ON LOCAL CONVEYANCE REIMBURSEMENT

This is with reference to Local Conveyance Reimbursement Policy for Marketing Team. Following are the amendments being incorporated in the original policy:

**1. ENTITLEMENT & LIMITS:**

Keeping in view the increase in Petrol/Diesel prices in the last one year or so it has been decided to revise reimbursement amount. Employees who are using their personal vehicles for official work are entitled for revised local conveyance reimbursement as follows:

Entitlement	Rate Rs./KM	Category
Car (Four Wheeler	Rs. 10 P.	Asst. Mgr & Above
Scooter /Motorcycle	Rs. 5 P.	Below Asst. Mgr

**2. Terms & Conditions:**

a) These revised rates are applicable for teaching, non-teaching & Marketing employees of CBSA, Landran.

b) For use of car by employees below Assistant Manager level in case of exceptional circumstances, especially Marketing staff (for carrying leaflets/advertising material or in upper hill areas etc.), a prior permission and sanction is required from HOD/Director - HR.

3. All the above changes are w.e.f. 01st December, 2021

4. All other guidelines of the above-mentioned policy remain the same.

**Amendment No. 2 Domestic Travel Policy In CBSA, Landran**

1. This is with reference to Point No. 3 (Entitlements & Limits) of the said policy.  
Following are the amendments being incorporated in the original policy.

Category of Employee/ Designation	Mode of Travel	Daily Hotel & Food Expenses(Overnight stay)- Exclusive of Taxes Rs.) A			Daily Fixed Allowance for food (if bills not submitted against food Expenses)- Exclusive of Taxes B	Local Conveyance Rs. )
		A' Class Metro Cities	B' Class state Capitals	C' Class- Other than 'A' & 'B'	For Same Day Travel ( To & Fro)	Mode
Top Level	Air Economy/ 2nd A.C.	6000	4500	3000	1000	Car/Taxi
Senior Level	2nd A.C./A.C. Volvo	4500	3500	2500	750	Car/Taxi
Middle Level	3rd A.C./A.C. Volvo	3000	2250	2000	500	Auto
Junior Level	Sleeper/Bus	2000	1750	1250	350/- for 12 hours	Auto
Class 4 Employees	Sleeper/Bus	1750	1250	1150	350/- for 12 hours	Auto

## **2) Rules (Point No. 4)**

**1)** In Case of Overnight stay, the supporting bills are to be provided against the expenses incurred on boarding & lodging (Room Rent) and no supporting bills are required against food/ snacks expenses but the overall limit for reimbursement will remain as mentioned against various Category of Employees, as mentioned above in the table.

**2) All other guidelines of the above-mentioned policy remain the same.**

**3) NCR comprising of Delhi/Noida & Gurugram to be considered as 'A' class.**

## GUIDELINES ON EMPLOYEE WELFARE SCHEME (EWS)

1. **OBJECTIVE:** To set up guidelines for effective implementation of Employee Welfare Fund Scheme.
2. **PURPOSE:** In order to promote employee welfare in the institution, the purpose of this policy is to help and extend helping hand in the event of
  - (a) Some exigency in the day to day life of an employee i.e. to provide a risk cover to the employees in the event of accident, death of self or their immediate family members i.e. Spouse, Children & Dependent Parents.
  - (b) To support the employees , their spouse, children in case of life threatening disease e.g. cancer, kidney transplantation, heart surgery or any other serious ailments as applicable
  - (c) Refundable loan of self – marriage of an employee or their dependent children son/ daughter & sister
  - (d) Shagun (non- refundable) for self- marriage of an employee and their dependent children i.e. son/daughter.
3. **SCOPE:** Applicable to all employees of CBSA whether on probation or confirmed except Class IV level employees.
4. **Guidelines & Salient Features of the Scheme:**
  - (A) **CONTRIBUTION:**
    - (a) The scheme shall be applicable to all the employees of CBSA.

(b) All the employees except Class IV employees will contribute towards subscription of the scheme on monthly basis w.e.f. April, 2018. The same shall get deducted from their monthly salary.

(c) The subscription per employee towards the scheme is:

- (i) Class IV Employees: NIL
- (ii) Class III Employees/Security/Canteen Supervisors: Rs. 75/- P.M.
- (iii) Rest of the employees covering Teaching & Non –Teaching: Rs. 125/- P. M.

(d) The management of CBSA will contribute Rupees One Lakh P.M. towards this scheme.

(B) **DISBURSEMENT:**

- a) The financial support will be given to the employee if the exigency happens during his/her tenure of the service in CBSA.
- b) All the employees **including Class IV employees or any other category of employees who are not contributing towards the subscription of the scheme are entitled** to get the benefit to the extent as being given to other employees under this scheme.
- c) The disbursement to the beneficiary shall be as follows:
  - i) The committee in consultation with the Management will decide about the amount of disbursement to be given in the event of accident, death of self, spouse, children & dependent parents [Ref. Clause 2 a] depending upon the availability of funds in this scheme.

- ii) Also the committee in consultation with the Management will decide about the amount of disbursement to be given in case of life threatening disease e.g. cancer, kidney transplantation, heart surgery or any other serious ailment of self, spouse, children & dependent parents [Ref. Clause 2b] depending upon the availability of funds in this scheme.
  - iii) In both the above cases i.e. mentioned above in i) & ii), amount disbursed shall be Non- Refundable.
- d) Refundable loan without interest for following purpose shall be given as follows:
- i) **Marriage of Self (Employee) & Daughter:**
    - Employees drawing salary up to Rs. 25000/- P.M.: equivalent to one & half month salary subject to maximum amount of Rs. 25000/-
    - Employees drawing more than Rs. 25000/- P.M.: equivalent to one month salary subject to maximum amount of Rs. 50000/-.
  - ii) **House Damage** (Roof Top/ Walls etc.) owing to natural calamity such as heavy rain etc.
  - iii) **Child Birth Expenses** (self)
  - iv) The loan disbursed shall be recovered in six equally monthly instalments from the salary of the employee.
- e) **A non- refundable Shagun** of Rs. 2100/- shall be given in case of employees who are not making any contribution towards this scheme and employees who are making contribution towards

this scheme shall be given Rs. 5100/- for self- marriage of an employee or their dependent children i.e. son/daughter.

(C) **PROCEDURE:**

- a) A committee comprising of following employees is formed to look after the functioning of the scheme:
  - I) Director HR as Convener
  - II) Director Principal CBSA
  - III) Finance Manager
  - IV) Dean Student Welfare, CBSA
- b) A separate bank account shall be opened for this scheme under the name '**CBSA EMPLOYEE WELFARE SCHEME**' and all the receipts and disbursements to be done through this account only.
- c) The details of this account i.e. ledger etc. shall be maintained by Finance Manager and his team and to be shared with committee on monthly basis.
- d) A receipt and disbursement (if any) details to be given to HR department by Accounts dept. on monthly basis.
- e) An employee who wants to avail benefit under this scheme shall give application on the plain paper mentioning reason of exigency to Director – HR through their respective Functional Head/ Director/ Principal.
- f) An employee taking refundable loan under this scheme is required to give 'Blank Cheque' duly signed along with undertaking from one guarantor agreeing to pay back the said loan in the event an employee fails to pay back the availed amount of loan.

- g) The above mentioned committee will meet once in two months or as per the emergency urgency of the situation/ requirement.
- h) All the disbursements to be made will have occurrence of the Hon'ble Management.
- i) This policy can be amended/ modified withdrawn at any point of time with or without any notice at the discretion of the management.

## **Admission Rebate**

Employees whose kids taking admission in CGC, Landran will be given 10% rebate in Tuition Fees.

**Amendment No. 1** to Policy Note No. 9 regarding Guidelines on Disbursement.

This is with reference to Employee Welfare Scheme policy. Following are the amendments being incorporated in the original policy:

**DISBURSEMENT:**

This is with reference to Point No. 4 B).

The disbursement to the beneficiary shall be as follows. The Committee in consultation with the Management will decide about the amount to be given.

i) In case of accident and life threatening disease e.g. cancer, kidney transplantation, Liver transplantation, heart surgery, brain surgery/neurosurgery or any other serious ailment of self, spouse, children & dependent parents [Ref. Clause 2b]

**a) Salary upto Rs. 50,000/-P.M.** : 60% disbursement of the total medical expenses against production of bills but not exceeding Rs. 1.50 Lacs Rupees(One Lac Fifty Thousand Only) subject to whichever is less.

**b) Salary above Rs. 50,000/-P.M** : 60% disbursement of the total medical expenses against production of bill but not exceeding Rs. 2 Lacs Rupees (Two Lacs Only) subject to Whichever is less.

ii) In the case of death of an employees of CBSA Landran, a family will be given amount keeping in view the [Ref. Clause 2 a] depending upon the availability of funds in this scheme.

- a) **Salary upto Rs. 50,000/-P.M.** : one year salary disbursement but not exceeding Rs. 5 Lacs Rupees (Five Lacs Only).
- b) **Salary above Rs. 50,000/-P.M** one year salary disbursement but not exceeding Rs. 7 Lacs Rupees (Seven Lacs Only).

## GUIDELINES ON DRESS CODE (DC)

### **1. OBJECTIVE:**

To set up the dress code for employees at all levels

### **2. PURPOSE:**

To have presentable look at work place and work related jobs. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees. This enhances the image of college in front of students & visitors.

### **3. Dress Code for Office wear:**

(A) Personal Appearance: The employees are expected to come to the office dressed in appropriate attire as specified by the college.

(B) Formal Attire is applicable from Monday to Friday.

#### **For Gentlemen:**

a) All male employees to be dressed up in full/half sleeved shirt, formal trousers and formal leather shoes (Black, Brown or Tan). Sports shoes are not allowed in any case.

b) The shirt should be properly tucked in the trouser.

c) Gaudy & bright colours to be avoided.

d) During winter, all male employees to wear Coat / Blazers / sweaters / wearing of casual jackets must be avoided.

**For Ladies:**

a) All female employees are expected to wear saree / Salwar Kameez / churidar Kameez or western business attire i.e. full sleeve shirt with trousers.

b) Gaudy / embroidered & bright dresses to be avoided.

(C) All the employees of Hotel Management (PTU, NCHMCT & CBSA) are required to come in formal business attire.

For Gentlemen: Business Suits, formal Shirt with tie & formal Trouser. For Ladies: Formal Saree or Western Business Suits.

(D) Casual Attire: Employees may dress up casually for office on Saturdays. They may wear Jeans/Corduroys, Tee-shirts, and Sports shoes. All employees must avoid wearing Kurta-Pyjama, Shorts and Chappals which are strictly prohibited.

(E) Inappropriate Attire: Wearing of Kurta-Pyjama, Jeans/Corduroys/other casual trousers, Tee-Shirts (collared or otherwise), Sneakers, Joggers, chappals, sandals or any other type of casuals are not allowed on Monday to Friday.

Principal/HOD/Managers reserve the right to request a staff member to dress to an appropriate standard as a condition of employment.

**4. Dress Code during visit of Important Visitors:**

a) Senior Employees who have to interact with foreign/important visitors during their visit to office must come in necktie. The nature of the visitor is to be notified by the department who has invited the guests.

b) The employees escorting imp. Guests/ visitors for lunch/dinner outside the office may be in formal/casual formal dress as the situation demands.

5. Dress Code for employee gatherings after Office hours will be as specified in the invitation.

6. Penalty/Fine: If anyone is found wearing inappropriate clothing in the college premises, he/she will be imposed a fine as follows:

- a) Rs. 100/- for first time
- b) Rs. 250/- for second time
- c) Rs. 500/- for third time

d) Disciplinary action shall be taken against the employee after third chance.

All employees are advised to follow the above mentioned dress norms in principle.

# GUIDELINES ON ANTI SEXUAL HARASSMENT (ASH)

## 1. Objective

1.1 Chandigarh Business School of Administration is an equal opportunity employer and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. The organization also believes that all employees of the college have the right to be treated with dignity. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable.

1.2 This policy is formulated and being implemented as per "THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION, AND REDRESSAL) ACT, 2013", an act to provide protection against sexual harassment of women at workplace and for the prevention and Redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

## 2. Scope and applicability

This Anti-Harassment Policy (this "Policy") applies to all individuals working for Chandigarh Business School of Administration (CBSA), all affiliates and subsidiaries of CBSA at all levels and grades, including senior executives, officers, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, staff, casual workers, interns or any other person associated with CBSA (collectively referred to as "You" or "you" in this Policy).

## 3. Definition of Sexual Harassment

Sexual harassment would mean and include any of the following:

- 1) Unwelcome sexual advances, requests or demand for sexual favours, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity;
- ii) Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, e-

mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individual's sensibilities and affects her/his performance;

iii) Eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;

iv) Act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other sex;

v) Conduct of such an act at work place in relation to an Employee of CBSA, or vice versa during the course of employment; and

vi) Any unwelcome gesture by an employee having sexual overtones.

#### **4. COMPLAINT**

Any aggrieved woman employee who feels and is being sexually harassed directly or indirectly may make a complaint of the alleged incident to any member of the Committee / HOD/HR/ Campus Director in writing with his/her signature within 07 days of occurrence of incident.

#### **5. CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE**

The internal complaints committee has been constituted by the Management to consider and redress complaints of Sexual Harassment as per the ACT.

1. Chairperson: a woman employed at a senior/middle level at workplace from amongst the employees.

2. Member: not less than two Members from amongst employees preferably committed to the cause of women or who have experience in social work or have legal knowledge.

3. Member: one member from amongst NGOs or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

#### **6. ENQUIRY INTO COMPLAINT & REDRESSAL PROCESS**

The HR will initiate and facilitate the handling & Redressal process of the complaint with the help of the constituted committee for the same. The Committee shall immediately proceed with the Enquiry on receipt of sexual harassment complaint and

6.1 Communicate the same to the complainant and person against whom complaint is made and give him / her opportunity to submit a written explanation if he/she so desires within 3 days of receipt of the same.

6.2 The Complainant shall be provided with a copy of the written explanation submitted by the person against whom the complaint is made. If the complainant or the person against whom complaint is made desires any witness (es) to be called, they shall communicate in writing to the committee the names of witness (es) whom they propose to call. If the complainant desires to tender any documents by way of evidence before the Committee, he/she shall supply original copies of such documents.

6.3 Similarly, if the person against whom complaint is made desires to tender any documents in evidence before the Committee he/she shall supply original copies of such documents. Both shall affix his/her signature on the respective documents to certify these to be original copies.

6.4 The Committee shall call upon all witnesses mentioned by both the parties.

6.5 The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and. defending their respective case.

6.6 The Committee shall complete the "Enquiry" within reasonable period but not beyond three months and communicate its findings and its recommendations for action to the Campus Director. The report of the committee shall be treated as an enquiry report on the basis of which an erring employee can be awarded appropriate punishment straightaway.

6.7 The HR will take appropriate action in accordance with the recommendation proposed by the Committee and approved by the Campus Director.

6.8 The Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later on.

## **7. OTHER POINTS TO BE CONSIDERED**

7.1 The Committee may recommend to HR department action which may include transfer or any of the other appropriate disciplinary action.

7.2 The management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.

7.3 Where sexual harassment occurs as a result of an act or omission by any party or an outsider, CBSA shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

7.4 The Committee shall analyse and put up report on all complaints of this nature at the end of the year to HR.

7.5 In case the Committee find the degree of offence coverable under the Indian Penal Code, then, this fact shall be mentioned in its report and appropriate action shall be initiated by the Management, for making a Police Complaint.

7.6 The office of Campus Director/HR will maintain an annual account of the work of such committees.

## **8. Amendment of the policy**

a) This policy can be amended / modified at any point of time as per the act/at the discretion of the management.

The Compliance/ HR team will monitor the effectiveness and review the implementation of this Policy, regularly considering its suitability, adequacy and effectiveness.

# RECRUITMENT POLICY

## **1. DEFINITIONS OF FACULTY/STAFF**

### 1.1) Faculty

Faculty means a person employed in Chandigarh Business School of Administration, Landran as an Assistant Professor, Associate Professor, Professor, Deans, Director-Principal

### 1.2) Staff

Staff means a person employed in Chandigarh Business School of Administration at any position other than those covered under the definition of faculty.

## **2. PLANNING**

### Human Resource Planning

2.1 The staff requirements as per Regulatory Bodies, The institute will take approval for no. of sanction posts for each academic year from the Management.

2.2 The Director-Principal will obtain the faculty and staff requirements from all the HODs and arrive at the number of faculty members and staff required with the following guidelines in mind:-

- a The Director-Principal will consider appointing a competent faculty in consultation with Management/Management representative to be the Head of every department (in case of requirement/replacement), besides the number of Assistant Professors, Associate Professors and Professors required in accordance with the teacher student ratio.
- b Technical staff like Lab Instructors/ Lab Technician/ Workshop Superintendent / Workshop Instructor, and Non-Teaching staff like Office Assistant, Lab Attendant and Peons etc, required in accordance with regulatory bodies.
- c The teacher student ratio as prescribed by AICTE/ UGC/ Regulatory body from time to time.

2.3 The minimum teaching load during the week for each category shall be maintained as per AICTE Norms/ UGC and respective regulatory body norms.

### **3. SALARIES & PAY SCALES**

3.1 The Chandigarh Business School of Administration comprises of following positions of hierarchy:

- Director-Principal
- Special positions including Deans/Directors
- Heads of Department
- Professors
- Associate Professors
- Assistant Professor

3.2 In addition, each Department shall have Technical staff like Lab Instructors/ Lab Technician/ Workshop Superintendent / Workshop Instructor and Non-Teaching staff like Office Assistant, Lab Attendant and Peons etc.

3.3 The Administrative Department comprises of the following positions of hierarchy:

- Registrar
- Deputy/Joint Registrar
- Accounts Officer/ finance Manager
- Office Superintendent
- Office Assistants

The scales of pay for various staff positions will be as per AICTE/Affiliated University/ State Government norms/ Regulatory body norms.

In addition to the basic salary, other allowances shall be extended to all the faculty and staff members as per the CBSA Policy in sync with regulatory bodies' norm.

#### **4. RECRUITMENT PROCESS**

- a. The HR Department based on the requirements and recommendations received from different department through competent authorities shall prepare a job description and job specification for the candidates to be recruited.
- b. The prescribed minimum qualifications and experience requirements for the various teaching posts will be on the norms of AICTE and IKG Punjab Technical University/ UGC/ Regulatory bodies. For Technical and Non-teaching post requirements will be based on the department's need and request. The minimum qualification and experience will be as prescribed by regulatory bodies.
- c. The entire Requirement process will have following

##### **4.1 Appointments:**

The Management/ Governing Body/Management representative is the competent authority to appoint any employee. The appointment orders shall be issued by Director, HR on behalf of the Director-Principal and the Management.

The decision of management is final in all appointments.

##### **4.2 Faculty & Staff Strength:**

- a) The Teaching faculty strength shall be as per AICTE/UGC/ Regulatory body Norms.
- b) The Non- Teaching staff strength shall be as per Punjab State Government / University Norms/ Departmental Requirements

##### **4.3 Qualifications:**

The qualifications, age, experience etc., shall be as per AICTE/UGC/ Regulatory body Norms in respect of faculty and as per Punjab State Government / University norms in respect of staff.

##### **4.4 Selection:**

- a. The rules prescribed by AICTE / UGC /Regulatory Body for selection of employees from time to time of shall be followed.
- b. Faculty selections are made by the Recruitment Committee constituted by the HRD in consultation with Director-Principal. Selection committee for recruitment in each discipline will have a minimum of the HOD of the respective department, two senior Faculty members. Other members of the committee will be as per the guidelines of AICTE / Affiliating University from time to time.

- c. A post shall be filled up by direct recruitment through open advertisement or by percolation of information amongst qualified and eligible internal candidates.
- d. The HR shall advertise vacant position in following channels to call applications:
  - Advertisement in the newspaper
  - Online and E-mail
  - Social Media sites if required.
- e. Screening and short listing of applications/ resumes sent by applicant will be done by HR department.
- f. Shortlisted candidates shall be called for personal interview by HR department
- g. The selection committee shall short list the candidates as per the following process.
  - Class room demonstrations
  - Personal interviews
  - Domains Knowledge
  - Communication Skills
  - Personality & Confidence
- h. The committee shall finalize the short listed candidates and submit their recommendations along with the comments of the candidates to the Director-Principal who in turn will give recommendations of appointment to HRD for issuing offer letter/ appointment letter after obtaining due approval from the management.
- i. Verification of documentation shall be done at the time of joining.

### **Probation/ Regularisation:**

**5.1** The initial appointments to posts in CBSA shall ordinarily be made on probation for a period of one year. For special cases like Persons appointed to a higher post by promotion / selection, probation period may be relaxed/ waived off depending on the merit and credentials of the candidate.

**5.2** The Management upon the recommendation of the Director-Principal for valid and sufficient reasons may extend the probation

period of an employee as may be found necessary or discontinue his/her services after due notice.

**5.3** After completion of probation, the employee service will be considered as regular.

**5.4** If a person having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date of joining in the regular post. No application of the employee seeking employment elsewhere shall be forwarded during the probation period.

**5.5** The rules governing probation shall not apply to appointments made on temporary/contract/contingent basis.

**5.6** The services of any candidate appointed on temporary can be terminated at any time after serving one month notice. For contractual staff, the service will be treated as automatically terminated after the expiry of contract until and unless it is renewed further.

## **6 Orientation Programme**

6.1 Every faculty and staff member appointed in the Group shall be given a brief introduction about the College by the Director-Principal or his nominee on the day of his/her joining.

6.2 The Director-Principal shall take/send him/her to the Department of his/her work & introduce him/her to the Head of the Department.

6.3 The HOD will give a brief introduction of the Department and will introduce the new incumbent to all the teaching & non-teaching members of his team.

6.4 The HOD will also take him/her on a tour to the campus, explaining him/ her, the various codes of conduct observed in availing the facilities in the college.

6.5 The HOD will also ensure that all the registration formalities, including submission of joining report, opening of bank account, library membership etc are completed. A personal data sheet will be filled by all the employees & maintained by the concerned department.

6.6 The HOD will introduce the new faculty member to the first class he/she is going to handle.

6.7 It is mandatory for all the new incumbent to undergo a 2 week orientation programme organized by CBSA usually in the last week of June with first week concentrating on pedagogical initiatives and second week focuses on departmental/program/course specific training

#### **7. Promotion:**

The institute gives due opportunities to all competent and eligible employees to apply for promotion fulfilling all necessary requirements. The process is strictly as per Promotion Policy drafted by HR Department for the purpose and as per requirements/needs, which is in line with AICTE/ UGC/ IKGPTU/ any other regulatory bodies.

#### **8. Leaves and Other Facilities:**

All employee of the college are entitled for leaves (Casual, Medical, Earned, Compensatory etc.), holidays (Gazetted/Non-Gazetted/Summer and Winter Vacations etc.) and other related facilities (Special leaves/Study Leave, maternity leave etc.) as per policy and guidelines specified by HR Department from time to time.

#### **9. Support for Qualification Up-gradation, R&D, FDPs and other related activities:**

CBSA provides financial and leave support for such activities as per guidelines describe in R&D Policy. Support is also provided for Qualification Up- gradation as per CBSA Qualification Up- gradation policy.

## **10. Free Accidental Insurance Policy and other Social Initiatives:**

CBSA provide accidental insurance policy as per designation, the details of the same can be obtained from HR Department. In addition to this, a Staff Welfare Fund has been constituted.

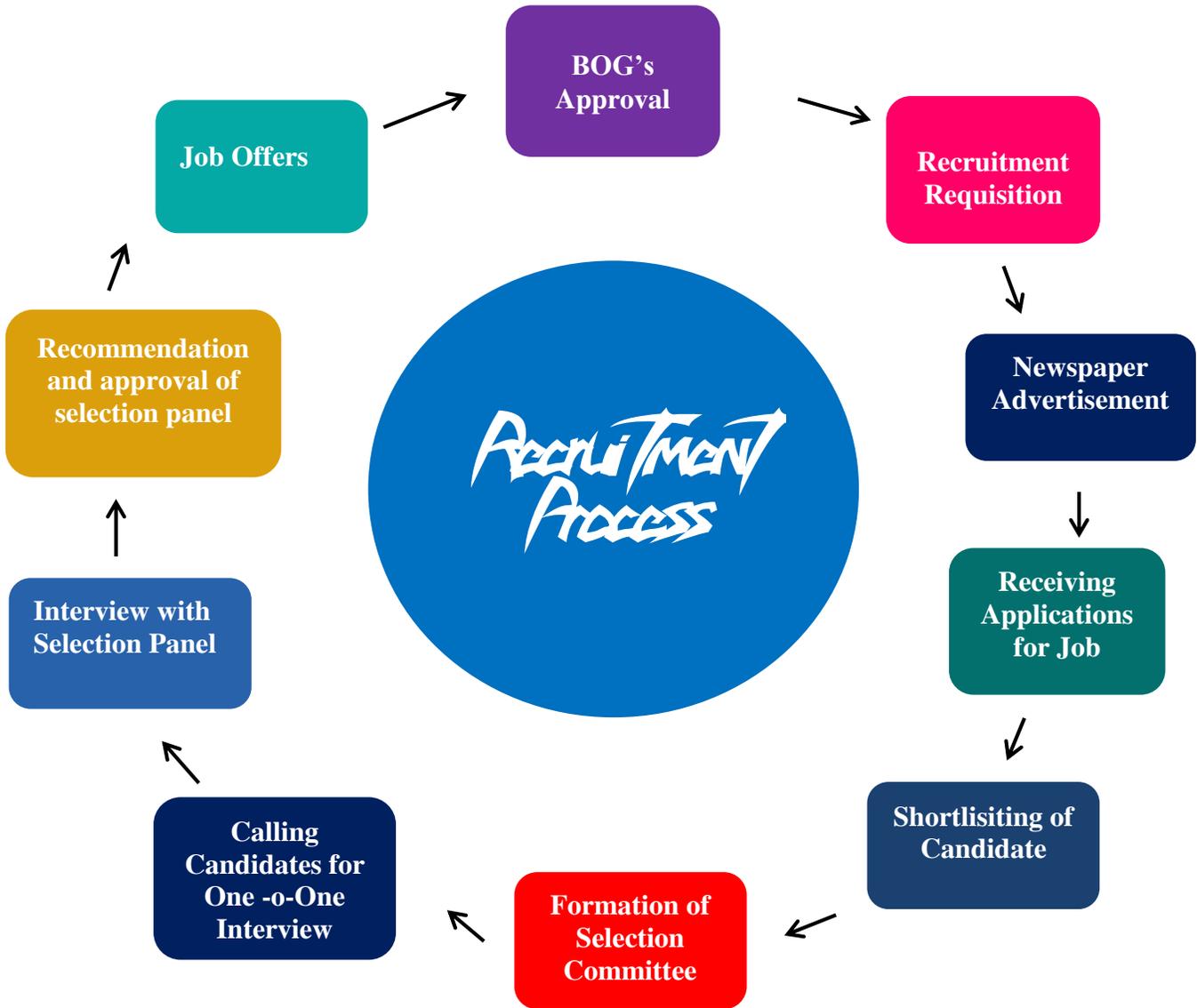
with nominal contributions from the employee along with share of management every month to provide financial assistance in case of any inadvertent eventuality like death of the employee/self-accident etc. This fund is also used to provide financial support for self-marriage/ marriage of dependents interest free loan to any employee as per his need. The details of the same can be obtained from HR Department on request.

## **11. Resignation:**

- a. A person who resigns has to give one month notice failing which he/she has to deposit one month's salary in lieu of notice.
- b. The provision of paying Gratuity as per applicable rules for entitlement is also there on leaving the institution/group.

**Chandigarh Business School of Administration**

**Faculty Recruitment Process**



## PROMOTION POLICY

1. **OBJECTIVE:** In order to streamline the process of “Promotion on the basis of performance evaluation combined with the duration of experience”, following guidelines will be considered with effect from 01 July, 2015.

Since performance-based evaluation is the underlying principle of Promotion Policy of CBSA, the evaluation process is designed in such a way that it is measured against objective (component) parameters such as academics, continuous learning, R&D and standards with equitable weightages as depicted in the evaluation format. The performance evaluation takes place once in a year, usually before the end of each academic year.

This is to motivate and encourage faculty to upgrade their level in their respective field.

2. **SCOPE:** Applicable to all Teaching & Non – Teaching employees working in CBSA at all levels in all the colleges.

### 3. PROCEDURE & ELIGIBILITY CRITERIA

The CBSA is committed to the principles of equity and a process conducted in a manner that upholds the principles of fairness and is free from direct and indirect discrimination.

- Academic promotion is based primarily on the merit of the case presented.
- Assessment of applications for promotion is made by a committee of peers through a process designed to enable a fair and consistent application of standards.

- It is mandate for the applicants that he/she should have completed the probation period of service with CBSA before applying for promotion or their most recent promotion.
- The Director-Principals of respective College of CBSA will ensure that all applicants who intend to apply for promotion have adhered to the guiding principles of the CBSA.
- The outcome of previous applications for promotion has no relevance in a current promotion round.
- Applicants can submit their application (as and when they are eligible for the promotion criteria) thru their respective Director-Principal/HOD to the HR Department.
- If sufficient applications received during the year, Promotional committee can be constituted as and when required.
- Promotions will be done through a Promotion Panel constituting of the following members:
  1. Campus Director/ Management Representative
  2. Two External Experts in the subjects concerned
  3. Director-Principal of Institute concerned.
  4. Director – HR or representative nominated by Director – HR.

Note: All promotions to be done in anticipation of approval from PTU/Nominee at the later stage.

- An employee whose application for promotion is unsuccessful is required to apply again for the same after 1 year

**A) Minimum Academic Performance and Service Requirements for Promotion of Teaching Staff in CBSA:**

1. **From Assistant Professor to Associate Professor:** with Ph.D as per Regulatory Bodies.
2. **From Associate Professor to Professor:** with Ph.D as per Regulatory Bodies.

## **B) Minimum Academic Performance and Service Requirements for Promotion of Teaching Support Staff & Non – Teaching Staff in CBSA:**

- A recommendation for promotion from HOD is must.
- Performance Appraisal of the current year.
- HR to verify the facts and recommend for Final approval with the Management.

**Also following factors to be kept in mind while promoting any employee:**

- Leadership Skills
- Innovation, initiative and creativity
- Recognition of merit and excellence
- Integrity and high ethical standards
- Equity, opportunity and diversity
- Mutual respect, teamwork and high service standard
- Professionalism, accountability and transparency

**The management reserves the right to take a decision over and above the Promotion policy in special cases considering its merits and in the interest of the institute.**

## GUIDELINES ON QUALIFICATION UPGRADATION POLICY

**1. OBJECTIVE:** In CBSA of In order to streamline the process rationalization after up gradation of qualification, following guidelines will be considered with effect from 01-July-17, This is to motivate and encourage faculty to upgrade educational qualifications in their respective field.

**2. SCOPE:** Applicable to all Teaching employees working in CBSA at all levels in all the colleges.

**3. UGC NET :** If any employee qualifies UGC NET exam then 5% increase will be given on the current salary.

### **4. Ph.D. in Engineering & Technical Courses**

If an employee completes his/her Ph.D. Degree, following criteria shall be applicable:

a) From Universities/Institutes of eminence i.e. IITS/NITS: 15% increase on the current salary or Rs. 15,000/-P.M. and whichever is lower

b) From 'A' Grade universities/Institutes i.e. Central Universities CSIR/Panjab University/Lucknow University: 12.5% increase on the current salary or Rs. 12,500/-P.M. and whichever is lower

c) From State universities (Recognised by UGC): 10% increase on the current salary or Rs. 10,000/- P.M. and whichever is lower d) From Private universities (Recognised by UGC): 7.5% increase on the current salary or Rs. 7500/- P.M. and whichever is lower.

**5. Ph.D. in Management :** If an employee completes his/her Ph.D. Degree, following criteria shall be applicable:

a) From Universities/Institutes of eminence i.e. IIMS/IITS: 12.5% increase on the current salary or Rs. 12,500/- P.M. and whichever is lower

b) From 'A' Grade universities/Institutes i.e. Central Universities Panjab/Lucknow University: 10% increase on the current salary or Rs. 10,000/-P.M. and whichever is lower

c) From State universities (Recognised by UGC): 7.5% increase on the current salary or Rs. 7500/- P.M. and whichever is lower d) From Private/Open universities (Recognised by UGC): 5% increase on the current salary or Rs. 5000/- P.M. and whichever is lower.

6. No increase shall be given on Ph.D. done from Blacklisted Universities.

7. The above increase shall be given from the date of submission of Degree/Certificate in 'Original' to the HR department thru their respective Director/Principal & Campus Director.

8. The increase given per month stands withdrawn if employee leaves the college before completion of one year from the date of applicable increase. In that case employee has to deposit back the entire amount at the time of leaving of college.

The management reserves the right to take a decision over and above this policy in special cases considering its merits and in the interest of the institute.

**Amendment No. 1 to GUIDELINES ON Qualification Up gradation  
Policy In CGC, Landran**

This is with reference to Point No. 1 of the said policy.

**1. Ph.D. in Engineering & Technical Courses including Pharma & Bio-Technology**

If an employee completes his/her Ph.D. Degree, following criteria shall be applicable:

- a) From Universities/Institutes of eminence i.e., IITs/NITs, IISER: Increase of Rs. 12,500/-P.M. on the current salary.
- b) From 'A' Grade universities/Institutes i.e., Central Universities, CSIR/NIPER/Panjab University: Rs. 10,000/-P.M. on the current salary and whichever is lower
- c) From State universities (Recognised by UGC) and Chandigarh University/Thapar/PEC University: Increase of Rs. 7500/- P.M. on the current salary.
- d) From other Private universities (Recognised by UGC): Increase of Rs. 5000/- P.M. on the current salary.

**2. Ph.D. in Management & Hotel Management/Tourism**

If an employee completes his/her Ph.D. Degree, following criteria shall be applicable:

- e) From 'A' Grade universities/Institutes i.e., IITs/NITs/Central Universities/Panjab University: Rs. 10,000/-P.M. on the current salary.
- f) From State universities (Recognized by UGC) and Chandigarh University: Increase of Rs. 7500/- P.M. on the current salary.

g) From other Private universities (Recognized by UGC): Increase of Rs. 5000/- P.M. on the current salary.

3. The point no. 8 of the original policy stands withdrawn/deleted.

**All other guidelines of the above-mentioned policy remain the same.**

# RESEARCH & DEVELOPMENT POLICY

## 1. PURPOSE

This document outlines the activities related to research; the purpose of research policy is to instill a pulsating atmosphere of research among faculties, student and staff.

## 2. OBJECTIVES

To ensure smooth and effective functioning of **RISE (Research, Innovations, Sponsored Projects & Entrepreneurship)** activities and to encourage the interdisciplinary research, identify and develop opportunities for faculty, students and staff to engage in research.

## 3. CUSTODIAN OF POLICY

All research related activities and policies in CBSA are governed through office of Dean Research and Development. Office of **RISE (Research, Innovations, Sponsored Projects & Entrepreneurship)** functions under the Campus Director, CBSA, Landran.

## 4. INITIATIVES FOR PROMOTION OF RESEARCH IN CBSA

In order to meet and fulfill research & development objectives, CBSA has following initiatives, which encourages research and innovation.

### For Faculty

5. **Research Emphasis on Recruitment of Faculty:** CBSA has well defined research policy and guidelines for faculty at all levels; wherein besides teaching, emphasis is also there in terms of paper published, research students' guidance, and sponsored research and consultancy projects.

6. **Performance Award Schemes (PAS):** CBSA has a unique policy under which faculty members are rewarded based on the following research activities:-

- Award of Sponsored Research and Consultancy Projects from Funding Agencies.

- Publications of Papers/Books/Book Chapters/Case studies/SCIE /ESCI/Scopus/UGC Care (specifically for HMCT & B.Ed), ABDC Journals/Institute Journal.
- Guidance of Ph.D, Patent Filing, Publications and Case Studies.
- Certification Programmes attended by the faculty.

**3. External Funding:** It is mandatory for each department to submit at least one Government Sponsored Project proposal per year to Government funded organization for external funding.

**a.): Incentive for External Funding:** The Coordinator (s) is / are entitled to an incentive of 1% of the value of proposal (to be shared in case there are more than one coordinator) once the proposal is approved by the approving body like AICTE, UGC, DST, SERB, TDB etc.

**b.):** The Coordinator (s) is / are entitled to an incentive of 1.5%, subject to maximum of Rs. 10,000/- (Ten Thousand only) of the value of proposal (to be shared in case there are more than one coordinator). Once the proposal is approved by approving international funding agency upon receipt of grant by CBSA.

**4. Publications:**

**a.):** Incentive of Rs. 2,000/- for paper publication in UNPAID national journals (SCOPUS/ESCI/UGC-CARE list for HMCT, CCH & CCED) and Rs. 4,000/- for paper publication in UNPAID International Journal (SCOPUS/ESCI/UGC-CARE list for HMCT, CCH & CCED) may be paid to the author who is regular faculty member of CBSA.

- 100% in case of single author.
- In the ratio 50:50 in case of main author & corresponding author
- In the ratio of 60:40 in case of two authors.
- And in the ratio of 60:20:20 in case of three authors and so on.

**b.)** : For ABDC/SCIE/AHCI Publications the institute will provide financial incentive of Rs. 10,000/-. In case of multiple authors in the same paper from CBSA, the incentive shall be shared by the number of authors.

- 100% in case of single author.
- In the ratio 50:50 in case of main author & corresponding author
- In the ratio of 60:40 in case of two authors.
- And in the ratio of 60:20:20 in case of three authors and so on.

**c.)**: For Publication in Institute Journal, The faculty will be give an incentive of Rs. 1000. In case of multiple authors, the incentive shall be shared by the number of authors.

- 100% in case of single author.
- In the ratio 50:50 in case of main author & corresponding author
- In the ratio of 60:40 in case of two authors.
- And in the ratio of 60:20:20 in case of three authors and so on.

**d.)**: Case study publication incentive of Rs. 4,000/- for case publications in IVEY Business publishing may be paid to the author who is regular faculty member of CBSA.

- 100% in case of single author.
- In the ratio 50:50 in case of main author & corresponding author
- In the ratio of 60:40 in case of two authors.
- And in the ratio of 60:20:20 in case of three authors and so on.

**e.)**: Case study publication incentive of Rs. 10,000/- for case publications in Harvard Business Review (HBR) publishing may be paid to the author who is regular faculty member of CBSA.

- 100% in case of single author.

- In the ratio 50:50 in case of main author & corresponding author
- In the ratio of 60:40 in case of two authors.
- And in the ratio of 60:20:20 in case of three authors and so on.

**f.):** In case of Book/ Chapter publications, the incentives of Rs. 4,000/- will be given to the authors for a good quality of publications and Rs. 10,000/- will be paid in case of Book publication high quality cover for e.g. McGraw Hill, the discretion of which rests on the research committee. The publication amount will be granted only if the name of college is mentioned in the Book cover/Book Chapter. The incentive shall be shared by the regular faculty members of CBSA as follows:

- 100% in case of single author.
- In the ratio 50:50 in case of main author & corresponding author
- In the ratio of 60:40 in case of two authors.
- And in the ratio of 60:20:20 in case of three authors and so on.

**\* For Publications Incentive granted only subject to citation of CBSA Faculty.**

**\*\*The Publication details are to be updated in Google Scholar which is to be attached as a printout at the time of applying for incentive.**

**5. Professional Development Allowance (PDA):** Faculty members will be given Professional Development Allowance for attending conference, delivering lectures and other academic activity.

**a.): Conferences In India:** For presentation of research papers in conferences with in India, the regular faculty member of CBSA shall be eligible for:

- i. 50% of conference registration fee subject to maximum of Rs. 5000/-.
- ii. To & Fro Travel allowance as per college Domestic Travel Policy.
- iii. Duty Leave as per College Leave Rules Policy.

**b.): Foreign Conference:** For presentation of research paper in international conference outside the country, the regular faculty member of CBSA shall be eligible for:

- i. 50% of conference registration fee subject to maximum of Rs. 10,000/-.
- ii. One way airfare to the foreign destination of the conference.
- iii. The regular faculty members of CBSA shall be eligible to attend conference. Once in every three years along with the duty leave.

6. **Patents Filing Support:** Faculty is encouraged to file patent and for it all expenses are borne by the Institute.

**a.): Award / Granting of Patent:** Once the patent has been sealed / awarded, the faculty members (s) will receive an incentive of Rs. 10,000/- (To be shared if there are more than one faculty members as applicants).

**b.):** There is no maximum limit on the number of patents filed by an individual / team.

7. **Project Support:** Faculty will be entitled to the project support in case of prototype and process testing subject to review and recommendation by research cell.

8. **Travel Support:** TA/DA for project presentation is given to every faculty if not given by funding agencies. This support is valid within India.

9. **Consultancy:** Faculty is paid 50% of grant received under consultancy projects.

**a.):** CBSA Encourages the faculty to provide consultancy on payment/complimentary basis. It allows 50% of the consultancy remuneration to the faculty and 50% to the institute for providing infrastructure and backup support.

**b.)** In case the consultancy project is implemented in online mode, it allows 80% of the consultancy remuneration to the faculty and 20% to the institute for providing infrastructure and backup support.

**c.):** College will provide due weightage to the consultancy done by faculty in annual appraisal of the teachers which form the basis of annual increment and promotions.

10. In every department of the institute, journal club (s) has to be formed in which every faculty has to discuss/present PPT of a peer reviewed / referred research paper / article. A report in the form of proceeding register has to be submitted by the HOD to the Director Principal / Dean R&D. HODs / Coordinators have to ensure that each faculty should present at least one paper / case study in a semester. The success of individual presentation and overall journal club would be acknowledged in annual appraisals.
11. In order to encourage research among the young doctoral faculty, College will provide financial appreciation incentive of Rs. 10,000/- (Rs. Ten Thousand only) to faculty who will receive awards such as 'Young Scientist, Punjab Young Scientist, etc. from Government bodies.
12. The Management reserves the right to take a decision over and above the R&D policy in special cases considering its merits and in the interest of the institute.

**For Students**

- Patent Filing Support: CBSA Sponsors all expenses for patent filling to UG and PG Students.

## Research & Development Policy

### 1. PURPOSE

This document outlines the activities related to research; the purpose of research policy is to instill a pulsating atmosphere of research among faculties, student and staff.

### 2. OBJECTIVES

To ensure smooth and effective functioning of R & D activities and to encourage the interdisciplinary research, identify and develop opportunities for faculty, students and staff to engage in research.

### 3. CUSTODIAN OF POLICY

All research related activities and policies in CBSA are governed through office of Dean Research and Development. Office of R & D functions under the Campus Director, CBSA, Landran.

### 4. INITIATIVES FOR PROMOTION OF RESEARCH IN CBSA

In order to meet and fulfill research objectives, CBSA has following initiatives, which encourages research and innovation.

#### For Faculty

5. **Research Emphasis on Recruitment of Faculty:** CBSA has well defined research policy and guidelines for faculty at all levels; wherein besides teaching, emphasis is also there in terms of paper published, research students' guidance, and sponsored research and consultancy projects.

6. **Performance Award Schemes (PAS):** CBSA has a unique policy under which faculty members are rewarded based on the following research activities:-

- Award of Sponsored Research and Consultancy Projects from funding Agencies.

- Publications of Papers/Books/Book Chapters/Case studies/SCI/SCIE /ESCI/Scopus/UGC Care (specifically for HMCT & B.Ed), ABDC Journals.
- Guidance of Ph.D, Patent Filing, Publications and Case Studies.

**7. External Funding:** It is mandatory for each department to submit at least one Government Sponsored Project proposal per year for RPS / MODROBS / Seminar / STTP / Conference / SDP etc. for external funding.

**3 a.): Incentive for External Funding:** The Coordinator (s) is / are entitled to an incentive of 1% of the value of proposal (to be shared in case there are more than one coordinator) once the proposal is approved by the approving body like AICTE, UGC, DST, SERB, TDB etc.

**8. \* Publications:**

**4 a.):** Incentive of Rs. 2,000/- for paper publication in UNPAID national journals and Rs. 4,000/- for paper publication in UNPAID International Journal may be paid to the author who is regular faculty member of CBSA.

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors.
- And in the ratio of 60:20:20 in case of three authors.

**4 b.) :** For ABDC/SCI/SCIE/ESCI/AHCI Publications the institute will provide financial incentive of Rs. 10,000/-. In case of multiple authors in the same paper from CBSA, the incentive shall be shared by the number of authors.

- 100% in case of single author
- In the ratio 50:50 in case of main author & corresponding author
- In the ratio of 60:40 in case of two authors
- And in the ratio of 60:20:20 in case of three authors and so on per paper which publishes original research paper

in refereed Scopus/ ABDC/SCI/SCIE/ESCI/AHCI (Thomson Reuter) Journals.

**4 c.):** Case study publication incentive of Rs. 4,000/- for case publications in IVEY Business publishing and Harvard Business review, may be paid to the author who is regular faculty member of CBSA.

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors.
- And in the ratio of 60:20:20 in case of three authors and so on per case study which publishes original case study in IVEY Business publishing and Harvard Business review.

**4 d.):** In case of Book/ Chapter publications, the incentives of Rs. 4,000/- will be given to the authors as per the quality of publication, the discretion of which rests on the research committee. The incentive shall be shared by the regular faculty members of CBSA as follows:

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors.
- And in the ratio of 60:20:20 in case of three authors.

**\* For Publications Incentive granted only subject to citation of CBSA Faculty.**

**9. Professional Development Allowance (PDA):** Faculty members are given Professional Development Allowance for attending conference, delivering lectures and other academic activity.

**5 a.): Conferences In India:** For presentation of research papers in conferences with in India, the regular faculty member of CBSA shall be eligible for:

- iv.** 50% of conference registration fee subject to maximum of Rs. 5000/-.
- v.** To & Fro Travel allowance as per college Domestic Travel Policy.
- vi.** Duty Leave as per College Leave Rules Policy.

**5 b.): Foreign Conference:** For presentation of research paper in international conference outside the country, the regular faculty member of CBSA shall be eligible for:

- iv. 50% of conference registration fee subject to maximum of Rs. 10,000/-.
- v. 50% of one way airfare to the foreign destination of the conference.
- vi. The regular faculty members of CBSA shall be eligible to attend conference. Once in every three years along with the duty leave.

10. **Patents Filing Support:** Faculty is encouraged to file patent and for it all expenses are borne by the Institute.

**6 a.): Award / Granting of Patent:** Once the patent has been sealed / awarded, the faculty members (s) will receive an incentive of Rs. 10,000/- (To be shared if there are more than one faculty members as applicants).

**6 b.):** There is no maximum limit on the number of patents filed by an individual / team.

11. **Project Support:** Faculty will be entitled to the project support in case of prototype and process testing subject to review and recommendation by research cell.

12. **Travel Support:** TA/DA for project presentation is given to every faculty if not given by funding agencies. This support is valid within India.

13. **Consultancy:** Faculty is paid 50% of grant received under consultancy projects.

**9 a.):** CBSA Encourages the faculty to provide consultancy on payment/complimentary basis. It allows 50% of the consultancy remuneration to the faculty and 50% to the institute for providing infrastructure and backup support.

**9 b.):** College will provide due weight age to the consultancy done by faculty in annual appraisal of the teachers which form the basis of annual increment and promotions.

14. In every department of the institute, journal club (s) has to be formed in which every faculty has to discuss/present PPT of a peer reviewed / referred research paper / article. A report in the form of

proceeding register has to be submitted by the HOD to the Director Principal / Dean Research. HODs / Coordinators have to ensure that each faculty should present at least one paper / case study in a semester. The success of individual presentation and overall journal club would be acknowledged in annual appraisals.

15. In order to encourage research among the young doctoral faculty, College will provide financial appreciation incentive of Rs. 10,000/- (Rs. Ten Thousand only) to faculty who will receive awards such as 'Young Scientist, Punjab Young Scientist, etc. from Government bodies.
16. **Department R & D Fund:** The annual departmental R & D fund allocated to every department every year may be utilized for departmental R & D activities e.g U.G projects, P.G projects, Ph.D Projects, Deputation to STTPs / Workshops / FDPs / MDPs / Guest Lectures to reputed institutes / Industries etc. The HODs are empowered to recommend the applications to the Principals, with a copy to Dean R & D. Once the applications are approved, Duty leave (as per Leave Rules policy of College) may also be granted for attending the STTPs / Workshops / FDPs / MDPs / Guest Lectures etc. The Amount of fund may vary depending on the quality of the proposal of the respective department. But should not exceed beyond Rs. 25000/- per semester.
17. The Management reserves the right to take a decision over and above the R&D policy in special cases considering its merits and in the interest of the institute

### **For Students**

- Patent Filing Support: CBSA Sponsors all expenses for patent filling to UG and PG Students.

## Research & Development Policy

- **PURPOSE**

This document outlines the activities related to research; the purpose of research policy is to instill a pulsating atmosphere of research among faculties, student and staff.

- **OBJECTIVES**

To ensure smooth and effective functioning of **RISE (Research, Innovations, Sponsored Projects & Entrepreneurship)** activities and to encourage the interdisciplinary research, identify and develop opportunities for faculty, students and staff to engage in research.

- **CUSTODIAN OF POLICY**

All research related activities and policies in CBSA are governed through office of Dean Research and Development. Office of **RISE (Research, Innovations, Sponsored Projects & Entrepreneurship)** functions under the Campus Director, CBSA, Landran.

- **INITIATIVES FOR PROMOTION OF RESEARCH IN CBSA**

In order to meet and fulfill research & development objectives, CBSA has following initiatives, which encourages research and innovation.

**For Faculty**

1. **Research Emphasis on Recruitment of Faculty:** CBSA has well defined research policy and guidelines for faculty at all levels; wherein besides teaching, emphasis is also there in terms of paper published, research students' guidance, and sponsored research and consultancy projects.
2. **Performance Award Schemes (PAS):** CBSA has a unique policy under which faculty members are rewarded based on the following research activities:-
  - Award of Sponsored Research and Consultancy Projects from Funding Agencies.

- Publications of Papers/Books/Book Chapters/Case studies/SCI/SCIE /ESCI/Scopus/UGC Care (specifically for HMCT & B.Ed), ABDC Journals/Institute Journal.
- Guidance of Ph.D, Patent Filing, Publications and Case Studies.
- Certification Programmes attended by the faculty.
- 

3. **External Funding:** It is mandatory for each department to submit at least one Government Sponsored Project proposal per year to Government funded organization for external funding.

**3 a.): Incentive for External Funding:** The Coordinator (s) is / are entitled to an incentive of 1% of the value of proposal (to be shared in case there are more than one coordinator) once the proposal is approved by the approving body like AICTE, UGC, DST, SERB, TDB etc.

**3 b.):** The Coordinator (s) is / are entitled to an incentive of 1% of the value of proposal (to be shared in case there are more than one coordinator). Once the proposal is approved by approving international funding agency upon receipt of grant by CBSA.

4. **Publications:**

**4 a.):** Incentive of Rs. 2,000/- for paper publication in UNPAID national journals (SCOPUS / UGC-in case of HMCT, CCH & CCED) and Rs. 4,000/- for paper publication in UNPAID International Journal (SCOPUS / UGC-in case of HMCT, CCH & CCED) may be paid to the author who is regular faculty member of CBSA.

- 100% in case of single author.
- In the ratio of 50:50 in case of two authors.
- And in the ratio of 60:20:20 in case of three authors and so on.

**4 b.) :** For ABDC/SCI/SCIE/ESCI/AHCI Publications the institute will provide financial incentive of Rs. 10,000/-. In case of multiple authors in the same paper from CBSA, the incentive shall be shared by the number of authors.

- 100% in case of single author

- In the ratio 50:50 in case of main author & corresponding author
- And in the ratio of 60:20:20 in case of three authors and so on.

**4 c.):** For Publication in Institute Journal, The faculty will be give an incentive of Rs. 1000. In case of multiple authors, the incentive shall be shared by the number of authors.

- 100% in case of single author
- In the ratio 50:50 in case of main author & corresponding author
- And in the ratio of 60:20:20 in case of three authors and so on.

**4 d.):** Case study publication incentive of Rs. 4,000/- for case publications in IVEY Business publishing may be paid to the author who is regular faculty member of CBSA.

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors.
- And in the ratio of 60:20:20 in case of three authors and so on.

**4 e.):** Case study publication incentive of Rs. 10,000/- for case publications in Harvard Business Review (HBR) publishing may be paid to the author who is regular faculty member of CBSA.

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors.
- And in the ratio of 60:20:20 in case of three authors and so on.

**4 f.):** In case of Book/ Chapter publications, the incentives of Rs. 4,000/- will be given to the authors for a good quality of publications and Rs. 10,000/- will be paid in case of Book publication high quality cover for e.g. McGraw Hill, the discretion of which rests on the research committee. The publication amount will be granted only if the name of college is mentioned in the Book cover/Book Chapter. The incentive shall be shared by the regular faculty members of CBSA as follows:

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors.
- And in the ratio of 60:20:20 in case of three authors and so on.

**\* For Publications Incentive granted only subject to citation of CBSA Faculty.**

**\*\*The Publication details are to be updated in Google Scholar which is to be attached as a printout at the time of applying for incentive.**

**5. Professional Development Allowance (PDA):** Faculty members will be given Professional Development Allowance for attending conference, delivering lectures and other academic activity.

**5 a.): Conferences In India:** For presentation of research papers in conferences with in India, the regular faculty member of CBSA shall be eligible for:

- vii.** 50% of conference registration fee subject to maximum of Rs. 5000/-.
- viii.** To & Fro Travel allowance as per college Domestic Travel Policy.
- ix.** Duty Leave as per College Leave Rules Policy.

**5 b.): Foreign Conference:** For presentation of research paper in international conference outside the country, the regular faculty member of CBSA shall be eligible for:

- vii.** 50% of conference registration fee subject to maximum of Rs. 10,000/-.
- viii.** One way airfare to the foreign destination of the conference.
- ix.** The regular faculty members of CBSA shall be eligible to attend conference. Once in every three years along with the duty leave.

**6. Patents Filing Support:** Faculty is encouraged to file patent and for it all expenses are borne by the Institute.

**6 a.): Award / Granting of Patent:** Once the patent has been sealed / awarded, the faculty members (s) will receive an incentive of Rs.

10,000/- (To be shared if there are more than one faculty members as applicants).

**6 b.):** There is no maximum limit on the number of patents filed by an individual / team.

7. **Project Support:** Faculty will be entitled to the project support in case of prototype and process testing subject to review and recommendation by research cell.
8. **Travel Support:** TA/DA for project presentation is given to every faculty if not given by funding agencies. This support is valid within India.
9. **Consultancy:** Faculty is paid 50% of grant received under consultancy projects.
  - 9 a.): CBSA Encourages the faculty to provide consultancy on payment/complimentary basis. It allows 50% of the consultancy remuneration to the faculty and 50% to the institute for providing infrastructure and backup support.
  - 9 b.): College will provide due weightage to the consultancy done by faculty in annual appraisal of the teachers which form the basis of annual increment and promotions.
10. In every department of the institute, journal club (s) has to be formed in which every faculty has to discuss/present PPT of a peer reviewed / referred research paper / article. A report in the form of proceeding register has to be submitted by the HOD to the Director Principal / Dean R&D. HODs / Coordinators have to ensure that each faculty should present at least one paper / case study in a semester. The success of individual presentation and overall journal club would be acknowledged in annual appraisals.
11. In order to encourage research among the young doctoral faculty, College will provide financial appreciation incentive of Rs. 10,000/- (Rs. Ten Thousand only) to faculty who will receive awards such as 'Young Scientist, Punjab Young Scientist, etc. from Government bodies.

12. The Management reserves the right to take a decision over and above the R&D policy in special cases considering its merits and in the interest of the institute.

**For Students**

- Patent Filing Support: CBSA Sponsors all expenses for patent filling to UG and PG Students.

As per Research & Development Policy Ref. No: CBSA/R&I/2021-22/0303, Dated: 25.05.2021,

the following emendations have been approved: -

**(I) In Point 3 (a) and Point 3 (b), to motivate coordinator (s) who is not the PI/CO-PI, the total incentive of 1% of the value of proposal will be shared between coordinator (s), PI and CO-PI. And facilitation incentive for student/faculty exchange program is approved in Point 3 (b):→**

**3. (a): Incentive for External Funding:** The Coordinator (s) is / are entitled to an incentive of 1% of the value of proposal (to be shared among coordinator, PI and CO-PI) once the proposal is approved by the approving body like AICTE, UGC, DST, SERB, TDB etc.

- 100% in case of single investigator (PI) /Coordinator.
- In the ratio of 60:40 in case of two investigators (PI and CO-P), if the PI has made the most significant contribution to the project's submission and implementation.
- In the ratio 50:50 in case of two investigators (PI and CO-PI),if the CO-PI has made the most significant contribution to the project's submission and implementation.
- And in the ratio of 40:40:20 in case of coordinator, PI and CO-PI and so on, if the coordinator has made the most significant contribution to the project's submission and implementation.

**3. (b):** The Coordinator (s) is / are entitled to an incentive of 1.5%, subject to maximum of Rs. 10,000/- (Ten Thousand Only)of the value of collaborative project proposal (to be shared among the coordinator, PI and CO-PI). Once the proposal is approved by approving international funding agency upon receipt of grant by CBSA.

- 100% in case of single investigator (PI)/Coordinator.
- In the ratio of 60:40 in case of two investigators (PI and CO-P), if the PI has made the most significant contribution to the project's submission and implementation.
- In the ratio 50:50 in case of two investigators (PI and CO-PI), if the CO-PI has made the most significant contribution to the project's submission and implementation.

- And in the ratio of 40:40:20 in case of coordinator, PI and CO-PI and so on, if the coordinator has made the most significant contribution to the project's submission and implementation.

**3. (c)** The coordinator (s) is/are entitled to facilitation incentive of maximum Rs, 10,000/- for student/faculty exchange program for study/collaborative research with foreign universities.

**(II) In point 4, the amendment is made corresponding to the clarification of the distribution of incentive between the main author and the corresponding author. The incentive will be granted only subject to the citation of papers of CBSA faculty with respective institute's affiliation and adding the publication on Google Scholar account of respective institute within the financial year in which the paper is published:→**

**4. (a):** Incentive of Rs. 2,000/- for paper publication in UNPAID national journals (SCOPUS/ESCI/UGC-CARE list for HMCT, CCH & CCED) and Rs. 4,000/- for paper publication in UNPAID International Journal (SCOPUS/ESCI/UGC-CARE list for HMCT, CCH & CCED) may be paid to the author who is regular faculty member of CBSA.

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors, if the first Author is the Corresponding Author.
- In the ratio 50:50 in case of 2 authors & corresponding author is the 2<sup>nd</sup> author.
- And in the ratio of 60:20:20 in case of three authors and so on without considering the corresponding authorship condition.

**4. (b):** For ABDC/SCIE/AHCI Publications the institute will provide financial incentive of Rs. 10,000/-. In case of multiple authors in the same paper from CBSA, the incentive shall be shared by the number of authors.

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors, if the first Author is the Corresponding Author.
- In the ratio 50:50 in case of 2 authors & corresponding author is the 2<sup>nd</sup> author.

- And in the ratio of 60:20:20 in case of three authors and so on without considering the corresponding authorship condition.

**4. (c):** For Publication in Institute Journal, the faculty will be given an incentive of Rs. 1000. In case of multiple authors, the incentive shall be shared by the number of authors.

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors, if the first Author is the Corresponding Author.
- In the ratio 50:50 in case of 2 authors & corresponding author is the 2<sup>nd</sup> author.
- And in the ratio of 60:20:20 in case of three authors and so on without considering the corresponding authorship condition.

**4. (d):** Case study publication incentive of Rs. 4,000/- for case publications in IVEY Business publishing may be paid to the author who is regular faculty member of CBSA.

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors, if the first Author is the Corresponding Author.
- In the ratio 50:50 in case of 2 authors & corresponding author is the 2<sup>nd</sup> author.
- And in the ratio of 60:20:20 in case of three authors and so on without considering the corresponding authorship condition.

**4. (e):** Case study publication incentive of Rs. 10,000/- for case publications in Harvard Business Review (HBR) publishing may be paid to the author who is regular faculty member of CBSA.

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors, if the first Author is the Corresponding Author.
- In the ratio 50:50 in case of 2 authors & corresponding author is the 2<sup>nd</sup> author.
- And in the ratio of 60:20:20 in case of three authors and so on without considering the corresponding authorship condition.

**4. (f):** In case of Book/ Chapter publications, the incentives of Rs. 10,000/- will be paid in case of Book publication high quality cover for e.g. McGraw Hill, the discretion of which rests on the research committee and the incentives of Rs. 4,000/- will be given to the authors for a good quality of publications. The publication amount will be granted only if the name of college is mentioned in the Book cover/Book Chapter. The incentive shall be shared by the regular faculty members of CBSA as follows:

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors, if the first Author is the Corresponding Author.
- In the ratio 50:50 in case of 2 authors & corresponding author is the 2<sup>nd</sup> author.
- And in the ratio of 60:20:20 in case of three authors and so on without considering the corresponding authorship condition.

**\* For Publications, incentive will be granted only subject to citation of papers of CBSA Faculty with CBSA affiliation (e.g Chandigarh Business School of Administration, CBSA, Landran,**

**\*\*The Publication details are to be updated in Google Scholar account of respective Institute for which the proof is to be attached as a printout at the time of applying for incentive.**

**\*\*\* Authors are encouraged to apply for the incentives within the Financial Year in which the paper is published online.**

**(III) In point 5(a) & 5(b) the eligibility clause has been added regarding the number of times the incentive in under 5(a) & 5(b) can be availed:→**

**5. Professional Development Allowance (PDA):** Faculty members will be given Professional Development Allowance for attending conference, delivering lectures and other academic activity.

**5. (a): Conferences in India:** For presentation of research papers in conferences with in India, the regular faculty member of CBSA shall be eligible for:

- x. 50% of conference registration fee subject to maximum of Rs. 5000/-.
- xi. To & Fro Travel allowance as per college Domestic Travel Policy.

- xii. Duty Leave as per College Leave Rules Policy.
- xiii. The regular faculty members of CBSA shall be eligible for incentive, once in a year.

**5. (b): Foreign Conference:** For presentation of research paper in international conference outside the country, the regular faculty member of CBSA shall be eligible for:

- x. 50% of conference registration fee subject to maximum of Rs. 10,000/-.
- xi. One way airfare to the foreign destination of the conference.
- xii. Duty Leave as per College Leave Rules Policy.
- xiii. The regular faculty members of CBSA shall be eligible for incentive, once in every three years.

**(IV) In point 6(a) an additional clause has been added that the applicant of the patent should be CBSA and the inventor should be working in CBSA:→**

**(6) Patents Filing Support:** Faculty is encouraged to file patent and for it all expenses are borne by the Institute.

**6. (a): Award / Granting of Patent:** Once the patent has been sealed / awarded, the faculty members (s) will receive an incentive of Rs. 10,000/- (To be shared if there are more than one regular faculty members working in CBSA as inventors & main applicant is CBSA).

**6. (b):** There is no maximum limit on the number of patents filed by an individual / team.

**(V) In Point 11 clarification has been added as what will be the tenure for applying for the incentive for receiving the incentives, and how the validity and gravity of the award can be verified:→**

**(11)** In order to encourage research among the young doctoral faculty, College will provide financial appreciation incentive of Rs. 10,000/- (Rs. Ten Thousand only) to faculty who will receive awards such as 'Young Scientist, Punjab Young Scientist, etc. from Government bodies.

\*Once in a 3 year.

\*\* The name of the award should be listed on the website of the Government body/Awarding agency at the time of incentive application. The

**(VI) A new Point 12 has been added for incentives to the faculty of CBSA for conducting summer courses and paid internship:→**

**(12) Summer Course & Paid Internship:** In case the summer course / paid internship is implemented offline / online, the regular faculty member of CBSA shall be eligible for incentives.

**12. (a)** In case of 100% outsourcing, 80% of the total revenue to vendor resource / person / external faculty and 20% to the institute for providing infrastructure and backup support (without purchase of additional equipment/software for the course).

**12. (b)** In case of 100% outsourcing, 20% of the total revenue for providing infrastructure and backup support + cost of purchase of equipment/software to the institute. The remaining revenue will be given to the vendor resource / person / external faculty.

**12. (c)** In case of hybrid mode (Both external and internal), 20% of the total revenue for providing infrastructure and backup support + cost of purchase of equipment/software to the institute. The remaining revenue will be shared by the vendor resource / person / external faculty and internal faculty as per the work load.

**12. (d)** In case of hybrid mode (Both external and internal), 20% of the total revenue for providing infrastructure and backup support (without purchase of additional equipment/software for the course). The remaining revenue will be shared by the vendor resource / person / external faculty and internal faculty as per the work load.

**12. (e)** In case of 100% internal, 50% of the total revenue to the institute for providing infrastructure and backup support and remaining 50% will be shared by the internal faculty members as per the work load.

**(VII) An additional Point 13 has been added to the R&D policy to facilitate and motivate the faculty to appear for reputed certification:→**

**(13).** For reputed certification courses from NPTEL/National Instruments (NI)/Reputed Industry Oriented certification programs (two certifications in a year), the regular faculty shall be eligible for 50% reimbursement of course fee, subject to maximum of Rs. 5000/-.

\* The certification program should be available online on the website of the agency/organization.

**(VIII) Since two new Points (i.e. Point 12 and Point 13) have been added to the R&D policy, the Point 12 in the earlier policy will become Point 14:→**

**(14).** The Management reserves the right to take a decision over and above the R&D policy in special cases considering its merits and in the interest of the institute.

## Research & Development Policy

### • **PURPOSE**

This document outlines the activities related to research; the purpose of research policy is to instill a pulsating atmosphere of research among faculties, student and staff.

### • **OBJECTIVES**

To ensure smooth and effective functioning of **RISE (Research, Innovations, Sponsored Projects & Entrepreneurship)** activities and to encourage the interdisciplinary research, identify and develop opportunities for faculty, students and staff to engage in research.

### • **CUSTODIAN OF POLICY**

- All research related activities and policies in CGC are governed through office of Dean Research and Development. Office of **RISE (Research, Innovations, Sponsored Projects & Entrepreneurship)** functions under the Campus Director, CGC, Landran.

### • **INITIATIVES FOR PROMOTION OF RESEARCH IN CGC**

- In order to meet and fulfill research & development objectives, CGC has following initiatives, which encourages research and innovation.
  - **For Faculty**
- **Research Emphasis on Recruitment of Faculty:** CGC has well defined research policy and guidelines for faculty at all levels; wherein besides teaching, emphasis is also there in terms of paper published, research students' guidance, and sponsored research and consultancy projects.
- **Performance Award Schemes (PAS):** CGC has a unique policy under which faculty members are rewarded based on the following research activities:-

- Award of Sponsored Research and Consultancy Projects from Funding Agencies.
  - Publications of Papers/Books/Book Chapters/Case studies/SCIE /ESCI/Scopus/UGC Care (specifically for HMCT & B.Ed), ABDC Journals/Institute Journal.
  - Guidance of Ph.D, Patent Filing, Publications and Case Studies.
  - Certification Programmes attended by the faculty.
- 
- **External Funding:** It is mandatory for each department to submit at least one Government Sponsored Project proposal per year to Government funded organization for external funding.
  - **(a.): Incentive for External Funding:** The Coordinator (s) is / are entitled to an incentive of 1% of the value of proposal (to be shared among coordinator, PI and CO-PI) once the proposal is approved by the approving body like AICTE, UGC, DST, SERB, TDB etc.
    - 100% in case of single investigator (PI) /Coordinator.
    - In the ratio of 60:40 in case of two investigators (PI and CO-P), if the PI has made the most significant contribution to the project's submission and implementation.
    - In the ratio 50:50 in case of two investigators (PI and CO-PI),if the CO-PI has made the most significant contribution to the project's submission and implementation.
    - And in the ratio of 40:40:20 in case of coordinator, PI and CO-PI and so on, if the coordinator has made the most significant contribution to the project's submission and implementation.
  - **(b.):** The Coordinator (s) is / are entitled to an incentive of 1.5%, subject to maximum of Rs. 10,000/- (Ten Thousand Only)of the value of collaborative project proposal (to be shared among the coordinator, PI and CO-PI). Once the proposal is approved by approving international funding agency upon receipt of grant by CGC.
    - 100% in case of single investigator (PI)/Coordinator.
    - In the ratio of 60:40 in case of two investigators (PI and CO-P), if the PI has made the most significant contribution to the project's submission and implementation.

- In the ratio 50:50 in case of two investigators (PI and CO-PI), if the CO-PI has made the most significant contribution to the project's submission and implementation.
- And in the ratio of 40:40:20 in case of coordinator, PI and CO-PI and so on, if the coordinator has made the most significant contribution to the project's submission and implementation.
  - 3.(c.): The coordinator (s) is/are entitled to facilitation incentive of 1%, subject to maximum of Rs, 10,000/- for student/faculty exchange program for study/collaborative research with foreign universities.
- **Publications:**
  - 4. (a): Incentive of Rs. 2,000/- for paper publication in PAID/UNPAID National journals ( SCOPUS/ESCI/UGC-CARE list) and Rs. 4,000/- for paper publication in PAID/UNPAID International Journal (WOS/SCOPUS/ESCI/UGC-CARE list) may be paid to the author who is regular faculty member of CGC.
- 100% in case of single author.
- In the ratio of 60:40 in case of two authors, if the first Author is the Corresponding Author.
- In the ratio 50:50 in case of 2 authors & corresponding author is the 2<sup>nd</sup> author.
- And in the ratio of 60:20:20 in case of three authors and so on without considering the corresponding authorship condition.
  - (b): For ABDC/SCIE/AHCI Publications the institute will provide financial incentive of Rs. 10,000/-. In case of multiple authors in the same paper from CGC, the incentive shall be shared by the number of authors.
- 100% in case of single author.
- In the ratio of 60:40 in case of two authors, if the first Author is the Corresponding Author.
- In the ratio 50:50 in case of 2 authors & corresponding author is the 2<sup>nd</sup> author.
- And in the ratio of 60:20:20 in case of three authors and so on without considering the corresponding authorship condition.

**(c):** For Publication in Institute Journal, the faculty will be given an incentive of Rs. 1000. In case of multiple authors, the incentive shall be shared by the number of authors.

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors, if the first Author is the Corresponding Author.
- In the ratio 50:50 in case of 2 authors & corresponding author is the 2<sup>nd</sup> author.
- And in the ratio of 60:20:20 in case of three authors and so on without considering the corresponding authorship condition.

**(d):** Case study publication incentive of Rs. 4,000/- for case publications in IVEY Business publishing may be paid to the author who is regular faculty member of CGC.

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors, if the first Author is the Corresponding Author.
- In the ratio 50:50 in case of 2 authors & corresponding author is the 2<sup>nd</sup> author.
- And in the ratio of 60:20:20 in case of three authors and so on without considering the corresponding authorship condition.

**(e):** Case study publication incentive of Rs. 10,000/- for case publications in Harvard Business Review (HBR) publishing may be paid to the author who is regular faculty member of CGC.

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors, if the first Author is the Corresponding Author.
- In the ratio 50:50 in case of 2 authors & corresponding author is the 2<sup>nd</sup> author.
- And in the ratio of 60:20:20 in case of three authors and so on without considering the corresponding authorship condition.

**(f):** In case of Book/ Chapter publications, the incentives of Rs. 10,000/- will be paid in case of Book publication high quality cover for e.g. McGraw Hill, the discretion of which rests on the research committee and the incentives of Rs. 4,000/- will be given to the authors for a good quality of publications. The publication amount will be

granted only if the name of college is mentioned in the Book cover/Book Chapter. The incentive shall be shared by the regular faculty members of CGC as follows:

- 100% in case of single author.
- In the ratio of 60:40 in case of two authors, if the first Author is the Corresponding Author.
- In the ratio 50:50 in case of 2 authors & corresponding author is the 2<sup>nd</sup> author.
- And in the ratio of 60:20:20 in case of three authors and so on without considering the corresponding authorship condition.
  
- **For Publications, incentive will be granted only subject to citation of papers of CGC Faculty with CGC affiliation (e.g Chandigarh Business School of Administration, CGC, Landran,**
  - **\*\*The Publication details are to be updated in Google Scholar account of respective Institute for which the proof is to be attached as a printout at the time of applying for incentive.**
  - **\*\*\* Authors are encouraged to apply for the incentives within the Financial Year in which the paper is published online.**
  
- **Professional Development Allowance (PDA):** Faculty members will be given Professional Development Allowance for attending conference, delivering lectures and other academic activity.  
**(a): Conferences in India:** For presentation of research papers in conferences with in India, the regular faculty member of CGC shall be eligible for:
  - 50% of conference registration fee subject to maximum of Rs. 5000/-.
  - To & Fro Travel allowance as per college Domestic Travel Policy.
  - Duty Leave as per College Leave Rules Policy.
  - The regular faculty members of CGC shall be eligible for incentive, once in a year.

**(b): Foreign Conference:** For presentation of research paper in international conference outside the country, the regular faculty member of CGC shall be eligible for:

- 50% of conference registration fee subject to maximum of Rs. 10,000/-
- One way airfare to the foreign destination of the conference.
- Duty Leave as per College Leave Rules Policy.
- The regular faculty members of CGC shall be eligible for incentive, once in every three years.
- **Patents Filing Support:** Faculty is encouraged to file patent and for it all expenses are borne by the Institute.

**(a):** Commercialization of patent: Once the patent has been commercialized, the faculty members (s) will receive an incentive of Rs. 10,000/- (To be shared if there are more than one regular faculty members working in CGC as inventors & main applicant is CGC).

**(b):** There is no maximum limit on the number of patents filed by an individual / team.

- **Project Support:** Faculty will be entitled to the project support in case of prototype and process testing subject to review and recommendation by research cell.
- **Travel Support:** TA/DA for project presentation is given to every faculty if not given by funding agencies. This support is valid within India.
- **Consultancy:** Faculty is paid 50% of grant received under consultancy projects.

**a.):** CGC Encourages the faculty to provide consultancy on payment/complimentary basis. It allows 50% of the consultancy remuneration to the faculty and 50% to the institute for providing infrastructure and backup support.

**b.)** In case the consultancy project is implemented in online mode, it allows 80% of the consultancy remuneration to the faculty and 20% to the institute for providing infrastructure and backup support.

**c.):** College will provide due weightage to the consultancy done by faculty in annual appraisal of the teachers which form the basis of annual increment and promotions.

- In every department of the institute, journal club (s) has to be formed in which every faculty has to discuss/present PPT of a peered reviewed / referred research paper / article. A report in the form of proceeding register has to be submitted by the HOD to the Director Principal / Dean R&D. HODs / Coordinators have to ensure that each faculty should present at least one paper / case study in a semester. The success of individual presentation and overall journal club would be acknowledged in annual appraisals.
- In order to encourage research among the young doctoral faculty, college will provide financial appreciation incentive of Rs. 10,000/- (Rs. Ten Thousand only) to faculty who will receive awards such as 'Young Scientist, Punjab Young Scientist, etc. from Government bodies.
  - \*Once in a 3 year.
  - \*\* The name of the award should be listed on the website of the Government body/Awarding agency at the time of incentive application.
- **Summer Course & Paid Internship:** In case the summer course / paid internship is implemented offline / online, the regular faculty member of CGC shall be eligible for incentives.
  - (a) In case of 100% outsourcing, 80% of the total revenue to vendor resource / person / external faculty and 20% to the institute for providing infrastructure and backup support (without purchase of additional equipment/software for the course).
  - (b) In case of 100% outsourcing, 20% of the total revenue for providing infrastructure and backup support +cost of purchase of equipment/software to the institute. The remaining revenue will be given to the vendor resource / person / external faculty.
  - (c) In case of hybrid mode (Both external and internal), 20% of the total revenue for providing infrastructure and backup support + cost of purchase of equipment/software to the institute. The remaining revenue will be shared by the vendor resource / person / external faculty and internal faculty as per the work load.

**(d)** In case of hybrid mode (Both external and internal), 20% of the total revenue for providing infrastructure and backup support (without purchase of additional equipment/software for the course). The remaining revenue will be shared by the vendor resource / person / external faculty and internal faculty as per the work load.

**(e)** In case of 100% internal, 50% of the total revenue to the institute for providing infrastructure and backup support and remaining 50% will be shared by the internal faculty members as per the work load.

- For reputed certification courses from NPTEL/National Instruments (NI)/Reputed Industry Oriented certification programs (two certifications in a year), the regular faculty shall be eligible for 50% reimbursement of course fee, subject to maximum of Rs. 5000/-
  - \*The certification program should be available online on the website of the agency/organization.
- In order to provide international exposure, faculty is encouraged to apply for International Travel Grant (ITG) through institute for attending conferences, delivering lectures and other academic activities. The faculty will be eligible for:
  - Conference registration fee from the funds approved subject to submission of receipt.
  - To & fro travel allowance and other expenses as per the expenditure head mentioned/approved in the funding scheme, subject to submission of proofs/invoices of the expenditures.
  - Duty Leave as per College Leave Rules Policy.
  - The regular faculty members of CGC shall be eligible for reimbursement, once the utilization certificate is submitted to funding agency and the funds are received in the institute's bank account.
  - The ultimate decision about the reimbursement of the requested amount will be made by the Director R&D and other committee members.
- For reputed professional membership from professional bodies/Societies (one professional membership once in 3-years), the regular faculty having one year working experience at CGC shall be

eligible for 50% reimbursement of membership fee, subject to maximum of Rs. 5000/-

- \*The professional membership should be available online on the website of the professional bodies/Societies and should be valuable for the institute's accreditations and rankings.
- \*\* The ultimate decision about the approval of the requested membership fee will be made by the Director R&D and other committee members.
- **Massive Open Online Courses (MOOCs) Development:** In case of Massive Open Online Courses (MOOCs) Development as per MHRD/AICTE guidelines, the regular faculty member of CGC shall be eligible for incentives of Rs. 10,000/- per MOOCs course.
- MOOC courses should be available online on the website of the institute and YouTube channel of CGC.
  - \*\* The final decision about the approval of the claimed incentive will be made by the Director R&D and other committee members based on the quality of MOOCs.
- **Testing facility in CCP and CCT:** In case the Testing facility is coordinated by faculty, the regular faculty members of CGC shall be eligible for incentives of 40% of the total revenue and remaining 60% to the institute for providing infrastructure and backup support (without purchase of additional equipment/software.).
- The Management reserves the right to take a decision over and above the R&D policy in special cases considering its merits and in the interest of the institute.

## **For Students**

- Patent Filing Support: CGC Sponsors all expenses for patent filling to UG and PG Students.

**JOINING REPORT**

**To  
The Director - Principal,  
Chandigarh Business School of Administration, Landran  
Mohali.**

**Sub: Joining Report**

Respected Sir/Madam,

**Reference your Appointment letter no. \_\_\_\_\_ dated \_\_\_\_\_.**

I am joining my duty for the post of \_\_\_\_\_ in your organization

With effect from \_\_\_\_\_ at \_\_\_\_\_ AM / PM (forenoon/ afternoon).

Any other remarks

**Your's sincerely,**

**(Signature)**

**Name .....**

**Designation .....**

**Department .....**

«Ref\_No»

Date: «DOJ»

Name  
Address

**Subject:-Appointment as «Designation»-«Department»**

We are pleased to inform you that you have been selected and appointed as «Designation» in the department of «Department» at **Chandigarh Business School of Administration** for the above said post w.e.f. «DOJ» in this college as per terms & conditions given below:

1. Your appointment will be on Regular basis. You will be on probation period of one year which may be extended by one more year if your performance is found unsatisfactory.
2. You will be paid salary in the pay scale of «Pay\_Scale\_» per month from the date of joining.
3. Your appointment can be relinquished by either party on giving one month notice or one month pay in lieu of notice during worked course of time period. However, no faculty member is permitted to leave the services during the ongoing academic semester. In case any faculty member leaves the service during the semester, he/she will be required to pay equivalent to the salary of the remaining period of the semester.
4. You will be reporting to Director-Principal/Head of Department and performing duties assigned by them from time to time. You are required to shoulder any additional responsibility assigned to you by the Director-Principal/Head of Department.
5. You will update the HR Department with any change in your address / marital status immediately. You shall submit the copies of the certificates of the Degree/Diploma on completion of higher education/qualification, if any.
6. Your services are transferable to any other organization under the Management of Chandigarh Group of Colleges.
7. Your leave entitlement will be as per College rules.
8. You will be required to comply with all such rules and regulations as the College may frame from time to time.
9. The college shall be entitled to terminate your services without notice on any of the following grounds:

- a. You are convicted of a criminal offence by a competent Court of Law / Authority;
- b. You are found guilty of committing breach of any of the conditions of the employment or rules and regulations of the organization;
- c. If you misbehave, disobey or refuse to carry out the work orders of your Superior/Management or are irregular in attendance.
- d. You are declared medically unfit by the medical practitioner appointed by the College.

10. Absence for a continuous period of Three days without prior approval of your superior, (including overstay on leave) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

11. This letter is being issued to you on the basis of the information and particulars furnished by you in your application (including resume), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deemed fit in its sole discretion, including termination of your employment.

12. You will be responsible for safekeeping and return in good condition and order of all College property, which may be in your use, custody or charge.

13. Other service terms & Conditions framed by Shri Guru Ram Dass Educational Society for Teaching & Non-Teaching staff will be applicable to you.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to CBSA family and look forward to a fruitful collaboration. With best wishes.

For Chandigarh Group of Colleges

**Barinder S. Sawhney**  
**Director HR**

**CC:**  
**HR Department**  
**Accounts Department for information & necessary action**

**Ref No.**

**Dated:**

**To,  
Name  
Current Designation  
Department**

**Subject: Promotion Letter**

**Dear Name,**

We have pleasure in informing you that in appreciation of your overall performance the Management has decided to promote you as **New Designation** with effect from **Date of Promotion** .

In the capacity of **New Designation** you will continue to maintain high standards of discipline, efficiency and integrity.

Please accept our heartiest congratulations on this well-deserved recognition of your continuing excellent contributions and commitment towards CBSA. For our record, please return a copy of this letter duly accepted and signed by you.

All other terms and conditions of your appointment remain unchanged.

**Barinder S. Sawhney  
Director HR**

«Ref\_No»

Date :

«Name»  
«Designation»  
«Department»

Sub: Increment Letter

Dear «Name»,

We congratulate you for your hard work, dedication and continuous effort in meeting the organization objective. On reviewing your performance for the year «Academic\_Year», we are glad to announce an increment of (Rs. «Increment»/-) on your existing salary(Rs. Current CTC /- ) with effect from 1-July-Year. Your salary stands revised as (Rs. New CTC/-) after this increment. We expect you to keep up your performance in the years to come and grow with the organization. Please sign and return the duplicate copy in token of your acceptance, for your records.

Wish you all the best.

Regards,

Authorized Signatory  
HR Department

**CHANDIGARH BUSINESS SCHOOL OF ADMINISTRATION**  
**Sector 112, Landran, Greater Mohali, Punjab**

**Salary Slip**

Employee Name	Preeti Dobal	Month	January 2024
Designation	Assistant Professor	Paid Days	31
Department	BBA	DOJ	19-June-2017
Emp. Code	4359	PAN Number	ALVPD1102A
<b>Earning</b>		<b>Deduction</b>	
Basic	18396	Transport	0
AGP	6000	TDS	0
Others	2944	Welfare Fund	125
		Professional Tax	200
<b>Total Salary</b>	27340	<b>Total Deduction</b>	325
		<b>Net Salary Payable</b>	27015

\*It's a computer generated report hence not signed.

\*Amounts are rounded off after calculations.

To: All Concerned

Dated: 18<sup>th</sup> July 2023

**GUIDELINES ON PERFORMANCE APPRAISAL PROCESS – 2022 - 2023**

**1. OBJECTIVE:**

To provide guidelines for Performance appraisal Process to be followed in CGC.

**2. SCOPE:**

Applicable for all permanent & confirmed employees of CGC as on 31.12.2022.

**3. ELIGIBILITY:**

All permanent employees at all colleges are eligible for the performance appraisal provided they complete the following two conditions:-

a) The Concerned employee should have joined **on or before 31st December, 2022.**

b) The employee should be confirmed employee.

**4. PERIOD OF APPRAISAL:**

The period of appraisal shall be **1<sup>st</sup> July, 2022 to 30th June, 2023**. Any employee having joined after **1<sup>st</sup> July, 2022** shall be given the increment on pro-rata basis e.g. an employee having joined on **1<sup>st</sup> August, 2022**, shall be given increment for 11 months on pro-rata basis.

**5. GUIDELINES & PROCEDURE:**

**a) Appraisal formats are categorized as per the following categories:**

- Teaching
- Non – Teaching

b) The employees shall be rated keeping in mind the following criteria:

<b>PERFORMANCE RATING / RANKING</b>	<b>RANGE</b>	% Age of employees from particular department
Outstanding (E)	≥ 91%	<b>5 % of employee strength</b>
V. Good (A)	81% - 90%	<b>20 % of employee strength</b>
Good (B)	66% - 80%	<b>50 % of employee strength</b>
Satisfactory (C)	51% - 65%	<b>20 % of employee strength</b>
Below Average (D)	≤ 50%	<b>5% of employee strength</b>

a) The appraisal method will be that of Bell Curve. Every college/department shall be responsible for calculating its own bell curve.

b) The rating shall be done in such a manner that it meets the above criteria. **The % age mentioned shall have to be adhered while rating the employees in a particular department/section.**

In case the concerned Director Principal/HOD does not rate the employees as per the criteria mentioned above, then HR department at its own discretion will change the rating in order to fit them in the Bell curve.

c) Once the ratings for the concerned employees have been reviewed and ratified as described in the above phases, the final decision of the same will be done Management.

## 6. TIMELINES TO COMPLETE APPRAISAL PROCESS

The following timelines must be adhered while carrying out the appraisal process:

<b>ACTIVITIES TO BE CARRIED OUT</b>	<b>TIMELINES TO BE ADHERED</b>
1) Forms to be distributed to respective College/Dept.by HR:	<b>18<sup>th</sup>July 2023( Tuesday)</b>
2) Phase I of Self Appraisal to be completed by:	<b>1<sup>st</sup> August 2023 (Tuesday)</b>
3) Phase II of Reviewing Officer to be completed by:	<b>11<sup>th</sup> August 2023( Friday)</b>
4) Phase III of Assessment by Director Principal/HOD to be completed by:	<b>21<sup>st</sup> August 2023( Monday)</b>
5) Ratings to be verified and corrected (if required) by HR	<b>28<sup>th</sup> August 2023 (Monday)</b>
6) Final Approval by Management	<b>7<sup>th</sup> September 2023 (Thursday)</b>

**All are requested to strictly adhere to the above mentioned guidelines/ Timelines in its true spirits.**

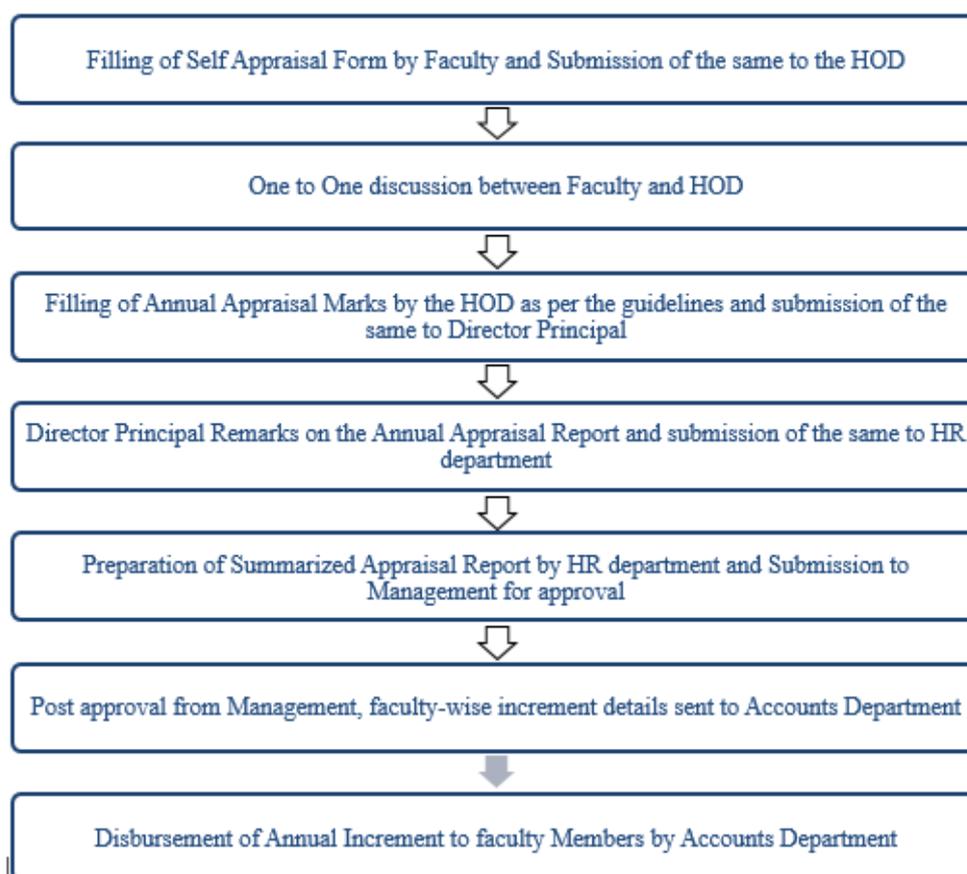
Regards,

(Barinder S. Sawhney)

Director - HR

## Chandigarh Business School of Administration

### Faculty Appraisal Process





**PERFORMA FOR ANNUAL APPRAISAL (ACADEMIC YEAR 20\_\_ TO 20\_\_)**

**(Please attach as many as proofs possible)**

**SELF APPRAISAL FORM**

<b>Name (in Block letters)</b>	
<b>Father's Name /Mother's Name</b>	
<b>Designation</b>	
<b>Department</b>	
<b>Date of Joining</b>	
<b>Present Designation held from (Date)</b>	
<b>Highest Qualification</b>	

**1. Academic Results : 40 marks**

**Evaluation**

<b>Total</b>	<b>Attained</b>
<b>40</b>	

<b>No.</b>	<b>Semester / Subject</b>	<b>Total No. of Students</b>	<b>Total No. of students Passed (%)</b>	<b>Result Pass %</b>
1.				
2.				
3.				
4.				
5.				

**2. Innovations/contributions in Teaching – 10 marks**

a. Design of subject content:- (PPTs, Case studies, Surprise Test, etc.)

<b>Total</b>	<b>Attained</b>
<b>10</b>	

--



b. Teaching methods:

c. Laboratory experiments and laboratory manuals

d. Evaluation methods:

e. Remedial Teaching / Student Counseling (academic)

f. Any other:

**3. Research : 20 marks**

**Evaluation**

Total	Attained
20	

No		Number	Year
1	Research Paper (SCI/Scopus/UGC/Conference/others) (7)		
2	Patent (5)		
3	Book Chapter (4)		
4	Research grant/project (4)		



4. FDP, Seminars, Conferences, Symposia, Workshops etc. attended/organized: 5 marks

Total	Attained
5	

No	Name of FDP/ Seminar/ Conference/ etc	Name of Sponsoring Institution
1		
2		
3		
4		

5. (a) Institute/Department Level responsibility - 2 marks

Total	Attained
2	

No	Type of Responsibility	Institute/ Department Level
1		
2		
3		
4		

5. (b) Participation in Activities (Please give a short account of your contribution)

Total	Attained
3	

a. Co-curricular activities:

b. Enrichment of campus life (hostels, sports, games, cultural activities)

c. Students' welfare and discipline:



**6. Responsibilities as a Class Counselor : 5 marks**

Total	Attained
5	

- 1.
- 2.
- 3.
- 4.

**7. Membership of Professional Bodies, Societies etc:**

**8. Editorship of Journals:**

**9. Any other information:**

**I hereby declare that the information given above is true to the best of my knowledge and belief.**

.....

**(Name and Signature of the Teacher with date)**

**Overall Assessment of HOD – 3 marks**

.....  
.....

**Overall Assessment of Principal – 2 marks**

.....  
.....

Grand Total	Attained
100	

**Head of Department**

**Authority 1**

**Authority 2**

**Authority 3**



## ANNEXURE -1

### Instructions for Filling up Annual Appraisal Performa (Please attach as many as proofs possible while filling the Performa)

#### 1. Academic Results – 40 marks

Sr.No	Pass %age	Score		
		Critical	Moderate	Easy
1	Between 91-100%	40	40	40
2	Between 81-90%	35	35	30
3	Between 71-80%	30	25	20
4	Between 61-70%	20	15	10
5	Between 60%	0	0	0

#### 2. Innovations/contributions in Teaching - 10 marks (2 marks for each point)

#### 3. Student Feedback – 10 marks

#### 4. Research – 20 marks

#### 5. Responsibility as class counselor – 5 marks

#### 6. Additional Responsibilities – 5 marks

#### 7. Participation in FDP/Seminars/Conferences/Workshops etc. – 5 marks

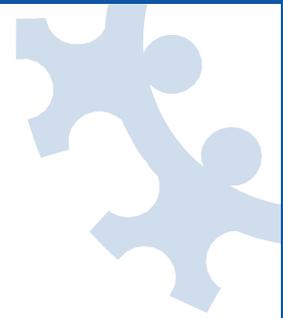
#### 8. Overall assessment of HOD – 3 marks (Team work, Effective Teaching Methodology, Initiatives and Responsibilities)

#### 9. Overall assessment of Principal – 2 marks



# CHANDIGARH GROUP OF COLLEGES

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## NON TEACHING STAFF

(To be filled by the Applicant)

### ANNUAL APPRAISAL REPORT

20..... to 20.....

1. Name(in Block Letters) : .....

2. Employee Code : .....

3. Father's Name : .....

4. Department : .....

5. Date of Joining : .....

6. Present Designation held from (Date) : .....

7. Highest Qualification: .....

8. State your understanding of your main duties and responsibilities (JD)

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

9. Achievements/Awards/Recognition during the year: (Give details on separate sheets)

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

10. Please mention your professional strengths and weaknesses:

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

**11. Training Needs required in the coming year :** .....

.....

.....

.....

**12. Any Warning Letter/Explanation Letter/Counseling Letter/Challans issued (Mention the reason)**  
(03 marks will be deducted from the overall score for each Warning Letter/Explanation Letter/Counseling Letter issued).....

.....

.....

.....

**13. Type of Leaves Availed (JULY 20..... to JUNE 20.....):**

**CL** ..... Days

**EL** .....Days

**LWP** ..... Days

**I certify that the information provided is correct as per records available with the college.**

**Signature of the Employee**

# (CONFIDENTIAL)

This report must be completed by the employee's Reporting Officer.  
The immediate Reporting Officer must comment in each area of evaluation.

## PART – A (50 Marks)

EMPLOYEE NAME	JOB RESPONSIBILITIES PERFORMED IN LAST ONE YEAR (20..... to 20.....)	OUTCOME

## PART –B (50 Marks)

Levels of performance: Excellent (E) Good (G) Needs Improvement (NI)

CRITERIA	LEVELS OF PERFORMANCE			COMMENTS
	E (05)	G (03)	NI (0)	
<b>1. Job Knowledge</b> Knowledge of specific job requirements. Knowledge of appropriate methods, practices and procedures.				
<b>2. Planning &amp; Organizing</b> Sets priorities, plans and executes duties and responsibilities in a logical and systematic manner. Uses time, resources and energies effectively to achieve goals				
<b>3. Responsibility &amp; Cooperation</b> Is willing to work with others toward a common objective. Works as a team member. Positive and flexible approach to demands.				
<b>4. Communication</b> Uses language effectively in oral expression and in written work (as required) in the language of the workplace. Communicates in a courteous and professional manner.				
<b>5. Interpersonal skills</b> Deals effectively with others, in a variety of situations, showing sensitivity, tact, diplomacy and respect.				





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