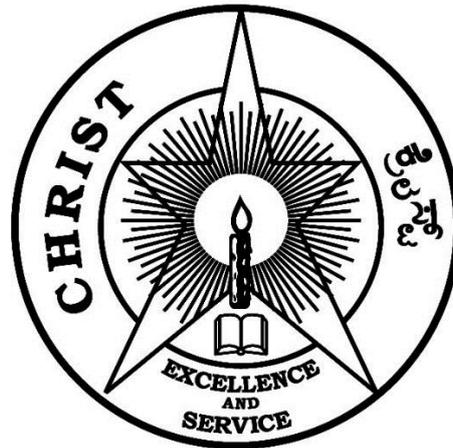Staff Handbook
(Effective June 2018)

THE CREST OF CHRIST

(Deemed to be University)
Bangalore

The Wheel: Two concentric circles make the Wheel. It symbolizes harmony between the parts and the whole without which there cannot be any progress.

The Star: The Star has five tails. The tips of the top and the two bottom tails of the Star touch the outer circle of the Wheel whereas the other two tips touch the inner circle. The Star symbolizes the Star of Heaven by which we steer our courses through the shoals and eddies of time.

The Flame: A candle is placed in the inner circle in such a way that its Flame spreads exactly from the common center of the Star and the Wheel. The Flame throws light and illumines the surrounding darkness.

The Book: An open book is placed just below the candle on the inner side of the inner circle. It represents knowledge that leads one to excellence.

The Vision: The vision statement, EXCELLENCE AND SERVICE, is encrypted in three lines below the book in between the two circles and the lower tails of the Star.

The Name: The Name CHRIST is written both in Kannada and in English. Kannada, the official language of the State of Karnataka, symbolizes the roots of the University in the local culture; English, an international language, symbolizes the transcendence of the University.

CHRIST
(DEEMED TO BE UNIVERSITY)
B A N G A L O R E · I N D I A

STAFF HANDBOOK

(Effective June 2018)

Name: ……………………………………………………………….

Designation: …………………………………………………….

Department: …………………………………………………….

Staff Id: ………………………………………………………

Address: ………………………………………………………

……………………………………………………   PIN: …………………..

Phone: (O) ……………….. (R) ……………….. (M) …………………

Email: ……………………………………………………………….

Driving License No: …………………………………………………

Auto Registration No: ……………………………………………….

Blood Group: ……………………. Allergic to: …………………………

Passport No: …………………….. Bank A/c No: ……………………..

Aadhar No: ……………………… PF No: ………………………………

Permanent Address: ……………………………………………………..

…………………………………………………………………………

….. PIN: …………………………... Phone No:

……………………………

IN CASE OF
EMERGENCY, CONTACT

Name: ……………………………………………………………………

Address: …………………………………………………………………

………………………………………………………………………

…. PIN: ……………………………….. Phone No:

The contents of the Staff Handbook are extracts from relevant regulations of CHRIST (Deemed to be University) and hence shall be applicable and binding on all employees of the University in the manner stated therein. This is also applicable to all faculty and staff members who are in service with the University under aid from the Government of Karnataka, except for the provisions of salary scales and other related benefits.

This Handbook is a property of CHRIST (Deemed to be University) and hence should be returned along with the other documents/materials in the event of resignation or termination of one's employment.

FOREWORD

CHRIST (Deemed to be University) takes pride in its motto „Excellence and Service". The success of our University is in its people, who are proficient, dedicated and value conscious. Adherence to Standards and Regulations is an important path towards Excellence. More significantly its awareness by all concerned sets in the desired motivation for right actions. I must appreciate the effort of the Office of Personnel Relations in consolidating all relevant Regulations of the University in the form of a Staff Handbook for the information of all the Staff of the University. The Staff Handbook contains all essential details comprehensively listed in a logical sequence.

I am sure this will serve as a useful compendium of information and guidance to our faculty and staff members in the effective execution of their responsibilities.

With best wishes

Dr Fr Thomas C Mathew
Vice Chancellor

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1. Introduction

1.1 History

CHRIST (Deemed to be University) was born out of the educational vision of St Kuriakose Elias Chavara, the founder of the first indigenous Catholic religious congregation, Carmelites of Mary Immaculate (CMI) to provide quality education. St Chavara was a visionary and social reformer of the nineteenth century.

CHRIST (Deemed to be University) was established in July 1969 as Christ College. It became an Autonomous College in 2005 and was declared a Deemed to be University by the Ministry of Human Resource Development, Government of India vide notification F. 9- 34/2007-U.3 (A) dated 22 July 2008 on the recommendation of University Grants Commission (UGC) of India. The University is accredited by the National Assessment and Accreditation Council (NAAC) of UGC with the highest Grade „A". The University is also a member of Association of Indian Universities (AIU).

Christ University is rooted in Gospel values, and committed to providing holistic education through the development of intellectual competence, personal skills, inter-personal skills and societal skills. The University welcomes to its fold students from all over the country in an environment of religious harmony and secularism.

History of School of Business and Management (SBM)

The School of Business and Management (SBM), CHRIST (Deemed to be University), comprises Institute of Management established in 1994, Department of Management Studies established in 1991, Department of Hotel Management founded in 1991, and Department of Tourism Studies commenced in 1999. The School of Business and Management started its journey with its first programme Bachelor of Business Administration (BBA) followed by its flagship programme Master of Business Administration (MBA). It added a plethora of programmes from time to time responding to the needs of the business world. At present, it offers programmes like BBA (Honours), BBA (Finance and International Business), BBA (Tourism and Travel Management), BBA (Business Analytics) and BBA (Fin Tech Honours). The MBA(Executive) programme offered for the working executives is a unique programme of the School. Through the PhD programmes offered, the School plays a major role in knowledge creation.

1.2 Vision and Mission

The Vision of CHRIST (Deemed to be University) is: "Excellence and Service"

Christ University is an academic fraternity of individuals dedicated to the motto, Excellence and Service. We strive to reach out to the star of perfection through an earnest academic pursuit for excellence and our efforts blossom into service through our creative and empathetic involvement in the society to transform it.

Education prepares one to face the challenges of life by bringing out the best in him/her. Education should be relevant to the needs of the time and address the problems of the day. Being inspired by St Kuriakose Elias Chavara, pioneer in innovative education, CHRIST (Deemed to be University) was proactive to define and redefine its mission and strategies reading the signs of the time.

The Mission statement of the University is: "CHRIST (Deemed to be University) is a nurturing ground for an individual"s holistic development to make effective contribution to the society in a dynamic environment."

The holistic development of an individual is attained through academic excellence, professional competence, personal, interpersonal and societal skills. The holistic development involves participation in our nation's dreams and aspirations and our dedication to promote national integration, religious harmony and secularism.

Vision and Mission of SBM

VISION:
To be an institution of excellence developing leaders serving enterprises and society globally.

MISSION:
To develop socially responsible business leaders with the spirit of inquiry through academic and industry engagement.

1.3 Core Values

The values which guide us at CHRIST (Deemed to be University) are:
    a) Faith in God
    b) Moral Uprightness
    c) Love of Fellow Beings
    d) Social Responsibility
    e) Pursuit of Excellence

1.4 Authorities of CHRIST (Deemed to be University)

The following shall be the authorities of CHRIST (Deemed to be University) and School of Business and Management:
   a) Board of Management
   b) Academic Council
   c) Finance Committee
   d) Staff Selection Committee
   e) Planning and Monitoring Board
   f) Management Committee
   g) Board of Studies
   h) Any other Committee or Board as may be constituted as Authority of the CHRIST (Deemed to be University) under the Rules of the University.
   i) Dean
   j) Directors
   k) Associate Deans
   l) HoD/ HoS/ Programme Coordinators/Academic Coordinators

Board of Management

The Board of Management shall be the principal governing body of the University and shall be vested with absolute powers in all matters concerning the management and administration of the University, in the furtherance of its objectives.

Academic Council

The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of the Memorandum of Association and the Rules of the University shall have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental coordination, research, examinations and tests within the University and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules and / or Byelaws.

Finance Committee

The Finance Committee shall be responsible for effective management of financial resources of the University and in that context shall be the custodian and trustees of the finances and assets of the University.

Staff Selection Committee

Staff Selection Committee shall be primarily responsible for determining the quantity and quality of Human resources of the School of Business and Management including determination of recruitment and promotion policies, pay scales, welfare schemes, training, academic advancements, faculty development programmes etc.

Planning and Monitoring Board

The Planning and Monitoring Board shall be the principal planning body of the University and shall be responsible for the development programmes of the University.

Management Committee

Management Committee is the standing committee of the Board of Management with delegated powers of the Board.

Board of Studies

Board of Studies is the primary academic body responsible for initiating all or any proposal concerning academic matters of the School of Business and Management including but not limited to, programme structure, development and review of curriculum, syllabus, question paper pattern, question paper standards, examination systems, internal assessments, student development, teaching methodology, pedagogy, appointment of examiners and introduction of new programmes.

1.5 Officers of Christ University

The following shall be the Officers of the University:
a) Chancellor
b) Vice Chancellor.
c) Pro-Vice Chancellor
d) Registrar
e) Chief Finance Officer
f) Controller of Examinations
g) Personnel Officer

Officers of School of Business and Management
a) Deans
b) Associate Deans
c) Directors
d) HODs/Coordinators

Chancellor

The University shall have a Chancellor who by virtue of his office shall preside over the Convocations of the University. He shall be appointed by the Christ University Trust and shall be the Chairman of Board of Trustees.

Vice Chancellor

The Vice Chancellor shall be the Chief Executive Officer of the University and shall be a whole time salaried officer of the University. The Chancellor shall appoint the Vice Chancellor selecting from the panel of three names suggested by a search committee.

Pro-Vice Chancellor

There shall be a Pro-Vice Chancellor appointed by the Board of Management. The Pro- Vice Chancellor shall be a whole-time employee of the University and shall assist the Vice Chancellor in his functions and shall act as and for the Vice Chancellor in his absence.

Registrar

The Registrar shall be a whole time salaried officer of the University and shall be appointed

by the Board of Management on the recommendations of the selection Committee. The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council, Planning and monitoring Board and the Advisory Committee.

Chief Finance Officer

Subject to the control of the Board of Management the Chief Finance Officer has to manage property and investments of the University. He shall be responsible for the preparation of annual estimates and statements of account for submission to the Finance Committee and the Board of Management.

Controller of Examinations

Controller of Examinations shall be responsible for smooth and timely conduct of the examinations of the University, organize for systematic evaluation of answer sheets, tabulation of mark sheets, declaration of results, revaluations and reviews etc. and shall work in consultation and coordination with the Registrar.

Personnel Officer

The Personnel Officer shall be in charge of staff related matters including recruitments, staff welfare, staff grievances and staff training. Personnel Officer shall be non-member Secretary of all staff selection committees and sub-committees except where he is stated to be a member secretary.

Dean

The School of Business and Management shall have Dean as may be approved by the Board of Management. Dean shall be appointed by the Vice Chancellor, of persons of such qualification and experience in teaching or in profession/industry or in both, as may be deemed appropriate. Dean shall normally be in whole time employment of the University and shall have powers and duties as may be specified in the byelaws of the University. Dean shall lead the School of Business and Management of significant policy decisions in liaison with the University in all matters with the office of the University. Dean is the spokesperson on behalf of the faculty to the Officers of the University, as well as represents concern of interest, consults and advice on all the matters of School.

Associate Dean

The School of Business and Management shall have Associate Deans as may be approved by the Board of Management. Associate Deans shall be appointed by the Vice Chancellor, or persons of such qualification and experience in teaching or in profession/industry or in both, as may be deemed appropriate. Associate Deans shall normally be in whole time employment of the University and shall have powers and duties as may be specified in the byelaws of the University. Associate Deans shall assist the Dean of the School of Business and Management on various administrative and academic undertakings. Shall supervise the Head of Department as well Head of Specializations in execution of curricular and academic administrations. The Associate Deans are also responsible for Strategic Planning for accreditations, AACSB & NBA, Strategic Plan - revision, implementation, monitoring, NAAC Inspection, AICTE Inspection, UGC Inspection, Corresponding with Admissions office, Training of Faculty for Admissions (Interview, GD etc.), Faculty allocation for admission duty, Induction briefing of new students, Support faculty for research and publication, Funded projects and promote for ethical practices in research.

Directors

Directors shall head non-academic functions and shall execute the functions in accordance with specified regulations and procedures and shall work in consultation/co-ordination with the Vice Chancellor/Registrar.

Head/Coordinator of Department

There shall be a Head of Department/Coordinator for each of the Programmes/Campus in the School of Business and Management who shall be appointed by the Vice Chancellor from amongst the Professors / Associate Professors of the School in consultation with the Dean.

1.6 Working Hours

a) Working Hours: 8.30 am to 5 pm from Monday to Friday and 8.30 am to 1.00 pm on Saturday
b) Signing in time for teaching staff: Before 8.30 am/9.30 am from Monday to Saturday
c) Signing out time for teaching staff: After 4.30 pm from Monday to Friday and after 1.00 pm on Saturday
d) Signing in time for non-teaching staff: Before 8.30 am from Monday to Saturday
e) Signing out time for Non-teaching staff: After 5 pm from Monday to Friday and after 1.15 pm on Saturday
f) However, the staff may be permitted to register late entries within a margin of half an hour, on the biometric equipments
g) Some staff members/departments/campuses may have different signing in/out timings as approved by the authorities
h) Deductions in leave/salary will be applicable as per University rules, for unauthorized late coming by staff members.
i) They will be subject to disciplinary action, in case of unauthorized late coming or absence exceeds 13 days in a month.

2. Roles and Responsibilities

2.1 General code of conduct
(Ref: UGC Regulations - Code of professional ethics, clause 17.0)

a) Greet your colleagues and respond to greetings
b) No smoking within the campus
c) Maintain proper attire
d) Sign in and sign out as per rules of the University
e) Do not accept/engage any assignments/consultancy/service with other institutions without express consent of the University
f) Disclose personal interest, if any, in any transactions/dealings with the University
g) Do not canvass, influence or otherwise interfere with admission of students to the University or act in a way which may affect the effective functioning of the departments/centers
h) Do not seek favours or ex-gratia services from students/suppliers/contacts of the University
i) Do not use the name of the University in any personal matters
j) Do not sign any letter on behalf of the University, unless authorized
k) Encourage discussion, avoid arguments
l) Avoid gossip and loose talks
m) Raise personal viewpoints only at appropriate forums
n) Promptly communicate using the University email
o) Respond to communications within reasonable time
p) Maintain confidentiality of classified information
q) Do not discuss outside one's authority
r) Follow the reporting protocol on all official matters
s) Do not make any racial/gender/caste biased comments
t) Cultivate harmony and team spirit within the departments/University
u) Participate in and contribute to the Vision and Mission of the University
v) University letter head is to be used only for official letters/certificates, by persons authorized for the purpose

2.2 Job description of Teaching Staff

2.2.1 Job description of faculty member

a) Preparation of course plan with detailed unit-wise topic break up for the courses handled, as per the guideline, and decide on the prescribed reading/study material.
b) Preparation of daily faculty report (work diary) in the prescribed format.
c) Fortnightly review of the faculty report along with the other faculty members handling the same course for the same class of other divisions/departments.
d) Effectively utilize the teaching hours for the benefit of the students duly adapting to the teaching methodology as may be specified for the particular course, including holistic education classes.
e) Ensure that any teaching hour lost due to leave or other exigency is compensated by filling in the leave hours, if any, of other faculty members of the same class.
f) Prepare and conduct the monthly comprehension tests as per the guideline.
g) Prepare question banks along with suggested answers progressively for the topics covered, jointly with other faculty members handling the same course for the same class of other divisions/departments.
h) Prepare question paper for the subject handled for the mid-semester examination.

i) Prescribe and evaluate internal assessment exercises.
j) Evaluate the answer sheets of mid semester and end semester examinations and prepare a post examination "Examiner's Report" in the prescribed format.
k) Update oneself of the current developments in the courses handled by regular reference to print and online publications.
l) Participate in academic discussions initiated by the HOD/Coordinator.
m) Suggest areas of modification, improvement or changes required in the curriculum.
n) Suggest relevant study materials/periodicals/books on the courses for student reading and/or procurement by the University library.
o) The HOD/Coordinator may specify any other responsibility.
p) In general Teaching Associates and Teaching Assistants are not allotted independent teaching assignments.

2.2.2 Additional Job Description for Class Teacher

a) To be responsible for all matters concerning class under charge – more specifically:
   ● Attendance, attitude, dress code, conduct, behaviour, academic performance, extra and co-curricular activities of the students.
   ● Identification of non/under-performing students and ensuring their improvement by suitable measures.
   ● Assist in choosing the Class Representatives – one for boys and one for girls, and delegating role responsibilities.
   ● Interact with students discreetly and with the class representative to know difficulties experienced by the students for its rectification.
b) To interact with other faculty members of the class for feedback on student performance and ensure appropriate corrective action.
c) Consolidate period-wise attendance data for the class on daily basis for necessary follow up on habitual latecomers and absentees.
d) Consolidate and review marks details of the students of the class for internal assessments / mid-semester examination to initiate steps on under-performing students.
e) Handle the current affairs session for the students.

2.2.3 Job Description for HOD/Coordinator

a) Responsible for efficient functioning of the Department/Centre with reference to its goals and conduct of the department in a professional manner.
b) Develop and schedule activities of the department for the academic year and preparation of departmental calendar.
c) Ensure judicious class/job allocation to the faculty members.
d) Ensure that all faculty members complete their roles and responsibilities in a timely manner.
e) Ensure leave management of teaching and non-teaching staff of the department, in such a way that no prescribed class hours are lost.
f) Ensure harmonious working environment to nurture a healthy academic community and assist in resolving differences.
g) Periodic independent review of faculty performance individually and suggest remedial tips.
h) Initiate opportunities and avenues for developing faculty knowledge and capability. courage regular academic discussions for subject exposure among the faculty in and outside the department, to facilitate knowledge sharing and updating.
i) Identify and arrange specialist lectures for different subjects in consultation with the faculty concerned.

j) Maintain overall student discipline in the department as per University policy and guidelines, with due coordination with the Class Teachers, with regard to attendance, dress code, attitude, conduct and assignment completion.

k) Resolve difficulties faced by the students, academic and non-academic, in due consultation with the class teacher and referring essential cases to the Counsellor, with a discrete note of reference.

l) Convene regular faculty meetings to assess and review the progress of planned activities.

m) Conduct pre-examination and post examination reviews with the faculties concerned with regard to quality of questions, answers and rectification measures to improve the student performance/results.

n) Comply with the reporting requirements and submissions as may be specified.

o) Finalization of the timetable for the next semester immediately on completion of the current semester.

p) Develop proposals for improved teaching methods, curriculum enhancement, new academic programmes of practical significance.

q) Prepare and monitor the time and cost budgets for the department.

r) Explore avenues for converting the department into a value addition and innovation centre.

s) Promote research and quality publications

t) Encourage funded research and consultancy

u) Prepare annual personnel evaluation report.

v) Convene BOS Meetings as per the regulations.

w) The Dean / University may specify any other responsibilities.

2.2.4 General Guidance on Teaching practices and procedures

a) Course Plan for the succeeding semester must be prepared as soon as current semester classes are over, so that no classes are taken in the succeeding semester without a course plan. Course Plan must be developed in the prescribed format collectively by all the teachers of the same course, endorsed by the programme Coordinator and the HOD and approved by the Dean. Due consideration must be given to the programme course objectives and learning outcomes, while preparing the course plan.

b) Teaching must strictly follow the order in the course plan. The course plan should be used as teaching schedule for the teacher. At the end of every session, the topic to be dealt with in the next session must be announced and students must be asked to read the topic before they come for the following session. The teacher must ask simple questions on the topic before commencing the explanation.

c) At the end of every class last few minutes must be used to summarize what was taught in that session.

d) Explanation must be in simple language with adequate illustrations.

e) As far as possible make use of Information and Communication Technologies (ICT) tools, to improve the effectiveness of teaching-learning process.

f) Students must be made to interact on the subject by relevant moot questions.

g) Dictation of standardized notes for theory subjects must be strictly discouraged, instead, important points should be highlighted and the students should be encouraged to develop their own notes. Generally, no theory class is expected to spend more than 15mts in giving notes.

h) After each topic familiarize the students about the type of questions that may be asked there from.

i) Suggest how to answer questions which use terms like define, explain, discuss, meaning, critically analyse, elucidate, clarify and so on.

j) Academic timetable must also provide for current affairs, library and Internet search,

which the students must be required to use beneficially.

k) Assignments for internal assessment must be such that reference to library materials and Internet would be necessary for its completion. Mere copying from reference material must be wholly discouraged while evaluating internal assessments.

l) Any specialist lecture must be during the class hour of the particular subject and the faculty concerned must also attend such lectures.

m) No class must be let free for reasons of faculty non-availability as far as possible. If alternate faculty cannot be arranged, students must be engaged by giving special class assignment on a relevant topic. For this purpose, every faculty must keep and leave with the HOD/Coordinator a ready to use assignment list.

n) Engagement of guest/adjunct faculty for full course responsibility must be explored only if inadequacy of internal resource is established. If such inadequacy is of permanent nature, it is advisable to engage a regular faculty rather than a guest/adjunct faculty.

2.2.5   Examination Duty

a) Attending to examination duty by faculty/staff members as per work allotment assigned by the Controller of Examinations, is mandatory for both mid-semester examination (MSE) as well as end-semester examination (ESE).

b) The invigilators should report 15 minutes before the scheduled start of the examination.

c) Request for any adjustments in the allotted schedule should be made well in time.

d) As a matter of policy no leave shall be approved during examination days except in the cases of or for extremely unavoidable exigencies.

e) Any leave approval during the examination period, must be cleared by the Controller of Examinations.

2.2.6   Holistic Education Classes

a) The faculty members should involve in the process of imparting Holistic Education to the students.

b) It is mandatory for all Faculty members to attend the Holistic Education training programmes organized by the University.

c) They should engage the classes allotted to them and contribute towards the holistic development of students.

d) They should also prepare the students for the Holistic education test and aid in conducting the test as per schedule.

2.2.7   Faculty Development Programme

a) It is mandatory for all faculty members to attend the Faculty Development Programmes organized by the University.

b) The faculty members should sincerely involve themselves in the follow up activities of the Faculty Development Programme (FDP), upholding the Vision and Mission of the University.

c) The resource persons for the FDP will be selected from the senior faculty members of each deanery who are expected to involve and participate in the preparation and presentation of the modules, allotted by the Deans concerned.

2.2.8 Functions of the Office of Dean

a) The Dean will guide the departments of the stream in preparation/revision of the curriculum prior to its review in the meetings of the Board of Studies for both existing

and new programmes.

b) The Dean will validate and review the progress of the Course Plan of individual faculty through monthly meetings of HODs. HODs, for the monthly meeting with the Dean will carry a presentation in the prescribed format.

c) Meeting with all HODs/Coordinators will be held as and when needed but not less than once a month with a specific agenda.

d) The Dean will hold/attend/participate in the departmental meetings (faculty meet) at least once in a month with a specific agenda.
(i) The Dean shall motivate faculty members of the stream to send research proposals to granting agencies such as the UGC, DST, CSIR, ICMR, DBT etc., and shall monitor these projects for follow up and completion.
(ii) The Dean will constitute a stream specific Research and Development Cell to initiate, develop, review, approve and monitor research publications/Papers by the faculty members.

e) The Dean will interact with the Controller of Examinations (COE) with regard to CIA, examination schedule, timetable, conduct of examinations, evaluation, and other examination related issues. The Dean will receive a copy of the general instructions that are sent to the HODs of the stream. The Departments will conduct a post- examination review based on the report by Valuers that will be routed through the COE. This will then be reviewed by the Dean.

f) The Dean will review the appraisal of individual faculty by the HOD and students once a year. The student appraisal data compilation in the prescribed manner will be coordinated by the HOD/Coordinator concerned and the data sheets be forwarded to the IQAC for analysis.

g) The Dean will appraise the HOD/Coordinator at the end of every year in the prescribed format. The Vice Chancellor will review the same.

h) All departmental recruitments must be within the approved human resources budget for the year, except for exigencies to be justified, and with the knowledge of the Dean. Faculty selection, promotion, resignation and termination will be coordinated by the Dean for final approval by the Management.

i) All short leaves (CL and Short OODs- that does not require outstation travel/overnight stay) will be approved by the concerned HOD with information to the Dean. HODs will approach the Dean for approval of their leave and OOD.

j) With reference to long leave and OODs (other than short) for all faculties, the concerned HOD must recommend the leave and approval by the Dean is essential.

k) The HOD/Coordinator will present to the Dean, a monthly performance report of the Department in a prescribed format for review/discussion and action.

l) The Dean will review and comment on the conduct/budget proposals of Departmental Festivals and related activities before recommending the same to the Chief Finance Officer.

m) The Dean may interfere in the grievance redressal of the student if he/she is not satisfied by the approach of the Teacher/HOD concerned, Counselling Centre, Grievance Cell, in the same sequence.

n) The Dean will coordinate Fee concessions, and Scholarships recommendations.

o) Deans shall actively involve in building and strengthening the alumni.

p) The Dean will actively support and promote Major/Minor Research Projects.

q) The Dean will interact with the other offices of the institution − CSA, IQAC, Counselling Centre etc., concerning the activities of the stream.

r) Deans shall identify potential faculty for administrative and academic positions.

s) All departments will submit a budget proposal to the Office of the Dean at the end of the Academic year for approval and recommendation to the management.

t) The Dean will submit a monthly report to the Vice Chancellor (through the Registrar) in the prescribed format and shall have a meeting with the Vice Chancellor if and when so directed by the Vice Chancellor.

2.3 Job Description of Non-teaching Staff

2.3.1 Managerial Staff

a) Systematically and diligently carry out specific job responsibilities

b) Properly allot/delegate work requirements to the supervisory staff, including essential directions

c) Consult/discuss with the respective reporting authority on matters of significance and to keep the authority informed

d) Assume the role of management position, to uphold the Vision and Mission of the University

2.3.2 Supervisory Staff

a) Systematically and diligently carry out specific job responsibilities as per applicable rules and regulations

b) Maintain a work diary for daily tasks done, plans for the following day and details of pending matters

c) Properly check and supervise the work done by the team members

d) Report to managerial team head on every matter needing consultation/advice

2.3.3 Administrative Staff

a) Systematically and diligently carry out specific job responsibilities assigned.

b) Keep a work diary on a daily basis on the jobs done as per the prescribed format.

c) Prioritize the work scheduling and complete the same as per the directions of the reporting head.

d) Report to managerial team head on every matter needing consultation/advice.

2.3.4 General/Multitasking Staff

a) Systematically and diligently carry out specific job responsibilities.

b) Be alert to the work environment and report on all exigencies to the immediate superior.

2.4 Grievance Management
(Ref: Regulations of Grievance Management – Students and Staff in KP)

a) Grievance Redressal for Staff will be handled by the Staff Grievance Redressal Committee (SGRC) of the University and the point of reference of grievance will be

the Personnel Officer.

b) The SGRC will consist of the following members:
   (i) The Registrar (Chairperson)
   (ii) Personnel Officer (Member Secretary)
   (iii)Two Senior Professors (Nominated by the Vice Chancellor)
   (iv)One Senior Administrative Staff (Nominated by the Vice Chancellor)
   (v) One Representative of Staff Selection Committee (Nominated by the Vice Chancellor)
   (vi)One Representative of Board of Management (Nominated by Vice Chancellor)

c) The nominated members will hold office for a period of two years.

d) Any grievance (other than sexual harassment) must be submitted in writing within 10 working days of its occurrence duly signed by the aggrieved giving full details of the instance with relevant supporting evidence.

e) SGRC will follow proper enquiry procedure and, if needed, may engage an independent committee for the purpose at its discretion and may call for any additional information as it may deem necessary.

f) SGRC will have a personal hearing of the aggrieved within 15 working days from the receipt of the grievance and will decide on the issue as soon as possible but not later than 30 working days from date of first hearing.

g) The Decision of the SGRC may be reviewed by the Vice Chancellor in case any appeal is preferred by the aggrieved within 10 working days of intimation of the decision. The decision of the Vice Chancellor shall be final and binding.

2.4.1 Counseling for Faculty/Staff

A senior counsellor is available for Faculty and Staff. The Faculty/Staff members may make use of the counselling facility with prior appointment.

2.4.2 Internal Complaints Committee
(Ref: UGC website, University website – Internal Complaints Committee)

In adherence to UGC regulations 2015 the University has an independent regulatory framework to ensure preventive, remedial and/or disciplinary measures against sexual-harassment of employees and students. The University shall be committed to create and maintain an environment to have a zero tolerance policy towards sexual harassment and shall provide for timely and adequate compliance of the directions in this regard contained in the UGC regulations.

In order to ensure effective administration of the objectives of the regulations the University have constituted an Internal Complaints Committee (ICC). The Internal Complaints Committee will be the primary authority responsible for dealing with and to adjudicate on any complaint/grievance in the nature of sexual harassment and shall function with full autonomy with power to make recommendation and/or to make punitive orders in accordance with UGC regulations.

3. Leave and Travel Rules

3.1 Leave rules for teaching staff

All leave letters should be forwarded with recommendation through the reporting officers: HOD/ Director/Dean/VC.

3.1.1 Casual Leave (CL)

a) Total casual leave granted to a teacher shall not exceed fifteen days in an academic year.
b) Casual leave cannot be combined with any other kind of leave except duty leave and intervening holidays, if any.
c) Casual leave as far as possible must be pre-informed and needs prior approval. In case of exigencies post-facto approval may be obtained immediately on reporting, on the same day or latest by the next working day.
d) Not more than 3 days of casual leave shall be normally permitted in a month. Extended casual leave up to a maximum of 6 days may be permitted in case of exigencies and based on the leave habits at the discretion of the management.
e) A maximum of two restricted holidays (RH), as announced by the government, in addition to the casual leave may be availed in a year, with prior approval by the University. RH leave is permitted only to those who are likely to celebrate the important festivities.
f) No leave shall normally be entertained during examination/evaluation period. The Dean is authorized to consider the applications for leave during the Mid-Semester Examination (MSE). Leave during the End Semester Examination (ESE) needs the approval of the Registrar.
g) Failure to register entry/exit or absence without leave approval will be treated as „Un-authorised absence" and is liable for salary/leave cut and disciplinary action. Check „View My Attendance" in Knowledge Pro (KP) regularly and immediately submit the leave form, in case of any „Absent" entry.
h) Exemption for not registering the entry/exit is permissible only when the Faculty/Staff is authorized, in the specified format, for such an exemption by a competent authority of the University. Application for exemption should be preferably submitted well in advance or immediately on reporting back, after the exemption period.
i) Late entry can be registered, within 30 minutes after the check-in-time, only at the dedicated machines. Habitual late entry (more than 4 instances in a month) will lead to cut in leave/salary (1 day CL/cut for 3 instances) or disciplinary action as per University rules. There is no provision for registering early exit.

3.1.2 Special Casual Leave (SCL)

a) Special Casual Leave, not exceeding eight days in an academic year, may be granted at the instance of the faculty member.
   - To attend workshops, conferences, symposia and seminars
   - To attend examinations/tests or training programmes, including MPhil/PhD
   - Personal consultancy, if approved by the University
   - Orientation, Refresher and Training programmes approved by the University
b) Special Casual Leave must be preferably pre-authorized, at least three days in advance.

   c) Submit leave application in advance along with registration/invitation documents or participation certificate immediately after the programme.

   d) Special Casual Leave cannot be accumulated.

   e) The teachers have to make their own arrangements to engage extra classes to make up for the loss in working days.

3.1.3 Duty Leave (OOD)

Duty leave is granted at the instance of the University:

   a) To conduct examination of a University/Public Service Commission/Board of Examination or other similar bodies/institutions

   b) To inspect academic institutions attached to a statutory board, including BOS and Academic Council, with the approval of the University

   c) To deliver lectures in institutions and universities at the invitation received by the University, and accepted by the Vice Chancellor

   d) To work in another University, any other institution or organization, when so deputed by the University

   e) Participating in a delegation or working on a committee appointed by the Government of India, State Government, University Grants Commission, a sister institution or any academic body

   f) For performing any other duty for or on behalf of the University/Department

   g) No duty leave would be permitted for doing freelance services, unless it is based on an official enquiry and the teacher is deputed for the purpose by the University

   h) Application for duty leave, supported by relevant documents (nomination/appointment), must be made at least 3 days in advance duly recommended by the HOD

3.1.4 Maternity Leave (ML)

   a) Maternity leave on full pay may be granted for a period not exceeding 90 days to confirmed women teachers.

   b) No maternity leave in the year of appointment/during contract period.

   c) Maternity leave on 50% pay during probation.

   d) Maternity leave must be pre-authorized, one month in advance.

   e) Application for leave must be supported by a medical certificate.

   f) If a faculty/staff fails to report or seeks extension of leave for more than 3 months and/or resigns from service on expiry of the maternity leave, the maternity benefit availed shall be refundable unless otherwise approved by the University.

   g) A female member on valid adoption of a child below the age of one year, may be granted child adoption leave for a period of 90 days immediately after the date of such adoption.

Note: Maternity leave may be granted in cases of miscarriage including abortion subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by a medical certificate.

3.1.5 Accumulated Leave (ACL)

   a) Up to a maximum of 5 days unutilized leave out of the 15 days Casual Leave per year may be accumulated and used in subsequent years for special reasons like hospitalization, marriage, research and the like.

   b) The maximum leave accumulated at any time will be limited to 40 days.

c) ACL approved and availed in one or more occasions together in an academic year shall not exceed 20 days.
d) ACL must be pre-informed and needs prior approval. In case of exigencies approval may be obtained within three days of absence.
e) Intervening holidays, if any, will be included for considering the leave.

3.1.6 Extra-ordinary leave (EOL)

a) Absence without leave entitlement shall be on extra-ordinary leave on loss of pay and shall need prior approval of the Dean/Director and the Registrar.
b) Loss of pay leave may be granted only under exceptional circumstances, for reasons approved by the University.
c) For very special reasons extra-ordinary leave for a limited period may be granted with pay, at the discretion of the University and based on the leave habits of the faculty/staff. However, such leave approved in one or more occasions together in an academic year shall not exceed 21 calendar days. In cases of prolonged medical treatment leave with/without pay may be granted as per the policy and discretion of the management
d) Clearance of dues in the prescribed format should be submitted in case of extended leave and rejoining after such leave will be as per clause 5.6.
e) Extraordinary leave with pay need the prior approval of the Vice Chancellor/Chief Finance Officer. The faculty shall submit the approval letter along with the application for leave.
f) If an employee absents himself/herself from duty without intimation or leave sanction for more than 21 consecutive days, he/she shall be presumed to have left the services of the University on his/her own accord without notice and his/her name shall accordingly, be struck off from the rolls of the University.

3.1.7 Vacation rules

a) Vacation facility is available only for academic faculty members.
b) The formal vacation period shall be restricted to 21 days every year in the month of May, after completion of the valuation of the answer sheets of the End Semester Examination.
c) Vacation dates will be as specified in the University calendar for the year.
d) Any other non-class days occurring prior to or after Mid Semester Examination or the period of study holidays shall remain working days for the faculty unless otherwise notified as holiday by the University.
e) No vacation facility will be available to non-teaching staff (laboratory and administrative staff) engaged in academic departments.
f) Academic faculty deputed to non-vacation departments/centres and Deans/Directors shall avail the vacation leave for a maximum of 30 days in a year during the vacation period, without affecting the functioning of the department/centre.
g) In general no leave is permitted on either side of vacation period.

3.2 Leave rules for non-teaching staff

3.2.1 Casual Leave
(Same as for teaching staff)

3.2.2 Duty Leave
(Same as for teaching staff)

3.2.3 Maternity Leave
   (Same as for teaching staff)

3.2.4 Extra-ordinary Leave
 (Same as for teaching staff)

3.2.5 Accumulated Leave
(Same as for teaching staff)

3.2.6 Special Leave (SL)

a) Special leave for specific purposes for a certain period, during lean days, may be granted to the resident staff, at the discretion of the University and based on the leave habits of the Staff.
b) Non-teaching/Non-vacation staff members are eligible for five days of special leave per year.
c) Special leave is to be utilized during lean days and must be pre-informed and needs prior approval.
d) The unutilized special leave may be accumulated and used in subsequent years
e) The maximum special leave accumulated at any time will be limited to 40 days.
f) Special leave availed in one or more occasions together in an academic year shall not exceed 20 days.
g) Intervening holidays, if any, will be included for considering the leave.
h) Extraordinary leave with pay for residential staff (Security, Hostel warden) to visit their native place 15 days in a year or one month once in two years, excluding normal CL and SL applicable to nonteaching staff.

3.3 Travel Rules and Regulations

Traveling for official purposes by the University Staff shall be governed by the following rules. Traveling for the purpose of these rules means any movement outside Bengaluru (Place of posting) involving overnight stay.
   a) No travel shall be permitted unless authorized by the approving authority, in the prescribed format.
   b) The mode of travel and the limits on permissible expense during the travel shall be as per University rules.
   c) Timing and duration of travel shall depend on the exigencies though however no teaching faculty shall as far as possible plan their travel during the beginning and end months of a semester and shall ensure that not more than 6 class hours are lost due to travel related absence.
   d) Within a week of completion of every travel, a Travel Report and a Traveling Expense Statement must be submitted in the prescribed format.
   e) Traveling expense statement must be approved by the travel approving authority and the Chief Finance Officer.
   f) Expenses for local conveyance on travel shall be permitted on actual basis. Any expense claimed in this regard in excess of `200 must be supported by receipt.
   g) Approval of the Vice Chancellor shall be required for any foreign travel. Travel must be by Economy Class Air and limits of total expenses per day including accommodation shall be as per University Rules.

h) Vice Chancellor may authorize higher expense limit on case-to-case basis in exceptional circumstances for domestic as well as foreign travels.

i) In case two members of staff travel together, the approving authority may approve the higher limit of eligibility for both the persons, if deemed necessary in the interest of the University.

3.4 Medical Leave

Confirmed employees with continuous service of less than 10 years can avail medical leave of maximum six months (180 days) and those with service 10 years or more will be eligible for maximum 12 months (360 days) of medical leave computed at the rate of 20 days for every completed year of service. Medical leave shall be availed in cases of hospitalization and prolonged medical treatment. The medical leave may be approved with pay or with half pay or without pay as per rules and at the discretion of the management.

4. Salary and Allowances

4.1 Salary and allowances – Teaching Staff

Entry pay for Teaching Staff

Designation	Level	Entry pay (`)	Experience (Years)	Minimum Total exp.	Publication
Assistant Professor	9A	50700	PG/NET	-	-
Assistant Professor	10	57700	PhD+0	-	-
Assistant Professor	11	68900	L10+4	4	1
Assistant Professor	12	79800	L11+3	7	+2
Associate Professor	12A	101100	L12+3	10	+2
Associate Professor	13A	131400	L12A+3	13	+2
Professor	14	144200	L13A+3	16	+3
Professor	15	182200	L14+10	26	+10

PhD is essential eligibility qualification for the Level 11 and above. However, the University may consider to upgrade experienced faculty not having PhD, based on their performance and contribution to the advancement of education/research.

Recognized experience depends on the position/designation, involvement, type of appointment, entry qualification, period of service and the profile of the institution. Relevant experience in a position equivalent to Assistant/Associate Professor in a reputed university or equivalent institution/industry will be given full credit for recognized experience. In other cases the actual experience will be discounted to arrive at the recognized experience.

Experience mentioned is after acquiring PhD and excluding the period of PhD. The period of active service spent on pursuing research degree simultaneously with teaching may be counted as teaching experience and the PhD awarded will be considered as in-service PhD. Teachers who complete their PhD degree while in service shall be entitled to 2 non- compounded increments if such degree is in the relevant discipline and has been awarded as per UGC Minimum Standards and Procedures for award of MPhil/PhD Degree Regulation 2009. They will be shifted to next higher level on satisfying other eligibility criteria.

Salary Structure for teaching staff
 Basic Pay (REP)
 Dearness Allowance, linked to Basic Pay – (5%),
 House Rent Allowance, linked to Basic Pay – (24%),
 *Responsibility Allowance – fixed (for Coordinators/HODs of academic departments)
 *Additional Responsibility Allowance (for extra departmental assignments)

*Note: *These allowances are payable only during the period the position is held.*

4.2 Faculty workload schedule

The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks in an academic year.

Hrs/Wk (Min.)	Professor/Associate Professor	Assistant Professor
Direct Teaching	14	16
Preparation for Teaching /	10	10

Innovative teaching		
Research, Professional development	06	06
Evaluation/Examination	02	02
Administrative Work	04	02
Student related Co/Extracurricular Activities	02	02
Extension Activities/ Contribution to Corporate life	02	02
Total	40	40

A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration.

Two laboratory/tutorial hours will be counted as one teaching hour. However, the total teaching workload (theory + practical) allotted to a teacher shall be limited to a maximum of 24 hours per week. For laboratory sessions the size of a group/batch depends upon the size of the laboratory, the specificity of the course and the facilities available.

Note: The workload schedule for teachers with relatively more number of practical hours may be realigned to maintain the total working hours (40). In departments where the practical workload is much higher than the theory workload, teaching associates may be appointed to share the practical workload.

4.3 Salary and allowances – Non-teaching Staff

a) Scale of pay for Non-teaching Staff

Employee Type	Level	Entry Pay (`)	Positions (Representative)
General (Multitask)	0	12900	Multitasking Staff, Security Assistant, Laboratory Assistant, Technical Assistant, Library Assistant
	1	18000	
	2	19900	
	3	21700	
Administrative	4	25500	Administrative Assistant, System Administrator, Student Counselor, Staff Nurse, Supervisor
	5	29200	
	6	35400	
	7	44900	
Supervisory	8	47600	Administrative Officer, Accounts Officer, Student Welfare Officer, Medical Officer, Public Relations Officer, Manager, Librarian
	9	53100	
	10	56100	
	11	67700	
Management	12	78800	Registrar, Controller of Examinations, Finance Officer
	13	118500	
	14	144200	

   b) Salary structure for non-teaching staff
      a) Basic Pay (REP)
      b) Dearness Allowance, linked to Basic Pay – (5%),
      c) House Rent Allowance, linked to Basic Pay – (24%),
      d) Teaching Allowance for Faculty assignments of 4 to 8 hours per week
      e) Responsibility Allowance (payable only during the period the position is held)

   c) Extra Work Pay for non-teaching staff
- Relates to work done beyond normal working hours
- Applicable to Administrative and General (Multitask) Staff only
- Payable for after first one hour of normal working hours
- Payment after the month, outside the payroll
- Payment by authorisation of HOD in specified format
- Computation on 30 days a month/8 hours a day basis

4.4 Annual Increments

Increment on the Scale of Pay is approved annually based on the appraisal results. Increment is neither automatic nor mandatory. No increment may be awarded if the overall performance appraisal indicates 'Need to Improve'. Exceptional performance may be rewarded with additional increment/s.

4.5 Promotions and fitment to next higher Level

a) Fitment to next higher scale will be only on promotion which will normally be guided by the availability of position.
b) Though seniority based on recognised experience on record will be the normal criteria for promotion other requirements such as academic advancement, research papers and publications, contribution to the departmental/institutional Vision and Mission, team work, participational initiative and attitude will also be the determining factors.
c) Except as aforesaid, change of Scale from Assistant Professor Level 9A to Assistant Professor Level 10 will be normally on routine on completion of PhD.
d) In addition, satisfactory appraisal would be an essential precondition for any promotion/higher scale fitment.

4.6 Position of Department Coordinator/Head of the Department

Responsibility as the Department Coordinator or Head of the Department is a delegated assignment of authority and is not to be assumed a promotion. This delegation is determined on the basis of skills of leadership, initiative, teamwork and such other traits and selection is made by the Vice Chancellor on the recommendation of the Dean. This delegated authority may be withdrawn, if the performance appraisal is not satisfactory.

4.7 Welfare Schemes

The following welfare schemes are provided to the employees of Christ University.
- Contributory Provident Fund (Contribution: 12% of pay / statutory ceiling by employee and equal contribution by employer. Not applicable to short term/contract employees on consolidated pay)
- Gratuity as per government rules (Annual contribution by the employer, as per gratuity norms)

- ESI scheme as per government rules (Contribution: 1.75% by employee and 4.75% of the wages by the employer. Medical care is available to insured and family members. Income ceiling `21000 per month)
- Option to avail meal coupon
- Group Medical Insurance (Annual contribution by the employer)
- Staff Welfare Fund

5. Recruitment Procedure

5.1 Staff Selection Committee

Staff Selection Committee shall be primarily responsible for determining the quantity and quality of human resources of the University including determination of recruitment and promotion policies, pay scales, welfare schemes, training, academic advancements, and faculty development programmes. The Committee shall have sub committees for specific purposes with such specific responsibilities delegated. Other than as specified herein, the constitution of the sub-committee may be determined by the meeting of the Staff Selection Committee. The Staff Selection Committee has to consider all proposals (including of the sub-committees) concerning manpower resources including Human Resource Budget before placing its recommendation to the Board of Management. Human Resource Budgets and proposals on Scale of Pay revisions shall be recommended to the Finance Committee for its review and recommendation to the Board of Management.

a) The Staff Selection Committee shall consist of the following members:
   - Vice Chancellor or his nominated member as the Chairman
   - Deans
   - Heads of three Academic Departments (one each representing each faculty under the Deans nominated by the Vice Chancellor out of three names recommended by the Dean of each Faculty)
   - Two Centre Heads nominated by the Vice Chancellor
   - One Administrative staff nominated by the Vice Chancellor
   - Personnel Officer of the University shall be the non-member secretary

b) Meetings of the Staff Selection Committee (including the sub-committees):
   - The Committee shall be convened as and when needed and shall be called by the Personnel Officer at the direction of the Chairperson of the Committee
   - One third of the total members of the committee shall constitute the quorum for the meeting
   - The Board of Management may accept or reject the recommendations of the Staff Selection Committee or may seek review and resubmission based on suggestions and /or guidelines

5.2 General rules and conditions for engaging teaching staff

a) CHRIST (Deemed to be University) is committed to provide equal opportunity for all qualified candidates and does not show discrimination in employment practices and procedures.
b) CHRIST (Deemed to be University) requires an online application/resume to be submitted for each position at the University website.
c) The rules and conditions stated herein shall apply generally to all regular and non-regular employments by the University
d) No employment by the University shall be done except for the categories and in the manner as contained in these rules
e) Appointment of Consultants, Specialist Service Providers, and Auditors, irrespective of the nature of their appointment shall not be covered by these rules

f) The University reserves the right to conduct background check of all individuals selected for University positions

g) Falsification or omission of information as part of the application process is grounds for denial or termination of employment

Teaching Staff appointments in the University may be of three different categories – Regular, Contract, Temporary, Visiting and Guest/adjunct faculty. The teaching services may also be outsourced for specific skill related programmes.

5.3 Recruitment process

a) **Human Resources Budget:** The HODs shall prepare a Human Resources Budget during the first week of February, along with the annual budget and submit it to the Deans concerned. Relevant details used to arrive at the Human Resources Budget shall be attached and explained. The Dean shall scrutinize the proposals and after necessary modifications get it approved by the Chief Finance Officer/Registrar.

b) **Human Resources requirement:** A copy of the consolidated Human Resources requirement, along with a copy of the approved Human Resources budget, shall be submitted to the Office of Personnel Relations by the Deans concerned. The Human Resources Budget proposals and requirements shall be presented to the Staff Selection Committee, for final approval.

c) **Advertisement:** The Personnel Officer shall arrange for media advertisements as per the Human Resources requirements of various departments. The applications will be normally received online, even though hard copies are also accepted by post/courier or in person. Email applications are not generally encouraged.

d) **Applications:** The applications received by the Office of Personnel Relations are sorted department/subject-wise. The basic details regarding the applicant are sent by mail to the HODs and the Deans concerned, normally on a weekly basis. The selected applications may be received, with prior request, by the HOD (or representative) from the Office of Personnel Relations. HODs have access to the online applications submitted by the candidates.

e) **Telephonic interview:** The HOD (Chairperson) may have telephonic conversation with the prospective candidate to assess their basic attitude prior to calling for interview. The candidates may be requested to bring all relevant documents and additional information, in the prescribed format, if called for interview.

f) **Schedule for interview:** The HODs shall prepare a list of short-listed candidates for the interview and schedule the preliminary interview in consultation with the Personnel Officer. Invitation to candidates for interview may be made by either the HOD or the Personnel Officer, if the list of short-listed candidates are submitted well in advance. A copy of the list of candidates, and the list of interviewers needs to be submitted to the Personnel Officer at least one day prior to the scheduled interview. The Chairperson shall inform the interviewers in advance regarding the schedule and request them to be present in time for conducting the interview and demo class.

g) **Preliminary interview (Stage 1):** The panel shall consist of HOD (Chairperson), two subject experts, and two external members chosen from the list approved by the Vice Chancellor. The interviewers shall independently assess the quality and competency of the candidate and enter the score under each item in the proforma (Preliminary interview statement). The entries shall be made for all the candidates interviewed, irrespective of the score in assessment. Additional sheets may be used if there are more than 6 candidates. Specific comments, if any, may be given in the space allotted for that purpose. Preliminary interview statements along with the application and other documents shall be submitted to the Office of Personnel Relations, immediately after the interview (personal and demo) for the session (am/pm) is over.

h) **Consolidated interview statement:** Consolidated interview statement shall be prepared by the Office of Personnel Relations, based on the preliminary interview statement. The selected candidates will also be informed, by the HOD or the Office of Personnel Relations, regarding the schedule of next level of interview.

i) **Fixation of position (Stage 2):** Normally the stage 2 (and stage 3) interview will be conducted on the next day after the preliminary interview. The panel shall consist of the Personnel Officer, Dean/Associate Dean, and any other member nominated by the Vice Chancellor. The committee shall reassess the suitability and confirm compliance with the regulations. Position/Title and salary fitment is decided based on the qualification, experience and competency of the candidate. The candidate may be directed to the next stage depending on his/her suitability for the post and acceptance of the terms of appointment.

j) **Final approval (Stage 3):** Final approval of the candidate shall be done by the committee consisting of the Vice Chancellor, and other members nominated by the Vice Chancellor. The final approval is based on independent assessment of the organizational compatibility of the candidate. The individual files duly signed with approval or comments shall be transferred to the Office of Personnel Relations.

k) **Intimation:** The selected candidates will be informed by the Personnel Officer through email, in the form of a draft appointment order (offer letter), mentioning the relevant terms of appointment. A copy of the communication will be forwarded to the Vice Chancellor, Registrar, Dean and HOD concerned. The candidate has to accept the terms of appointment by reply mail, within 5 days. The candidates not selected after the final stage will be sent a regret letter, by the Personnel Officer. Normally no other communication is entertained in this regard.

l) **Registration:** The selected candidate has to report, with all relevant documents, at 9.00 am on the day of joining or earlier at the Office of Personnel Relations to complete the registration process. They have to produce the original certificates for verification. The Office shall allot employee ID, register the biometric details, add the employee information, open the staff record, and process the allotment of email ID and issue of ID card.

5.4 Appointment of regular faculty

Appointments under the regular faculty category shall be
- Assistant Professor,
- Associate Professor, and

☐ Professor

No appointment in these categories shall be made unless there is a vacancy of the position or where the Human Resources budget has approved a new position.

Eligibility as per UGC Norms
- ☐ 55% and above marks or equivalent grade in the qualifying (PG) examinations.
- ☐ 60% and above marks in the qualifying Engineering/Management (PG) examinations
- ☐ National Eligibility Test or equivalent qualification
  (Exempted for Candidates with PhD, in compliance with UGC Regulations 2010)
- ☐ Teaching and/or research/industry experience as per Christ University norms
- ☐ PhD degree or equivalent qualification/publications for higher levels.

Appointments in the grades above Assistant Professor will be normally from among the eligible candidates within, by a process of interview and evaluation, unless there are no eligible candidates to be promoted under career advancement.

Terms of Appointment
a) Recruitments are normally restricted to once a year at the close of the academic year (April-May).
b) All regular appointments would be initially for one year till the end of the ensuing academic year.
c) In case of appointments made after 31 August, the appointment will be initially for a period up to the 31 April, which may be renewed from 1 June till the end of the ensuing academic year.
d) On satisfactory appraisal appointment will be regularized with one year probation.
e) Salary for vacation period during probation shall be payable only on the commencement of the subsequent academic year. The vacation salary depends on the duration of service in Christ University.
f) The staff members are liable to be transferred to any Department/Campus of Christ University based on the exigencies/requirements of the University.
g) The University shall be entitled to terminate the appointment in the event of the employee:
   - Neglecting or failing to attend to his/her duties
   - Not attending to work (absent without leave entitlement) for a continuous period of 1 month or a cumulated period of one month in any twelve month period
   - Is found guilty of any misconduct as defined under law or as per the employment regulations of the University

5.4.1 Appointment of full time contract/temporary faculty/staff

a) This category of appointments is intended to fill temporary vacancies for a period of not more than 12 months but not less than 3 months.
b) Temporary vacancies may arise either due to long leave of the regular faculty or due to short-term nature of the course. Appointment will be contractual for a short period.

Either extension of duration of the contract or conversion of the appointment into regular category is not permitted.

c) No appointment shall be considered under this category unless the need has been approved by the Dean and the Chief Finance Officer. The Dean before approving such position shall duly consider the possibility of utilizing the appropriate resource available with any other department within the Deanery.

d) A person appointed under this category is normally not expected to be working elsewhere.

e) Such faculty will stay full time in the department and is paid monthly lump-sum emolument.

f) The interview board for this category shall include the HOD, Senior Faculty Member (subject specialist), Dean and the Personnel Officer.

g) The contract of appointment will be inbuilt in the Letter of Offer.

h) Eligibility for appointment under this category shall be post-graduation in the relevant subject with teaching experience of at least one year.

i) Minimum workload under this category will be 12 hrs per week and maximum of 18 hrs per week excluding class-related assignment evaluations of 2 hrs per week. The workload may be distributed at more than one department, if need arises.

j) Remuneration for this category will be lump sum basis depending on the hours of workload assigned and TDS would apply as for payments to contractors /professionals.

k) No benefits other than the remuneration would be applicable for this category except emergency leave. Any leave in excess of one day per month or two days at a time shall be treated on loss of pay basis.

l) Temporary Faculty who is appointed on limited period contract terms (normally for not exceeding one semester) on full time basis will stay full time in the department and is paid monthly lump-sum emolument. This appointment will need limited interview process at the department level and by the Dean. All such appointment will also need notification to the Personnel Officer and approval of the Vice Chancellor.

m) Teaching associates are appointed for a period not exceeding 10 months for engaging exclusively practicals or field work.

n) Faculties appointed on consolidated pay due to not satisfying the required criteria shall be extended PF and Gratuity benefits (SSC15); they may be regularized based on appraisal and on satisfying the eligibility as per University norms.

5.4.2 Engaging Visiting/Adjunct Faculty

Departments may require engaging the services of Visiting/Adjunct Faculty to meet the curriculum specifics and/or to overcome casual exigencies. The following procedure must be adhered to in this regard.

a) The need for such faculty must be approved by the HOD and the Director or Dean. While approving the need, actual requirement/availability of the faculty component in the department for the specific subject or specialization area and the qualification, relevance of competence and experience of the proposed Visiting/Adjunct faculty must be properly assessed. Visiting/Adjunct faculty must be properly qualified as per UGC/AICTE norms. No person with less than a Postgraduate Degree (or equivalent) with less than 3 years of experience should be considered for Visiting/Adjunct faculty position.

b) The Visiting/Adjunct faculty must fill in the online resume and prescribed Profile Sheet and must enclose the details specified therein.

c) The Visiting/Adjunct faculty will be considered as internal faculty of the department for the purpose of evaluation of answer sheets. Any person empanelled by the Department as External Examiner for its examinations shall not be appointed as Guest/adjunct faculty. In other words the same person cannot remain as internal faculty as well as external examiner at any time during an academic year.

d) Appointment of Visiting/Adjunct faculty must be for a maximum duration of one academic year and appointment process must be renewed at the beginning of every particular Semester/ Trimester if the services are required for a subsequent period. No renewal should be considered unless the Visiting/Adjunct faculty returns a score of 3 Plus in Student Evaluation and is able to merge with institutional culture of the University as reflected in its Vision and Mission and with the specified General Code of Conduct.

e) Visiting/Adjunct faculty may be given access to the University/Departmental Library but shall not be entitled to borrow more than 4 books at a time and for a duration of more than one month at a time. HOD of the Department may issue a Letter of Authorization to the Library, which must be countersigned by the Personnel Officer.

f) Appointment of any Visiting/Adjunct faculty (subject to pre-approved human resources budget) must be approved by the Dean and be notified to the Personnel Officer in the specified format, within one week of such appointment/renewal along with a copy of the Profile Sheet and Enclosures.

g) Honorarium for the Visiting/Adjunct faculty must be at the rate/s approved for the Department by the University. Honorarium for the final month of the term must be paid only after clearance from the Library.

5.4.3 Outsourcing of teaching services:

a) Specialized result-oriented short-term non-academic course programmes may be outsourced from expert service providers on contractual basis.

b) Terms and conditions of the outsourcing arrangement must be contained in a Memorandum of Understanding executed between the University and the service provider.

c) Service provider shall not be normally permitted to use its brand name either in the programme brochure on in the learning materials given to the students. However in specific cases co-branding with the University may be permitted, if it adds value to the programme.

d) Outsourcing for any programme may be proposed by the Department and has to be approved by the Dean and the Registrar.

e) MOU for outsourcing must be in the prescribed format and must be executed only by the Registrar.

5.4.4   Engaging Research Assistant
(Ref: Regulations in KP)

a) A Research Assistant is employed on a temporary contract basis for the purpose of assisting in academic research, generally as a part of a sponsored research project.

b) Research Assistants appointed for University funded projects will be paid a monthly honorarium as per the regulations of the Center for Research-Projects.

c) Research Assistants appointed for externally funded projects will be paid honorarium as per the regulations of the funding agencies.

d) University ID card and email ID will be provided to the Research Assistants
e) Research Assistant is appointed on full time basis and subscribe to the regulations of the University with regular attendance.
f) Appointment order and service certificate will be issued to the Research Assistants by the Office of Personnel Relations.

5.4.5 Engaging Postdoctoral Fellow
(Ref: Regulations in KP)

a) Christ University provides opportunity for postdoctoral fellowships to young research scholars who have completed PhD degree and want to continue research.
b) The fellowship is initially for two years, extendable depending on the tenure of the project and progress of the candidate.
c) The Postdoctoral Fellow will be given a monthly honorarium, contingency grant and accommodation or house rent allowance as per the norms of the University.
d) In general, the appointment of the Postdoctoral Fellow is based on the available vacancy, associated with a funded research project.
e) Postdoctoral Fellow may also be appointed to do independent research, if recommended by the department concerned and the selection committee.
f) Postdoctoral Fellow must be a full-time researcher and subscribe to the regulations of the University with regular attendance.
g) The Postdoctoral Fellow may, on the recommendation of the supervisor/HOD, undertake honorary teaching work not exceeding eight hours in a week.

5.4.6 Engaging Emeritus Professor
(Ref: Regulations in KP)

a) Christ University provides opportunity for the superannuated teachers/researchers who want to continue their research/teaching.
b) The appointment of Emeritus Professor is based on the quality of research and published work contributed by the teacher in his/her service career.
c) The selected Emeritus Professor is awarded the Fellowship for two years, which can be renewed every two years up to the age of 70 years.
d) The fellowship consists of a monthly honorarium of Rs 31000 and contingency grant of Rs 50000 per year.
e) The awardee can work under the scheme with a well-defined time bound action plan.
f) The Emeritus Professor may also engage in lectures or research guidance, for which additional payment will be made as per University norms.
g) The applicant should not hold any other post or be gainfully employed anywhere at the time of joining.

5.4.7 Engaging Visiting Research Mentor / Visiting Professor

a) CHRIST (Deemed to be University) provides opportunity for the Professors / Researchers of eminence to associate with the University as Visiting Professor /

Research Mentor who will guide / mentor researchers in research projects and publications.

b) In general, Research Mentors be attached to Centre for Research-Projects and would be connected to deanery / departments / projects and researchers concerned.

c) Visiting Research Mentor shall guide the researchers on themes for research paper or projects, research methodology aspects, identification of scholarly journals and encourage faculty to develop proposals for externally funded projects.

d) Visiting Research Mentor shall also offer at least one lecture per month on advanced aspects related to the subjects or research.

e) Visiting Professors / Research Mentors will be initially appointed for a period of one year, which can be renewed every year up to the age of 70 years.

f) The Visiting Professor/ Research Mentor will be paid a monthly honorarium of Rs 25000 pm and local conveyance, outstation travel etc. will be provided or reimbursed.

g) The Visiting Professor / Research Mentor has to visit the University at least two days in a month, and remain in the campus for at least ten hours per month.

5.5 Resignation/Termination

a) Resignation/Termination shall be on one month's notice (excluding vacation) or on payment of one month's salary in lieu of notice. The person should be actually working and attendance recorded during the notice period. In case of termination ex gratia payment if any will be paid as per individual request and at the discretion of the University.

b) The resignation letter should be submitted to the Personnel Officer citing reasons, if any, and forwarded through the Head of the Department and the Dean, one month before the relieving date. The resignation letter should not be undated or pre-dated and specifically mention the date of relieving.

c) Resignation is not generally encouraged during a semester. In case of vacation staff resigning during the first month of a semester the effective date of resignation will be the last signing day of the previous semester.

d) All official documents/materials issued / in possession should be returned to the University before relieving.

e) Clearance from the departments, in the specified format should be submitted at least three days in advance, before the relieving date and one month after submitting the resignation letter.

f) Relieving order is issued to the outgoing Faculty/Staff after submitting the clearance from the departments/centers concerned on the relieving date or later, as informed by the Office of Personnel Relations. However, no separate Service Certificate will be issued by the University at the time or after the relieving.

Note: Absence without leave approval for more than 30 days shall be liable for termination of service and action shall be initiated to recover the dues, if any.

5.5.1 Credential certificates

a) Certificates indicating the topics taught or job responsibilities may be issued by the HOD/Dean at their discretion on their personal letter heads. No experience certificate will be issued by Personnel Officer/Registrar.
b) Employment, Residence, or No objection certificates are **i**ssued for specific purposes by the Personnel Officer or Registrar, on specific request in writing by the Faculty/Staff, only during their tenure in Christ University.

5.6 Rejoining after extended leave/resignation

a) These guidelines will apply only if the faculty/staff member offers to re-join not later than one year from the date of relieving and break of service is approved by the authorities.
b) Extended leave is normally permitted for higher studies, medical treatment or other personal/family reasons necessitating long absence from work.
c) The faculty/staff member may be allowed to re-join (subject to vacancy) based on the following documentation.
   ● Application for re-joining by the faculty/staff in the prescribed format
   ● Re-joining recommendation of the HOD and the Dean
   ● Approval by the Personnel Officer and the Registrar
   ● Formal notification of the re-joining by the Personnel Officer
d) Salary fitment for the re-joining faculty/staff shall be on the same/equivalent scale (in case of any change) and the Basic Pay as was applicable at the time of resignation. Allowances payable shall be as applicable at the time of joining
e) Any change in Scale or Basic Pay that may be warranted by additional qualification, if any, acquired by the faculty/staff during the service break period shall be considered during the first appraisal after re-joining
f) If the faculty/staff at the time of resignation, had not completed the first year of contract period based probation, he/she shall be subject to normal rules of appointment terms as applicable for fresh appointment.
g) If the faculty/staff at the time of resignation, had completed the first year of contract period based probation he/she shall be subject to one year of probation on re-joining.
h) If the faculty/staff at the time of resignation, had completed the probationary period and was confirmed in service he/she shall re-join as confirmed faculty/staff without any probationary period.
i) Faculty/Staff offering to re-join beyond one year of break in service shall be treated as fresh appointment and shall need to undergo the regular process of appointment, unless otherwise approved by the Vice Chancellor on a case to case basis.

Note: In case of approved break of service of more than 30 days, faculty/staff should submit clearance of dues and get the relieving order. The re-joining application in the specified format forwarded through the HOD should be submitted.

5.7 Retirement regulations

a) Normal retirement age (superannuation) of regular faculty/staff shall be 60 years.
b) Faculty members who shall be completing the age of 60 during the academic year shall continue service till the completion of the semester.

c) The retired faculty members may be continued/re-employed by the University, at its sole discretion, up to the age of 65 years and on such terms as may be mutually agreed.

d) Where service is not extended, the University may consider at its discretion to retain the retiring staff on yearly contract basis. Such contract may be renewed but not beyond the age of 70.

e) No extension of service shall be for more than two years at one instance.

University shall initiate discussion and finalize the terms with the retiring faculty members, to whom University intends to offer extension of service. Such discussion and finalization shall take place not later than two months prior to effective retirement date.

5.7.1 Retirement benefits

a) Gratuity: As per the Gratuity Act arranged through „The Life Insurance corporation of India".
Upon a member leaving the service (on retirement/superannuation or own free will) after five years of continuous and regular service the benefits payable will be equal to fifteen days" salary as on the date of leaving service for each year of completed year of service, subject to the statutory maximum limit.

Upon death of a member whilst in service the benefits payable will be equal to fifteen days" salary as on the date of death for each year of completed year of service, subject to the statutory maximum limit.

The gratuity of an employee, whose services have been terminated for any act, wilful omission or negligence causing any damage or loss, disordered conduct, any act of violence, or any offence involving moral turpitude shall be wholly or partially forfeited at the discretion of the University.

b) Provident Fund: Contributory provident fund and pension as per EPF rules.
PF contribution/deduction is mandatory for all regular employees whose pay is less than the statutory ceiling. It is optional for employees whose pay is more than the ceiling, however once opted cannot be revoked until the end of regular service in the University.

The management will contribute an equal amount, in addition to the employee contribution. Employees who have contributed for more than 10 years will be eligible for pension as per EPF regulation.

6. Faculty/Staff Evaluation and Appraisal

6.1 Faculty Evaluation and Appraisal

Faculty evaluation and appraisal in School of Business and Management follows a circular model of evaluation consisting of:
   a) Faculty evaluation by students once every semester/trimester
   b) Peer evaluation by other faculty members of the department
   c) Faculty Self-Appraisal.
   d) Faculty Appraisal by HOD, (Dean in the case of HOD).
   e) Appraisal review by the Faculty, HOD and the Dean (where the faculty is HOD joint appraisal (review) will be with Dean and the Vice Chancellor).
   f) Performance Appraisal score card (based on the appraisal review).

The evaluation and appraisal questions are available in KP, under regulations.

6.2 Faculty evaluation by students
   a) The evaluation is to be conducted once every semester/trimester
   b) Online evaluation will be administered by the IT department.
   c) The Associate Dean will monitor the evaluation process at all stages
   d) Confidentiality is to be maintained at all points by all the personnel involved.
   e) The evaluation graphs are accessible to the faculty concerned but do not give any comparative results with that of the others
   f) The evaluation result is to be used only to facilitate self-evaluation
   g) The evaluation reports will be discussed with the faculty member individually by the HOD/Coordinator and will be reviewed by the Dean.
   h) However, if the overall score falls below 2.5 (out of 5), it could be an issue needing attention on the part of the Dean.
   i) The questionnaire is developed to test the effectiveness of teaching techniques and interaction of the teacher with the students.
   j) Evaluation by UG students will be done for all semesters/trimesters.
   k) The evaluation score will appear in the performance appraisal score card and will have a weightage of 15%.

6.3 Peer Evaluation

   a) Peer evaluation must be done confidentially for all faculty members of the school by all other faculty members of the school including those from other academic departments who teach the students of the school (Languages/non-core or allied subjects).
   b) The assessment is based solely on official relationship.
   c) Peer evaluation is administered online, based on the questionnaire developed to identify interaction of the faculty with other members of the school.
   d) The evaluation score will appear in the performance appraisal score card and will have a weightage of 5%.

6.4 Procedure for Joint Appraisal (Appraisal Review) of Faculty

The Joint appraisal is aimed to reach a general consensus about the faculty"s performance, duly involving the faculty and hence participation in this must be with a positive perspective. Joint appraisal must follow a systematic procedure as specified herein.

a) On receipt of the even semester faculty evaluation by students, the Dean shall make a date/time schedule for meeting each faculty along with the HOD.

b) Faculty must have done his/her self-appraisal and the HOD must have done the faculty appraisal online while attending the meeting.

c) The performance appraisal of the Faculty in areas related to teaching is based on teaching techniques, teaching compliance, functional responsibility and interpersonal relations. The appraisal of extension activities is based on involvement in community service, departmental activities, institutional activities, Professional development and student mentoring. Research and development related activities are assessed based on participation in publications, research projects and research guidance.

d) Common areas of assessment in Student Evaluation and the Faculty Self-Appraisal must be discussed with the faculty and a realistic mutually acceptable assessment must be reached.

e) Common areas of assessment in Faculty appraisal and Faculty Self-Appraisal must be discussed with the faculty and a realistic mutually acceptable assessment must be reached.

f) Other areas of performance appraisal including research contribution must be clarified to the faculty and any difference in views must be discussed and resolved.

g) The Dean must record any unresolved difference in views. Dean must also brief the faculty about his/her weaknesses/deficiencies as assessed and suggest areas required to be strengthened / improved.

h) Dean or Vice Chancellor shall be the arbitrating authority to resolve any difference in view-points between faculty member and HOD or HOD and the Dean respectively in respect of Faculty Appraisals.

i) Faculty Appraisal Review Report made by the HOD/Dean/Vice Chancellor must be based on the findings from procedures „c to e" mentioned above.

j) Faculty Appraisals must be completed by third week of March every year.

After the Joint Appraisal the HOD and the Dean (Dean and the Vice Chancellor in the case of HOD), shall submit the online Faculty Appraisal Review. Appraisal of Deans will be a Self-Appraisal, and a Joint appraisal by the Dean and the Vice Chancellor. The formats specified will be common for all academic positions for the respective appraisals.

6.4.1 Performance Appraisal Score Card

a) Several output measures with reference to supporting documents such as Students Evaluation, Peer Evaluation, Faculty Self-Assessment, faculty appraisal measures, work diary, course plan, library work, projects undertaken, research papers, and publications and other documentary evidences will be considered as vital evidences to measure the attributes of the dimensions being measured on the performance appraisal.

b) The review will be carried out by the Dean or an exclusive independent appraisal committee set up by the Vice Chancellor.

c) Performance Appraisal Score Card is created on the basis of the independent/joint performance appraisal/review by the Dean.

d) A signed copy of the Appraisal Score Card shall be submitted by the Dean to the Office of Personnel Relations.

e) The Performance Appraisal Score will be the basis for an independent measure on which important decisions, with regard to awards, promotions and other aspects of faculty development will be determined.

f) The appraisal score card will be available to the faculty in KP, after completion of the appraisal review by the Dean.

6.4.2 Weightage for various components in Appraisal Score Card

Student Evaluation	15	(0-15 for Evaluation score 2.5-4.5 or above)
Peer Evaluation	5	(0-5 for Evaluation score 2.5-4.5 or above)

Teaching (15 points for appraisal and 15 points for time spent for academic related activities as per work diary)

Teaching Techniques	5	(1-5 for cumulative score 10-18 or above)
Curriculum Planning	5	(1-5 for cumulative score 5-9 or above)
Teaching Compliance	5	(1-5 for cumulative score 10-18 or above)
Functional Responsibility	5	(1-5 for cumulative score 10-18 or above)
Interpersonal Relations	5	(1-5 for cumulative score 10-18 or above)

Extension (10 points for appraisal and 10 points for time spent for extension and professional development activities as per work diary)

Community Service	5	(1-5 for cumulative score 5-9 or above)
Departmental Activities	5	(1-5 for cumulative score 10-18 or above)
Institutional Activities	5	(1-5 for cumulative score 10-18 or above)
Professional Development/ Student Mentoring	5	(1-5 for cumulative score 10-18 or above)

Research (30 points based on information entered in KP under research and publications during the academic year - between March and February)

Seminars, Presentations	5	(1-5 for cumulative score 2-10 or above)
Paper Publications	10	(2-10 for cumulative score 4-20 or above)
Book Publications	5	(1-5 for cumulative score 1-8 or above)
Research Projects	5	(1-5 for cumulative score 1-8 or above)
Guidance, Adjudication	5	(1-5 for cumulative score 1-8 or above)

6.5 Staff Appraisal

a) All appraisals will be annual in the month of March/April and must be completed not later than 15th April every year, along with and in line with even semester faculty appraisals.

b) Appraisals will consist of online Self Appraisal, Staff Appraisal by the HOD and the Appraisal Review by the Dean in the case of Academic Departments and by the Director in the case of Non-Academic Departments.

c) Non-teaching Staff attached to non-teaching Centres and Departments shall be appraised by the respective HOD and the Director/Dean/CFO.

d) For General Staff like attenders, sweepers, gardeners etc there will be only Staff Appraisal and Appraisal Review by the HOD/Director.

e) For Academic Directors, appraisal will be Self Appraisal and Appraisal Review jointly by the Dean and the Vice Chancellor/Registrar

f) For Non-Academic Directors, including Controller of Examination and the Personnel Officer appraisal will be Self Appraisal and Appraisal Review by the Vice Chancellor/Registrar.

g) For Deans, appraisal will be Self Appraisal and Appraisal Review by the Vice Chancellor.

h) For Registrar, appraisal will be Self Appraisal and Appraisal Review by the Vice Chancellor.

i) For Pro-Vice Chancellor and Vice Chancellor appraisal will be only Self Appraisal.

g) Appraisals will be done in the specified format as applicable to the position. Duly signed appraisal score cards after review shall be sent to the Personnel Officer for maintaining confidential records. These records will form the reference for determining annual increments and promotion to higher level. The appraisal score card will be available to the staff in KP, after completion of the appraisal review by the Director/CFO.

7. Research and Development

7.1 Financial Incentive for research publications

Teachers are encouraged to publish research work in reputed journals and are considered for financial incentives. For providing financial incentive to published work the research journals are classified into seven categories:

Type of research journal (listed by UGC)	Support* (`)
Not indexed in WoS/SCOPUS	5000
Indexed in WoS/SCOPUS (no JCR/SJR)	10000
JCR Impact Factor/SJR Indicator below 1	12000
JCR Impact Factor/SJR Indicator between 1 and 2	15000
JCR Impact Factor/SJR Indicator between 2 and 5	20000
JCR Impact Factor/SJR Indicator between 5 and 10	25000
JCR Impact Factor/SJR Indicator 10 and above	30000

* Not applicable, if research assistance/allowance for the work is claimed under any other category.

Publication incentive is applicable only to publications in the journals approved by the School of Business and Management. If the publication fee support has been granted by the School of Business and Management, the incentive will be given after deducting the publication fee released by the School of Business and Management. In case the publication fee of the article exceeds the incentive amount, the difference will be paid post the publication, with additional incentive of `5000.

Teachers have to submit a request in the specified format along with a copy of the published research paper (reprint) as documentary evidence through the Dean concerned to the Personnel Officer/Chief Finance Officer for sanctioning the amount. The contributors of the articles have to submit along with the application the indexing details and latest Impact Factor of the Journal, from reliable sources. The financial incentive is provided only to the first author with CHRIST University affiliation, who is a regular/confirmed/temporary faculty of CHRIST University. All journals should have ISSN numbers from national or international centers. A maximum of four publications of a faculty in a year will be eligible for financial incentive.

7.1.1 Procedure for Recognition of Publications

a) The Faculty will submit to the Personnel Officer, the prescribed Application Form along with two copies of the reprint of the published material. The application must be routed through the Head of the Department and the Dean.

b) Personnel Officer (or a Committee) will examine the details, decide on the Award Amount as per the Regulation and send one copy of the authorized form or the approved list, with the forward letter (without the article) to the Chief Finance Officer for releasing the Award.

c) The Personnel Officer will also place a Congratulatory Message (only for UGC listed/ Scopus journals) on the Faculty Notice Board. The Message will also be displayed in the website under News and Events.

d) The faculty shall upload the details of publications to KP at the link „Research and Publications".

7.1.2 Financial support for presenting papers in seminars, and conferences

Teachers attending and presenting papers in conferences, with the approval of the School of Business and Management, may be sanctioned financial assistance from the School of Business and Management towards traveling expenses (limited to II Class Train fare) and Registration fee to the extent of Rs.2000/- or a higher amount as approved by the University, once in a semester, if no other financial assistance is availed towards the published paper or research project. Travel documents, Registration fee receipt (in original) and attendance certificate have to be produced.

Teachers desirous of availing financial assistance for attending seminars/symposia, should submit the application in the specified format forwarded through the Head of the Department. In general financial support is provided only with prior approval and for confirmed faculty.

Release of financial assistance: The financial assistance, if any, approved by the Dean/Chief Finance Officer will be released only after submitting the relevant documents, along with the application to the Office of Personnel Relations.

7.2 Financial Support to Faculty Members for attending training programmes

Teachers attending training programmes, with the approval of the University, may be sanctioned financial assistance from the University to the extent of half of the registration/training fee, limited to `10000 or a higher amount as approved by the University, if the programme is directly related to the new topics in the syllabus to be taught by the teacher.

Teachers desirous of availing financial assistance for training programmes should submit the application in the specified format in duplicate and forwarded through the Head of the Department, at least a week in advance.

Release of financial assistance: The financial assistance, if any, approved by the Dean/Chief Finance Officer will be released only after submitting the relevant documents, including the attendance certificate and fee receipt along with duplicate copy of application to the Office of Personnel Relations.

Undertaking: In cases, where financial assistance is availed from the University for attending training programmes, the teacher has to give an undertaking to serve the institution for at least two continuous years after attending the training programme.

7.3 Financial Support to Faculty Members pursuing Higher Studies
Objective
CHRIST (Deemed to be University) and School of Business and Management nurtures academic advancement of its faculty resources and towards this end would extend financial support to the faculty members for pursuing research. This support is independent of the financial support given under the scheme of the Research Development Cell constituted by the University. This scheme particularly aims at encouraging faculty members to pursue independent doctoral research

to enrich their academic specializations, and in turn to enhance the quality of education to the taught.

Eligibility

The faculty members of the School of Business and Management seeking financial support scheme have to satisfy the following eligibility requirements:

a) Must be regular and confirmed teaching staff of the School of Business and Management having put in a minimum of two years of continuous and satisfactory service.

b) Must have registered for PhD or a Post-Doctoral programme in a recognized/ accredited University or Institute in or outside India and where applicable, the Research Guide must have been chosen and his/her consent obtained. The topic of research for PhD and PDR, for consideration of assistance must be directly related to the subject/s of study of the faculty at the PG level. For other programmes the pre requisites as applicable must be adhered to.

c) The time limit for completion of the programme must not exceed three years from the date of registration.

Financial Assistance

a) The financial assistance under the scheme would be subject to budgetary limits of the School of Business and Management set for the purpose and hence has to be applied for within applicable time limits specified by the School of Business and Management.

b) Where the number of applications received exceeds the budgeted disbursals, priority will be given to faculty members of longer service in the School of Business and Management, number of papers published, number of paper presentations and participation in Research Development Cell scheme of the University, in that order.

c) There will be no carry forward of applications not considered in any particular year and hence be reapplied for in the following year if assistance is sought.

d) Assistance would be considered for the programme, whether it is already started or to be started. For programmes already started no assistance would be considered for the expired duration.

e) Amount of eligible assistance would be disbursed yearly as lump sum on pro-rata basis, spread over the research period.

7.4 Private Consultancy/Service by the regular Faculty and Staff members

In terms with the Employment Regulations of the School of Business and Management, no regular faculty/staff members, (including on full time contract), while in service, shall directly or indirectly engage in any kind of private consultancy or service without express consent from the School of Business and Management. Private consultancy/Service shall include part-time teaching as guest or adjunct faculty in other institutions and private tutorials.

School of Business and Management shall normally encourage consultancy/services only as a departmental initiative through a properly documented process. In exceptional specific cases consultancy service on an individual basis may be permitted. In any case, teaching in other institutions will not normally be within the permissible services.

Any faculty/staff member, already engaged in private consultancy/service should obtain the approval of the School of Business and Management, in case he/she wishes to continue with such consultancy. Approval will be normally guided by the nature and relevance of the consultancy with reference to its qualitative impact on the mission of the School of Business and Management. Application seeking approval must contain details of the

consultancy/service, time duration, work schedule, if

any with an undertaking that faculty/staff shall not derelict from their duty/responsibility to the School of Business and Management if the approval is granted. No special leave or „on official duty" shall be permitted for such personal engagements. Application addressed to the Personnel Officer, must be forwarded through the HOD/Dean concerned.
(Refer: Regulations available in KP)

7.5 Fee concession on enrolment for higher studies in School of Business and Management

Faculty/Staff members enrolling for PhD courses of the School of Business and Management shall be eligible for a concession of up to 50% of the notified fee for the course, subject to the condition of post-qualification continuity of service for a minimum period of three years for PhD. Faculty/Staff members availing this benefit may also seek the facility of financial support under Para 7.3, though however the condition for continuity of service shall be cumulative as may be applicable.

7.6 Financial assistance for MOOC

The faculty members are encouraged to enroll for Massive Open-source Online Courses (MOOC), in relevant disciplines which enables them to enhance academic skill and competence. The School of Business and Management shall reimburse the fee paid for the „verified certificate", on successful completion of the course. The reimbursement will be limited up to $100, twice in an academic year. Application for reimbursement can be submitted in specified proforma to the Office of Personnel Relations, along with the receipt of payment. However, there will be no reimbursement of course fee paid for enrolling in online courses.

7.9 Funding for Research Projects
(Regulations available at University website)

Minor Research Project
CHRIST (Deemed to be University) in its pursuit of academic creativity and excellence has established independent Minor Research Projects for each of its core academic streams of Humanities and Social Sciences, Science, Commerce, Management, Law, and Engineering.

Each Minor Research Project is headed by the Dean/Associate Dean of the respective stream, who shall initiate and build capability for fundamental and applied research in areas concerning its stream.

Faculty Research Programme, under Minor Research Project is a continuing programme and any eligible faculty member may apply for financial support with well-prepared proposals at any time during the academic period of June to April.

Major Research Project
CHRIST (Deemed to be University), with a view to promote advanced research in diversified faculty disciplines has established Centre for Research-Projects (CFR). The Centre has an exclusive division headed by the Associate Director to develop, promote and monitor Major Research Projects by the faculty groups of the University, which includes MRP, Monograph, Working Paper, Scholarly Book, and Instructional software.

Duration of MRP in social sciences/ humanities and commerce and management and Law will be 24 to 36 months extendable up to a maximum of 3 months with prior written

permission of the CFR. In the case of Science and Engineering disciplines, the duration of the project will be 36 - 42 months extendable up to a maximum of 3 months with prior written permission of the CFR.

Research funding shall be to meet the recurring and non-recurring costs of conducting the research including expenses on travel, data collection, printing and stationery, source materials, equipments and remuneration for Research Assistants, as detailed in the proposal subject to a maximum of `15 lacs for humanities, social sciences, commerce, management and law, `20 lacs for science and `20 lacs for engineering.

A Monograph is a work of writing upon a single subject, usually by a single author. The duration of a Monograph shall be 12-18 months. The funding for Monograph will be normally limited to `600000/-.

Working Paper is a preliminary scientific or technical paper, often released to share ideas about a topic or to elicit feedback before submitting to a peer reviewed conference or academic journal. The working paper will be normally for a period of 6 months and financial assistance will be `25000/-.

Research Incentive up to `10,000/-pm for MRP and `3,500/-pm for Monograph for the period of Project would be extended. This will be paid in arrears synchronizing with the progress reports and performance.

Externally funded Projects

The School of Business and Management encourages senior faculty and established researchers to seek funding for research projects from external sources, including government departments. Principal Investigators of the externally funded projects, sanctioned to the School of Business and Management, shall be eligible for special incentives provided by the School of Business and Management. The incentive is based on the amount sanctioned by the funding agency and amount spent towards the project: (i) Research projects up to `10 lacs will be eligible for 20% of the amount sanctioned and spent (ii) Research projects above `10 lacs and up to `20 lacs will be eligible for 15% of the amount sanctioned and spent (iii) Research projects above `20 lacs and up to `50 lacs will be eligible for 12.5% of the amount sanctioned and spent and (iv) Incentives for research projects above `50 lacs will be decided on case to case basis.

7.10   Orientation, Refresher and Quality Improvement Programmes

In order to provide adequate opportunity for professional development and enhance the inbuilt system of career advancement, for promotion to higher level and scale fitment, the School of Business and Management makes it mandatory to attend the Orientation and Refresher courses or Quality Improvement Programmes to all its teachers and academic administrators.

Orientation Course would be to Assistant Professors in the levels 9A and 10. Refresher Courses on contemporary issues/topics will be conducted deanery-wise on a schematic pattern for faculty in level 11 and above. There will be at least one Refresher Course or equivalent quality improvement programmes during every three years. Each Orientation/Refresher programme will be for a total duration of 60 hours, scheduled for a continuous period of 10 days between 9.00 am to 4.30 pm. Quality Improvement Programmes extending from 3 to 5 days are conducted for all faculty of the School of Business and Management.

Expenses towards conducting the Orientation/Refresher Programmes and Quality Improvement Programmes, including resource persons, refreshments, reading materials will be met by the School of Business and Management.

7.11 Updating research and publications

Faculty members shall regularly update and verify research and publications data at the KP link "Research and Publications". All the relevant information shall be entered in the corresponding page as per the available documents. The original copy of the documents shall be uploaded or submitted to the approver for verification of the information before approval. The may contact the approver if the entry is not approved within a reasonable time. The information entered and approved from 1 March to end of February of the subsequent year will be considered for performance appraisal.

UNIVERSITY ANTHEM

March on Christites, march on

With heads held high and hearts so strong,

March on Christites, march on

With a steady tread and a cheerful song,

March on Christites, march on.

With Excellence our Goal

We walk the wheel of time,

Striving for the greatest,

In body, heart and mind.

The flame we hold aloft,

A beacon shining bright,

Leading by example,

Where darkness we bring light.

Service is our Motto

As we strive to change the world,

We seek the book of knowledge,

As life begins to unfurl.

As we go through life,

The star of Heaven our guide,

And though we change with time,

The Christite spirit survives.