

# **T. A. PAI MANAGEMENT INSTITUTE MANIPAL**



## **SERVICE RULES FOR EMPLOYEES** (REVISED WEF 01 APRIL 2010)

## 1.0 INTRODUCTION

The service rules presented in this document are the summary of detailed Service Rules (revised) for Employees approved by TAPMI TRUST. For detailed Service Rules Document please contact Dean(Administration)

## 2.0 APPOINTMENT, PROBATION, PROMOTION & RETRENCHMENT

### 2.1 Categories of Employees

The employees of the Institute shall be classified as:

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|--|--|
| a) Director  |  |
| b) Academic Staff -<br>Faculty – Vacation Category | Professor-Emeritus, Deans, Senior Professors, Professors, Associate Professors, Assistant Professors, Faculty Associates.  |
| c) Academic Support Staff -Non-Vacation Category   | Librarian, Deputy Librarian, Programme Officers, Academic / Research Assistants / Associates, Assistant Librarian, & Library Assistants  |
| d) Technical Support Staff:                        | IT staff such as Manager IT, System Administrator, Software Programmers, Hardware Engineers, IT Engineers & Technicians: Electro-mechanical maintenance technicians  |
| e) Accounts & Administrative staff:                | Manager-Finance, Manager-Administration, Senior Administrative Officer, Accounts Officers, Accountants, Executive Secretary to Director, Office Superintendent & all other Accounts and Administrative Staff, Support staff such as Attenders & Sweepers |

#### 2.1.1 Academic Staff categories

Faculty members who are directly involved in Teaching, Research, Training, Consulting and other academic activities of the Institute are classified as Academic Staff-Vacation Category. Following are the positions and scale of pay under this category

Post	Scale	Basic Pay at Start of the Scale	Academic Grade Pay
Professor	Rs 48,000-Rs 67,000	Rs 48,000	Rs 10,500
Associate Professor	Rs 42,000- Rs 67,000	Rs 42,000	Rs 9,500
Assistant Professor	Rs 30,000-Rs 39,100	Rs 30,000	Rs 8,000
Faculty Associate	Rs 15,600-Rs 39,100	Rs 15,600	No Grade Pay

In addition to above categories, faculty members may be appointed on full time/ part-time on a consolidated pay basis from time to time.

### 2.1.2 Academic Support Staff, technical Support Staff and Administrative Staff

The various categories of Support Staff is given below

Category	Post	Category	Pay Scale (Rs)
Academic Support Staff	Chief Librarian	AM	32000-1000-51000
	Librarian	AS-1	20000-600-37000
	Deputy Librarian	AS-2	12000-400-19500
	Programme Officer	AS-3	10500-325-19500
	Research Associate/ Assistant Librarian	AS-4	8000-250-14500
	Research Assistant	AS-5	6000-200-11250
	Library Assistant	AS-6	5000-150-10250
Technical Support Staff	Systems Manager	TM	30000-900-51000
	Systems Administrator	TS-1	16500-500--22500
	Network Administrator	TS-2	12500-400-19500
	Senior Engr./ Sr.Programmer	TS-3	11000-350-19500
	Engineer/Programmer	TS-4	9000-300-14500
	Sr. Technician	TS-5	6500-225-11250
	Technicians	TS-6	5500-175-10250
Administrative (Office) Support Staff	Technical Assistants	TS-7	4500-150-9250
	Manager-Administration	OM-1	28000-900-51000
	Sr. Administrative Officer	OM-2	24000-750-44500
	Sr. Accounts Officer	OS-1	16000-500-22500
	Accounts Officer	OS-2	12000-400-19500
	Deputy/Asst Accounts Officer/Exec Secy. to Director/Asst. Administrative Officer	OS-3	10500-325-19500
	Accountants / Office Supdts	OS-4	8000-250-14500
	Office Assistants	OS-5	6000-200-11250
	Jr. Office Assistant	OS-6	5000-150-10250
	Office Support Staff	OS-7	4000-125-9250

## **2.2 Power to Appoint:**

All appointments will be made in accordance with the procedure approved by the Trust and the President shall make appointments thereafter. The Personnel Committee shall make its recommendations, based on the selection process, to the President who will approve the appointments and issue appointment orders.

## **2.3 Certificate of health**

No person shall be appointed to the service of the Institute unless s/he has been certified fit by a qualified medical practitioner approved by the Institute.

## **2.4 Salary, Pay & allowances**

The Trust shall be at liberty to fix or revise scale of pay and allowances to all the employees.

## **2.5 Commencement of Service**

Except as otherwise provided by or under these Rules, "Service" of an employee shall be deemed to commence from the working date on which an employee reports for duty in an appointment covered by these Rules at the place and time intimated to him by the President, provided that he reports before noon, otherwise his/her service shall commence from the following day.

## **2.6 PROBATION and CONFIRMATION**

### **2.6.1 Period of Probation**

A person appointed to any post, shall on first appointment be required to be on probation for a period of two years. However the person will be eligible for all benefits as admissible for a permanent employee of the Institute after completing 1 year of uninterrupted service with the Institute

### **2.6.2 Powers to extend Probationary Period:**

The Appointing Authority on recommendation of the Personnel Committee may consider and approve to reduce or extend the probationary period. However, such extensions have to be informed to the employee at least 30 days prior to the original date of completion of probation.

### **2.6.3 Discharge during probation**

- a) During the probationary period, an employee shall be liable to be discharged at one month's notice or one month's salary in lieu thereof.
- b) Such powers to discharge an employee during the probation will be exercised by the President of the Trust, subject to specific recommendations of the Personnel Committee.

#### **2.6.4 Probation on promotion**

Any employee promoted to a higher post or faculty members selected for a higher post shall be treated as on probation in the higher post for a minimum period of one year. S/he may be confirmed in the promoted post, on successful completion of the probationary period.

#### **2.6.5 Probation activity report**

All academic staff-faculty members on probation shall submit a comprehensive report of the work done by them during probation with testimonials and copies of research papers published, at least 3 months before completion of probation. The probation report will be evaluated by a Personnel Committee constituted for this purpose. The committee will consist of at most of four members of which two will be external experts

#### **2.6.6 External Review**

For all academic staff- Faculty on probation, the Personnel Committee will seek opinions of two experts outside TAPMI regarding the quality of work done by them during the probation period. This is applicable to all faculty members on probation due to promotion (selection to a higher post) also. The Personnel committee will give due weightage to the opinions of experts while recommending the completion of probation.

### **2.7 TERMINATION OF SERVICE**

#### **2.7.1 Termination of Service by notice:**

- a) An employee shall not leave or discontinue his/her service in the Institute without first giving a proper notice in writing to the Appointing Authority, of his/her intention to leave or discontinue the service. The period of notice required shall be three months in the case of employees other than on probation. However employees on probation due to promotion also shall give a minimum of three months notice. In case of breach of the provisions of this sub-rule, the employee shall be liable to pay to the Institute, a compensation equal to his/her salary for the period of notice required of him/her, together with such other amounts as may be due from him.
- b) The Institute may terminate the services of any employee after the confirmation of the period of his/her probation, on giving him /her three months notice or salary in

lieu there of. The power to terminate the service of an employee shall be exercised by the President in due consultation with the Governing Council.

### **2.7.2 Conditions of Termination**

Institute may terminate the services of an employee under following circumstances

- a) Acts of misconduct and disciplinary proceedings as described in Chapter V of the detailed service rules
- b) Inability to complete the probation even after giving two extensions of 6 months each.

### **2.7.3 Superannuation and Retirement:**

- a) An employee appointed to the services of the Institute, as Academic staff i.e., Faculty – Vacation category, shall retire on completion of 62 years of age. Extension of service up to age of 65 years can be considered on yearly renewal basis.
- b) All other categories of employees as indicated in Section-2.1: Appointment shall retire on completion of 60 years of age.
- c) An employee who has attained the age of 55 years and who has completed 30 years of service may, by giving a notice of not less than three months in writing to the Appointing Authority, retire from the service of the Institute.
- d) The actual date of retirement from the service of the Institute shall be determined as follows:
  - i. If the employee completes age of retirements on the first day of any month, he/she should retire from the afternoon of the last day of the previous month.
  - ii. If the employee completes age of retirements on any other day, he/she should retire on afternoon of the last day of that month.
  - iii. During the academic term the actual date of retirement for the Academic staff i.e., Faculty – Vacation Category would be the end of the academic term, provided they have specific teaching assignments/ongoing research or consultancy projects during the period.

## **2.8 PROMOTIONS**

The policy envisaged here below aims at giving an opportunity to those who are merited and who are willing to shoulder higher responsibilities with a view to contributing to the goals of the Institute.

### **2.8.1 Promotion for Academic Staff- Vacation category (Faculty)**

No time bound promotion will be made in the case of faculty positions. All faculty positions of the Institute will be filled through selection. A faculty member who has the qualifications and experience prescribed for the higher post can apply to the Institute at any point of time. On scrutinizing his/her application and if found prima-facie

eligible, a selection committee will be constituted with at least one expert from outside TAPMI, for interview. Faculty members applying for higher post need not have to give any presentation/seminar before the interview. For all positions, the internal faculty member will get 1 year of relaxation in the eligibility conditions prescribed for the higher post.

#### **2.8.2 Promotion policy for Other Staff**

Promotion will be made only within the category of the employees. However if an employee gets an additional technical qualification which make him/her eligible for another post in a different category, can apply to another category while such posts are advertised.

The promotion will be effected from the existing/lower scale to the next immediate scale and the modalities are as under:

##### **2.8.2.1 Assessment of Vacancies**

The promotions are based on vacancy approach. Vacancy, if any, in any scale will be identified on annual basis. Such identification will be as on 31<sup>st</sup> March of every year. The identification will be done for all the vacancies likely to arise throughout the year. These vacancies will be approved by Trust.

##### **2.8.2.2 Eligibility**

1. A list of eligible candidates will be drawn up. The minimum eligibility will be 3 years of service in the previous scale.
2. To qualify for eligibility, the employee should have been rated above 3 in a 5 point scale at least for 2 years during the appraisal period of 3 years.
3. The total number of eligible candidates will be restricted to 3 times the number of vacancies. i.e. for every 1 vacancy, there will be 3 candidates. If there are more number of eligible candidates, priority will be given to candidates with higher years of experience in the Institute.
4. No disciplinary actions were taken during the appraisal period.

##### **2.8.2.3 Promotion Process**

1. Subject to clause 2.8.2.2, all the eligible candidates will be called for an interview. The Interview will be held by a committee comprising of Director, Dean (Academics), Dean (Administration) and a member nominated by Director/Governing Council. The Interview carries 60 marks.

2. In addition to the interview, each of the interviewed employee will be awarded marks for the following traits:

**Service :** Maximum of 10 Marks based on the number of completed years of service in the pay scale. Zero Marks for 3 years and 2 marks for each year there after

**Academic qualification:** 2 Marks if candidate is Graduate; Additional 3 marks if s/he has a post graduate or professional qualification; Additional 5 Marks if the qualification is acquired after joining TAPMI. This additional marks will be given to the candidate only once in his/her career.

**Contribution to Institute:** The candidate has to submit a report of his /her achievements in the current scale during the assessment period. This report will be evaluated and given a maximum score of 10. The score will be awarded based on the merits of the achievements and contributions made by the employee to the Institute's growth and welfare. Voluntary involvement of the employee beyond the call of his/her duty will be given due weightage under this category.

**Performance Score :** An employee can score a maximum of 10 marks if he/she has obtained highest rating score in all the assessment made on him/her in the current scale. Marks will be reduced proportionately based on the rating s/he got during different years in the current scale.

Thereafter, a rank list will be drawn of all the interviewed employees by adding together the Interview marks and the marks for service, contributions and performance, for approval of the same by the Trust.

Promotion will be effected by the Director as and when the vacancy arises during the year. The promotion process will be carried out only if there are vacancies. If there are no vacancies in a particular year, the process will not be carried out.

#### **2.8.2.4 Cadre Promotion**

An employee, who completes 10 years of service in a scale is eligible to be promoted to higher scale automatically if

- a) There were no vacancies in the higher scale, due to which, no interviews were held during the past 5 years
- b) The employee has a rating of 3 or above in a scale of 5 atleast during 8 years of his/her service in the current scale
- c) No disciplinary actions were initiated against the employee during past 10 years

An employee is eligible for cadre promotion only once within a category.

#### **2.8.2.5 Probation**

Probation for any staff position will have the same rules as applicable to academic staff. However, no external evaluation will be done for staff.



### **3.0 PAY AND ALLOWANCE**

#### **3.1 Pay Scales**

The scales of pay to the employees of the Institute shall be decided by the Trust for all categories of employees, from time to time. The current pay scales are given in section 2.1

#### **3.2 Commencement and cessation**

An employee shall commence his service and draw the salary and allowances of a post to which s/he is appointed from the date of service s/he assumes the charge of the post, if such charges assumed in the forenoon, and from the following day if the charge is assumed in the afternoon, and shall cease to draw the same from the day he relinquishes the charge, if the charge is relinquished in the forenoon, and from the following day if the charge is relinquished in the afternoon. The pay and allowances shall accrue from the commencement of the service of the employee and shall become payable on the last working day of each month.

#### **3.3 Admissibility of Allowances**

Allowances shall only be payable to employees who are actually at the time fulfilling conditions subject to which they are admissible. An employee will be eligible to avail certain allowances, other than his normal salary and mandatory contributions, only after serving the Institute for a continuous period of 1 year.

#### **3.4 Increments**

- a) In an incremental scale the increments shall accrue from the completion of each specified period of service on each stage of that scale, whether such services are probationary or confirmed and regular.
- b) The following service shall count for increment:
  - i. Service excluding periods spent on extra ordinary leave other than on medical grounds in a post on a scale of pay counts in that slab.
  - ii. Service in another post of the same rank, service on deputation, secondment and leave other than extra-ordinary leave, if directed by the Competent Authority counts for increments in the pay scale in which the employee has been confirmed.
- c) Increment shall fall due on the first day of the month in which the employee completes twelve months from the date of his/her first appointment or from the date on which his last annual increment accrued or on the date of promotion as the case may be.

However for all employees, the increment will be made effective only from first day of April every year.

- d) Increments shall ordinarily be sanctioned as a matter of course unless the employee has reached the maximum of the grade or it is withheld as a disciplinary measure under the rules prescribed in Chapter V of detailed service rules. Each order withholding an increment shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

### **3.5 Re-fixation pay on Promotion**

On promotion from one grade to another, the basic pay of an employee shall be initially fixed at the minimum of the scale or at the stage in the scale which is next above his/her pay in the old scale, whichever is higher.

## **4.0 WORKING HOURS, HOLIDAYS, LEAVE AND VACATION**

### **4.1 Working Hours:**

All employees of the Institute are expected to work for 6 days per week within the Institute. The normal working hours of the Institute shall be from 9 AM to 5 PM with a lunch break of 60 minutes between 1-2 pm. Sundays will be a Holiday for the Institute. However for academic activities, like regular classes, conferences, seminars etc. held during Sundays, the Faculty and staff required for the smooth conduct of the same are required to work during these days without any extra compensation. The employees are required to work as per duty hours prescribed by the Institute from time to time and also after office hours whenever they are required to do so in the exigencies of service.

### **4.2 General Holidays:**

For any year, General holidays in the Institute will be observed as applicable as decided by the Management and/ or based on holidays declared by Government of Karnataka.

### **4.3 Kinds of leave:**

#### **4.3.1 Casual Leave**

Leave sanctioned for exigencies of work including personal sickness of an employee. Casual Leave (CL) is allowed with full pay and allowances to an employee to the extent of 12 days in a calendar year. Unavailed CL will lapse at the end of the year. Sundays/Holidays, which precede, intervene or follow the period of CL are not counted as part of CL. Employees working on temporary basis are eligible for one day of CL for every completed month of service. Employees joining on full time basis during middle of an year will be eligible for CL on a pro-rata basis.

#### **4.3.2 Commuted leave**

Commuted Leaves are sanctioned for personal requirements, sickness, professional development activities. This leave can be accumulated but it can not be encashed. An employee in the service of the Institute will be eligible for 10 days of commuted leave in respect of each completed year of service. The Commuted leave could be availed up to 120 days at a time.

#### **4.3.3 Earned Leave**

*Earned Leave is a* leave with full pay earned by an employee by putting in specified period of service in the Institute. Earned Leave is admissible in a calendar year to the employees as follows:

- i) In case of Academic staff i.e., faculty-vacation category an Earned Leave of 15 days per annum is admissible.
- ii) For Director and for all other remaining employee categories an Earned Leave of 30 days per annum is admissible.

During the first year of service, grant of earned leave will be restricted to half the earned leave due. Exceptions may be made with the approval of the Competent Authority.

Earned leave can be accumulated upto a maximum of 300 days and the maximum leave that can be availed at a time is 120 days.

An employee is eligible to surrender and encash minimum of 30 days of earned leave, once in a block period of two years. S/He will be paid leave salary (Basic + DA) in full after the date of commencement of leave surrender. Leave salary for the period of surrendered leave is not liable to any deduction on account of Provident Fund, House rent due to the Institute. Encashment of EL at credit will be allowed on termination of service due to retirement or resignation, whatever to his/her credit, subject to maximum of 300 days.

#### **4.4 Right to Leave**

Leave cannot be claimed as matter of right and it has to be availed with prior sanction. Management reserves the right to recall the employee who is on leave.

#### **4.5 Vacation**

An Academic staff-vacation category i.e., Faculty, is eligible for 30 days of vacation during the year. The vacation may be availed in two instalments. A maximum of 6 days during October (Dushara) and remaining during April-May.

If an Academic staff i.e., Faculty vacation category cannot avail of his full vacation and his services were demanded by the Management on exigencies, he will get additional earned leave equivalent to half the vacation foregone. However if employee is not availing the

full/part vacation he shall provide a detailed vacation plan for the days not availed by him/her. S/He will be eligible for earned leave only after approval of this plan by Director.

During the first year of his/her service an Academic staff i.e., Faculty - vacation category he is eligible for vacation on pro-rata basis, provided he/she was with the services of TAPMI for a minimum period of 3 months.

#### **4.6 Maternity Leave:**

Maternity Leave will be sanctioned up to 90 days with full emoluments to a confirmed married woman employed in the services of the Institute. This leave is granted only up to two children. Leave of any other kind may be granted in continuation of Maternity Leave if the request for its grant is supported by a medical certificate.

#### **4.7 Paternity Leave:**

Paternity Leave will be sanctioned up to a maximum of 15 days with full emoluments, once during the service of a confirmed married male employee in the services of the Institute. The leave needs to be availed within 30 days of delivery of his wife. Paternity Leave is granted only if the leave application is duly supported by a medical certificate

#### **4.8 Sabbatical Leave:**

Once in a block period of seven years of continuous service an Academic staff i.e., Faculty - vacation category may be permitted sabbatical leave, with full emoluments for a maximum period of one year, to be approved by the President of the TAPMI Trust, for devoting his/her whole-time for writing a book, for higher studies or carrying out a research project, subject to such conditions stipulated in each case. The person proceeding on sabbatical leave is not eligible to take up any job within India or abroad during the Sabbatical which will compensate him/her monetarily. However s/he is free to take up such assignments if s/he opts for not receiving his/her emoluments from TAPMI during this period. In case of sanction of sabbatical leave, a faculty member shall execute a Service Bond to serve the Institute for a minimum period of three years on his/her return from the sabbatical. S/He shall also execute a Financial Guarantee for the sum of the emoluments paid by the Institute during sabbatical.

#### **4.9 Study Leave on receipt of Fellowships:**

A faculty member who has completed 4 years of continuous services in the Institute on receipt of recognized fellowships for higher studies and/or research in India or abroad is eligible for Study Leave for a maximum period of 6 months. However such leave will be granted by President of TAPMI Trust on recommendation of the Director based on the nature and reputation of the fellowship obtained by the employee. The person proceeding on study leave is not permitted to take up any job within India or abroad during the Study Leave which will compensate him/her monetarily. However s/he is free to take up such assignments if s/he opt for not receiving his/her emoluments from TAPMI during this

period. In case of sanction of study leave, a faculty member shall execute a Service Bond to serve the Institute for a minimum period of two years on his/her return from the studies. S/He shall also execute a Financial Guarantee for the sum of the emoluments paid by the Institute during study leave.

#### **4.10 Leave Without Pay:**

Leave without pay will be considered only when the employee has no other leave admissible to him/her. Sanction of leave without pay may be given by competent authority for a maximum period of four months. Leave without pay may be granted for specified period to the employee to pursue an approved course of study or training, which is considered useful to the Institute. Leave without pay can be clubbed with the sabbatical leave and study leave detailed in sections 11 and 12 above

#### **4.11 General Conditions**

- (a) No leave can be claimed as a matter of right. Leave of any kind must be applied for in the prescribed form and got sanctioned before it is availed.
- (b) Director will be the competent authority for sanctioning all the types of leave, except in the case of Sabbatical and Study Leave which will be sanctioned by President on recommendation of the Director. All leaves applied by the Director shall be sanctioned by the President.
- (c) Leave sanctioning authority has the discretion to grant leave or refuse it or revoke the sanctioned leave at any time according to the exigencies of service in the Institute.
- (d) Except in an emergency, a reasonable notice should be given for availing all types of leaves. Prior notice is required for extension of leave as well.
- (e) An employee who has been sanctioned leave or extension of leave, on medical grounds, shall not be allowed to resume duty unless he/she produces a Fitness Certificate from a qualified medical practitioner.
- (f) The Institute reserves the right to modify the application of these Rules in specific cases of hardship to individual employees. In extra ordinary cases, the Competent Authority would consider request for sanction of leave not due.
- (g) The application for leave should contain the complete address at which the employee can be contacted, if need be, during the period of leave and should promptly communicate to the Institute any change in his/her leave address.

## **5.0 CODE OF CONDUCT**

### **5.1 Scope of an employee's service:**

Unless in any case it is otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Institute and he/she shall serve the Institute in such capacity and at such place as he/she may, from time to time, be directed.

### **5.2 Liability to abide by the Rules:**

Every employee of the Institute shall at all times maintain absolute integrity and devotion to duty, shall conform to and abide by these rules and shall observe, comply with and obey all orders and directions which may, from time to time, be given to him in the course of his/her official duties by any person or persons under whose jurisdiction, superintendence or control he/she, for the time being, be placed.

### **5.3 Obligation to maintain secrecy:**

No employee shall, while in service or after his/her retirement, resignation or discharge, except in accordance with any general or special order of the competent authority or, in performance in good faith of the duties assigned to him, communicate directly or indirectly with any other persons to whom he/she is not authorized to communicate such document or information.

### **5.4 Evidence before Committee or any authority:**

- a) Except for the following three cases an employee cannot give evidence without prior sanction of the Competent Authority
  - i. evidence given at an inquiry before an authority appointed by the Government, by Parliament or by a State legislature or Institute, or
  - ii. evidence given at any judicial inquiry, or
  - iii. evidence given at any departmental inquiry ordered by the Institute.

### **5.5 Employees to promote the interest of the Institute:**

Every employee shall serve the Institute honestly and faithfully and shall use his/her utmost endeavors to promote the interest of the Institute and shall show courtesy and attention in all transactions.

No employee shall, own wholly or in part, or conduct or participate in the editing or managing of, any newspaper or other periodical publication except professional and academic journals. This does not preclude him/her from writing books or engaging in a work of literary, scientific, managerial or artistic character without any detriment to his/her legitimate duties.

#### **5.6 Private Trading:**

No employee or class of employees shall, engage directly or indirectly in any trade or business or alternate employment. However an employee may take part with the prior approval of the management, in the registration, promotion or management of literary, scientific or charitable society registered under the Societies Registration Act, 1860 or any other corresponding law in force.

An employee, may undertake further studies in any educational institution, college or university only with the prior sanction of Competent Authority.

No employee shall serve as a member/ Director in the Board/Advisory Board of any other organization availing monetary compensation. However an employee can assume such positions on honorary basis after getting prior sanction from the competent authority.

#### **5.7 Employees not to be absent from duty without permission or be late in attendance**

- a) An employee shall not absent from his/her duties without having obtained the permission of the Competent Authority.
- b) An employee who absents himself from duty without leave or overstays his/her leave shall not ordinarily be entitled to draw any pay and allowances during such absence or over-stay and shall further be liable to such disciplinary measures as the competent authority may impose.

#### **5.8 Misconduct**

“Misconduct” shall mean an act of omission or commission, express or implied, custom or urge, whether specified herein or otherwise, either singly or in collaboration with others, whether amounting to a substantive act, abetment or connivance committed within the premises of TAPMI, if related to the maintenance of discipline or pertaining to the interest of the management or other employees or Officers of the management. Any act of omission / commission / indiscipline which affects the reputation or prestige of the Management shall amount to misconduct whether committed within or outside the premises of TAPMI.

##### **5.8.1 Acts of Misconduct**

- a. Acts of omission & commission on the part of employee of the Institute.

b. Following is an illustrative list of acts of omission and commission and any other action which may be construed as indiscipline or misconduct shall be treated as misconduct.

1. Willful insubordination or disobedience of any lawful and reasonable order of the superior.
2. Commission of any acts subversive of discipline or good behaviour.
3. Participation in any strike / demonstration, gherao and or any other kinds of agitation or abetting and inciting such agitational activities.
4. Theft, fraud, dishonesty, embezzlement, misappropriation in connection with work / property of TAPMI.
5. Willful damage to property or loss or damage to property owing to negligence or subversive or unethical practices.
6. Demanding or accepting or giving bribes or any illegal gratification whatsoever.
7. Absence without leave for more than seven consecutive days.
8. Habitual late attendance, habitually leaving work before time or absence from place of work.
9. Negligence or neglect of work.
10. Attending or holding any unauthorized meeting within TAPMI premises.
11. Unauthorised disclosure of information about the academic affairs of TAPMI.
12. Use of foul or abusive language or misbehaviour with any faculty, employee, student or visitors within TAPMI premises.
13. Refusal to accept memorandum or charge sheet or any other communication issued by the superior or Disciplinary Authority.
14. Participation in any movement prejudicial to the interests of TAPMI.
15. Tampering with any of the records of TAPMI.
16. Acts of immorality or involving moral turpitude within the premises of TAPMI.
17. Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by management.
18. Acts of Academic dishonesty and plagiarism: All acts of academic dishonesty and plagiarism of all sorts will be deemed as an act of misconduct
19. Misuse of IT facilities of the Institute. Willful misuse of IT facilities of the Institute by engaging in activities forbidden by the IT policy of the Institute
20. Misuse of Library facilities of the Institute.

#### **5.8.2 Procedure for enquiries & punitive action**

a. The management shall be authorized to delegate the powers to any member of the management for the purpose of administering these service rules or for ordering an enquiry and awarding punishment.

b. Any employee found to commit any act of misconduct shall be served with a charge sheet clearly stating the charges levelled against him. Such an employee shall be given an opportunity to explain and answer the charges levelled against him/her in an enquiry conducted by an Enquiry Officer duly appointed by the management for this purpose. The employee concerned shall be given an opportunity to lead evidence to the charges and produce witness in his/her defense and cross – examine witness on whose evidence the charge is based. The employee



concerned, if he/she so desires shall be allowed to be defended by another employee of TAPMI. The statement of the employee to be defended by and the evidence lead by either side shall be recorded by the Enquiry Officer, who will record his/her findings, based on the evidence so recorded. If the employee concerned fails to attend the enquiry, it shall be proceeded ex-parte. The Enquiry Officer shall submit the findings to the management for further action.

c. An employee against whom misconduct is alleged may be suspended from duty without pay or allowance, pending enquiry. The order of suspension shall take effect immediately on its communication to the employee. An employee under suspension pending enquiry shall be eligible to a subsistence allowance. However the subsistence allowance shall not be payable for the period of any adjournment or postponement of the enquiry expressly sought for by the employee and granted by the Enquiry Officer.

d. If an employee is found guilty of misconduct as a result of the enquiry and punishments awarded to him/her, the employee shall not be entitled to any salary / wages during the period of his suspension.

e. If, as a result of the enquiry, an employee is found not guilty of misconduct, he/she shall be entitled to receive the difference of the subsistence allowance paid if any and the emoluments he/she would have received had he/she not been suspended for the period of this suspension pending enquiry.

f. While awarding punishment under these Service Rules the management may take into account the gravity of the misconduct, the previous record of the employee, and any other extenuating or aggravating circumstances that may exist. A copy of such order passed by the management shall be served on the employee concerned.

g. In case of dismissal, the employee may appeal to the Appellate Authority whose decision will be final.

### **5.8.3 Penalties**

Any of the following penalties may be imposed for good and sufficient reasons on an employee of TAPMI by the management.

#### **5.8.3.1 Minor Penalties**

- a) Written warning or caution
- b) Censure
- c) Withholding / stoppage of increment with or without cumulative effect.
- d) Withholding of promotion.
- e) Recovery from pay the amount as may be due on account, of any pecuniary loss caused to TAPMI by negligence or breach of orders.
- f) Fines, not exceeding an amount equivalent to 7 days salary.

#### **5.8.3.2 Major Penalties**

- a) Suspension without salary and allowance for a period up to 30 days.
- b) Demotion to a lower grade or post or to a lower stage in a time scale of pay for a specified period at the discretion of the management or permanent reduction in rank.
- c) Discharge / removal / dismiss from service.

#### **5.8.3.3 Suspension Pending Enquiry**

- a) Any Officer empowered with such powers may place under suspension, pending, enquiry, an employee of TAPMI who is alleged to have committed any acts of misconduct.
- b) Every employee placed under suspension pending investigation or enquiry into complaint or charges of misconduct against him/her, shall be entitled to subsistence allowance:
  - i) At the rate of 50% of the pay which the employee was entitled to immediately preceding the date of such suspension, for first 90 days of suspension and
  - ii) At the rate of 75% of such pay for the remaining period of suspension if the delay in the completion of disciplinary proceedings against such employee is not directly attributable to the conduct of such employee.
- c) If on enquiry the employee is found guilty of the charges and it is considered that an order of discharge or dismissal will meet the ends of justice, the Management shall pass orders accordingly. When such orders are passed, the employee shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period. However, the subsistence allowance already paid to him/her shall not be recovered.

## **6.0 MEDICAL FACILITIES**

### **6.1 Medicare Scheme**

All employees are eligible for the Medicare scheme operated by Kasturba Hospital Manipal. The coverage is provided to all the employees and their family members. The eligibility to class of Medicare facility at KH for the time being shall be as follows:

- a) Director & Academic staff i.e., Faculty vacation category: Special class
- b) All other employees (other than support staff): Semi special class
- c) Support staff such as attenders & sweepers: General class

The eligibility criteria may be reviewed and facility class refixed by the Trust from time to time

In case of employees working at the Institute's Centre for Executive Education at Bangalore the Institute would reimburse medicare insurance premium paid subject to a maximum of Rs. 5000/- per annum for category a and above and Rs. 3000/- category b and Rs. 2000/ for

category c employees respectively.

## **6.2 Domiciliary expenses:**

In addition to the Medicare scheme provided by KH, Manipal, all employees are eligible for reimbursement of medicines purchased by them up to a maximum of Rs 500/- per month. This will be paid as a reimbursement on a quarterly basis against the self certified pharmacy bills submitted by them as per the advise of a registered medical practitioner.

**Note:** "Family" means an employee's spouse and two minor children ordinarily residing with him/her.

## **7.0 TERMINAL BENEFITS**

### **7.1 Gratuity**

Gratuity will be granted to every whole-time permanent employee of the Institute, who has completed five years of qualifying service at the time he/she retires from the services, or resigns from the services, or ceases to be in service on his/her death. For the purpose of service, the probationary period is also included.

The terms and conditions of the Gratuity Act 1972, and as in force from time to time will be applicable for payment of Gratuity.

The other terms and conditions will be as laid out in the Group Gratuity scheme's master policy of LIC subscribed by the Institute or the Gratuity fund managed by the Institute.

### **7.2 P.F. cum Family Pension Scheme**

The institute shall contribute 15% of Basic plus DA of the employees belonging to Academic –Vacation category (except in case of adjunct and consultant faculty), regularly each month towards PF cum family pension scheme, while an equal amount shall be contributed by the employee. In case of other employees, this contribution will be 10%

The PF rules shall be in conformity with the Employee PF Act in force from time to time.

## 8.0 COMPENSATORY ALLOWANCES

### 8.1 Kinds of Compensatory Allowances

The following kinds of compensatory allowances shall be paid in accordance with the provision of this section:

- (a) Dearness Allowance
- (b) House Rent Allowance
- (c) Travelling Allowance
- (d) Cash Allowance
- (e) Halting charges (Hotel Accommodation)
- (f) Conveyance Allowance
- (g) Leave Travel Assistance
- (h) Domiciliary Medical Expenses

### 8.2 Dearness Allowance

The Dearness Allowance will be decided by the Trust from time to time. However revision in D.A., will be done once in a year.

### 8.3 House Rent Allowance

All employees of the Institute are eligible for House Rent Allowance as per the following table.

Sl No	Category	Amount per month	
		Manipal	Bangalore
1	Professor	7000	10000
2	Associate professor	6000	8000
3	Assistant Professor, AM, TM, OM-1	4500	6500/ 6000
4	Faculty Associate, OM-2	3000	5000/ 4500
5	AS 1-3, TS1-3, OS1-3	1500	2500
6	AS 4-6, TS4-6, OS4-6	1000	1500
7	TS-7, OS-7	700	1000

The Institute will normally provide housing accommodation in the New Campus at Manipal and deduct a suitable percentage of the gross emoluments (Basic pay + DA) per month. This percentage will be fixed by Trust when the residential accommodation is ready and will be reviewed once in 3 years.

### 8.4 Conveyance Allowance

A monthly Conveyance Allowance, given below as decided by the Trust, will be paid to all employees, immaterial of their place of stay

Sl No	Category	Amount per month
1	Professor	1600
2	Associate Professor, AM, TM, OM-1	1400
3	Assistant Professor, OM-2,	1200
4	Faculty Associate, AS 1-3, TS1-3, OS1-3	1000
5	AS 4-6, TS4-6, OS4-6	800
6	TS-7, OS-7	500

#### 8.5 Leave Travel Assistance (LTA):

Employees are entitled to leave travel assistance as follows

a) For all academic Staff-Faculty: every year for travel to their home town and once in four years to any location in India

b) For all others: Once in four years to any location in India

LTA will be paid as a reimbursement of the minimum distance fare of the travel to the destination and back in the class eligible for travel by the employee.

Sl No	Category	Class Eligible
1	Professor	Economy Air fare or First Class AC Train
2	Associate Professor, AM, TM, OM-1	First Class or Second Class AC Train
3	Assistant Professor, OM-2,	First Class or Second Class AC Train
4	Faculty Associate, AS 1-3, TS1-3, OS1-3	First Class or Second Class AC Train
5	AS 4-6, TS4-6, OS4-6	Sleeper Class Train
6	TS-7, OS-7	Sleeper Class Train

#### 8.6 Relocation Allowance

For all faculty and staff in the Officer cadre and above, a relocation allowance equal to maximum 50% of their gross pay (Basic+DA) will be paid at the time of joining, on production of necessary bills of expenditure. However, if such employee leaves the services of the Institute within 1 year of their joining, the amount will be recovered from them before relieving

## 8.6 Travelling Allowance

TA rules shall be applicable to all the full-time employees of the Institute, including probationers. However, persons employed on temporary basis or on contract, whose terms and conditions will be governed by the terms of their appointment or contract, as the case may be, are not covered by these rules. Travelling Allowance is in the nature of reimbursement of reasonable expenses incurred by the employee while travelling and halting at an outstation on official duty.

All journeys shall be authorised by the Director, and necessary approval shall be obtained prior to proceeding for official travel. However, the journeys of the Director will have to be authorized by the President of the Trust.

Travel Allowance shall be applicable for travel in the following circumstances:

- i. Travel on tour to outstation
- ii. Local travel within the districts of Dakshina Kannada and Udupi, excepting travel within Udupi town municipality limits. For employees stationed in Bangalore, Travel allowance will be paid only for travel above 10 Kms

## 8.7 Lodging facility on tour

The ceiling for hotel accommodation on tour shall be as follows:

Sl No	Category	Admissible Hotel Tariff/day (Rs)			
		Delhi, Calcutta, Hyderabad	Mumbai, Chennai	All other State Capitals/ major Towns	Other destinations
1	Director	4000		2500	1500
2	Professor	3000		2000	1200
3	Associate professor	3000		2000	1200
4	Assistant Professor, AM, TM, OM-1	3000		2000	1200
5	Faculty Associate, OM-2	1500		1000	800
6	AS 1-6, TS1-7, OS1-7	1500		800	600

These tariff limits will be inclusive of taxes; Food and beverage bills shall not to be included in the room tariff.

Those who do not make use of hotel accommodation, but stay with their friends or relatives, will be entitled to a flat rate of lodging allowance at 25% of admissible hotel tariff per each night spent outside the headquarters on tour, but excluding the nights spent on travel.

## 8.8 Cash Allowance

- a) Cash Allowance is allowed to a faculty member on tour to meet his/her expenses on food and refreshment, laundry and any other incidental expenses. However to claim

cash allowance, bills need not be submitted.

- b) Cash Allowance at the following rates shall be admissible.

Sl No	Category	Cash Allowance Per day (Rs.)
1	Director	500
2	Professor, Assoc. Professor & Asst Professor	400
3	Faculty Associate, AM, TM, OM-1, OM-2,	300
4	AS1-3, OS 1-3, TS1-3	250
5	AS 4-6, TS4-6, OS4-6	200
6	TS-7, OS-7	150

- b) For the purpose of calculation of cash allowance, the journey will begin from the time and date of departure from residence/Institute and will terminate on return to the residence/Institute. A period of 24 hours is counted as one day.
- c) No cash allowance will be payable for less than 6 hours. 50% rate for above 6 hours and up to 12 hours, and full rate for above 12 hours up to 24 hours, shall be admissible from the commencement of the travel from the headquarters.
- d) Full rate of cash allowance is allowed as per the above duration norms if journey is to any place situated outside the districts of Udupi or Dakshina Kannada. Where the journey is local and is within these two districts, then the cash allowance will be reduced as follows:
- For journeys less than 6 hours: 20% of the admissible cash allowance
  - For journeys above 6 hours - upto 12 hours: 30% of the admissible cash allowance
  - For journeys above 12 hours - upto 24 hours: 40% of the admissible cash allowance

However, no cash allowance will be allowed to local travels within Udupi Municipal limits.

- f) In lieu of cash allowance for local journeys, the faculty member may opt for reimbursement against actual expenses, against bills paid for by him/her on food and incidental expenses.
- g) Where a faculty is required to be on travel for attending training programmes, seminars, conferences, workshops and for outstation consulting work, he/she will be eligible for full cash allowance, in case he/she is not provided with residential accommodation and boarding by the training/organising agency or consultancy client, for which Institute is required to pay.

In case when only residential accommodation is provided without boarding facility, he will be eligible for full cash allowance. If both are provided, for which Institute pays the

charges, then the faculty member will be eligible for reduced cash allowance at 20% of the corresponding full cash allowance.

- h) Miscellaneous expenses for official purpose such as for telephone, fax, e-mail computer and secretarial services are admissible against vouchers.

### **8.9 Mode of travel**

- a) The Director and employees belonging to Academic staff i.e., Faculty - vacation category will be entitled to air travel by economy class to all destinations connected by air. However, in case of other categories employees permission for air travel may be considered and approved by Competent Authority. However for availing LTA, the faculty members in the category of Professors or above only are eligible for air travel.
- b) For all other destinations, mode of travel shall be by train/bus/taxi. In case of train journey, entitlement will be up to II A C sleeper class or I class for employees belonging to an Academic staff i.e., Faculty - vacation category. For all other categories the mode of travel will be decided by Competent Authority from time to time.
- c) For claiming reimbursement of travel expenses, travel particulars, ticket numbers or copy of ticket or as the case may be shall be furnished. Reimbursement will be based on actual expenses incurred.
- d) Reservation charges, AC/super fast surcharge, cancellation charges, bedroll charges are reimbursable. Normal service charges for booking of tickets by travel agents are admissible.
- e) Institute may reserve and book to & fro air tickets through local travel agents. For rail and bus tickets, the employee intending to travel shall take necessary advance for booking such tickets.
- f) The Institute will normally arrange for transport, for transportation of faculty member(s) to local and regional destinations, depending on convenience and urgency, by hiring taxies/vans.
- g) For local conveyance, at the place of tour, besides availing public conveyance, depending on the urgency and exigencies, faculty member is allowed to hire local conveyance such as autorikshaw, taxi on actual fare basis or daily rate basis. All such travel expenses shall be reimbursed on production of self-certified statement of travel particulars with expenses incurred (for auto rickshaw) and payment receipts in case of hired taxi.

### **8.10 T. A. Advance**

- a) The Director may sanction the T. A. advance to a faculty member proceeding on tour



on a written application. The advance will be restricted to 90% of the estimated expenditure on tour. No advance shall be granted if previous advance remains unadjusted/unsettled

- b) The excess T. A. advance drawn should be returned immediately on return from tour, or in any case within seven days.
- c) T. A. advance should be returned immediately if the tour stands cancelled.

#### **8.11 T. A. bill submission**

- a) T. A. bills along with tour report should be submitted within 7 days from return from tour.
- b) T. A. bill will be sanctioned / approved by the Director for all the employees. T. A. Bill for Director will be sanctioned by the President.

#### **8.12 Compensatory Allowance not to be a source of profit**

The grant of Travelling Allowance shall be so regulated that the same shall not be a source of profit to the recipient.

## **9.0 WELFARE MEASURES**

### **9.1 . Professional Development Fund (PDF)**

All Academic Staff-Faculty & Director are eligible for availing a Professional Development Fund of Rs 75,000 per annum. The fund can be used for developing the professional activities of the faculty including membership in professional societies, subscribing to academic journals/magazines, attending national and international conferences, for higher studies, purchase of electronic items or software which are useful for the improving the quality of teaching and research, supporting research projects, etc. All the payments under PDF will be against bills and for all spending above Rs 2000 prior permission from the competent authority is required. Unspent balance on the PDF can be carried to a maximum period of 3 years. An employee will be eligible for PDF only after completing 1 year of service with the Institute. The competent authority will have the right to decline payment under PDF, if the expense incurred by the employee is not contributing to his professional development. The details of professional activities that can be undertaken with PDF is given in Appendix-II

### **9.2. Staff Welfare Fund (SWF)**

For the benefit of all employees, not covered under the benefit of PDF, a separate Staff Welfare Fund will be created. This fund is created by taking 5% of total revenue of all income generating activities of the Institute like EEPs, FDPs, Consulting and Research Projects. 50% of the Staff Welfare Fund generated in an year will be distributed among all staff members as a performance allowance at the end of every year. Staff members can also avail interest free short tem (less than 1 year) loan from the fund for meeting personal emergencies. The maximum loan eligible for an employee is five times his basic pay and loan is sanctioned subject to availability of required funds in the SWF. The details of activities that can be undertaken under SWF is given in Appendix-III

### **9.3 TAPMI Welfare Fund (TWF)**

Five percent of revenues from EEP, FDP, Consulting and funded research projects will be accumulated in TAPMI Welfare Fund, which will be used for general employee welfare activities like scholarships to children of Employees, celebration of TAPMI day, financial support for employees at the time of marriage, housewarming, marriage of children, or death of a close relative etc. This fund will also be used for providing other amenities and recreational facilities useful for the employees and family in the residential area of the campus. The details of activities that can be undertaken under SWF is given in Appendix-IV

## **10.0 CONSULTANCY ASSIGNMENTS**

### **10.1 Introduction**

Consultancy forms an important activity in the Institute. Consultancy involves providing expert advice, conducting projects for the benefit of corporate, Govt. or private entities in management and related areas on receipt for a consideration for the same.

### **10.2 Eligibility**

Director and Academic Staff-Vacation category are eligible to undertake Consultancy assignments. Academic and Technical support staff belonging to Library and Computer centre also can take up consultancy assignments, on exceptional case. However such assignments will be carried out by the respective centres and not by the individual concerned.

### **10.3 Maximum number of consulting days**

An eligible employee is allowed to do a maximum consultancy of 50 days in an year. This includes the time the employee will be away from the Institute.

### **10.4 Consultancy Revenue**

For all consultancy assignments, 20% of gross amount will be deducted as overhead (10% of which will be assigned to Welfare Funds mentioned in section 9 above). The net amount of consulting income, after deducting overheads and other expenses incurred will be shared between Faculty and Institute in the ratio of 70:30. A faculty member is eligible to receive the consultancy income only if he/she has earned more than 200 credits in the previous year.

### **10.5 Duration of Consultancy Assignment**

Under normal circumstances, duration of a consulting assignment shall not exceed 1 year. However, Director can approve longer duration Consultancy assignments on a case to case basis

### **10.6 Approval of Consultancy Assignment**

All consultancy proposals have to be approved by Director after due recommendation by Chair (consulting) & Dean (Acad). While approving the Consultancy Assignment, Institute will keep in view the larger interests of the Institute, the capability and value addition for the faculty member etc.

Consultancy work undertaken by an employee shall at no point of time be in conflict with other academic duties carried out by him/her at the Institute

#### **10.7 Sponsored EEPs including Corporate Colleges**

Sponsored EEPs will not be treated as Consulting and the rules as prescribed in Worknorms are applicable

### Appendix-I Scale of Pay & Qualifications for Academic staff (Faculty)

Sl No	Post	Scale	Qualification & Expérience
1	Senior Professor		Ph.D with atleast 10 years of experience as Professor at TAPMI or a business school of repute. Demonstrated strong research capabilities and should have at least 3 publications during past 5 years and also have contributed to academic work through organising conferences/ guiding Ph.D work / Administrative initiatives etc.
2	Professor	Rs 48,000- Rs 67,000	Ph.D in relevant discipline with a minimum experience of 10 years, of which at least 5 years should be at Associate Professor Level. There should be at least 3 publications in refereed journals during the last 5 years. They should have a post Ph.D experience of at least 3 years.  In case of candidates from Industry, they should be Postgraduate in Management from a reputed Institution. having a minimum experience of 15 years of which at least 8 years is in the positions where the gross emoluments exceed the emoluments of an Associate Professor. Candidates from Industry with 10 years of experience and Ph.D and at least 1 publication also can be considered for this position
3	Associate Professor	Rs 42,000- Rs 67,000	Ph.D in relevant discipline with a minimum experience of 5 years, of which at least 3 years should be at Assistant Professor Level. There should be at least 3 publications in refereed journals during the last 5 years. They should have a post Ph.D experience of 1 year.  In case of candidates from Industry, they should have a minimum experience of 10 years of which at least 6 years in the positions where the gross emoluments exceed the emoluments of an Assistant Professor
4	Assistant Professor	Rs 30,000- Rs 39,100	Ph.D in relevant discipline with a Minimum experience of 2 years, of which at least 1 years should be at after Ph.D. There should be at least 2 publications in refereed journals during the last 3 years.  In case of candidates from Industry, without Ph.D, they should have a minimum experience of 6 years of which at least 3 years is in the positions where the gross emoluments exceed the emoluments of an Assistant Professor
5	Adjunct Professor/Associate/Assistant Professor (full time)	To be fixed on a consolidated scale	Candidates from industry/ academia who meet most but not all criteria for the respective posts They will absorbed on regular scale on achieving the criteria prescribed for the post.
6	Adjunct Professor/Associate/Assistant Professor (part time)	-do-	Exceptionally good candidates who cannot serve Institute on a full time basis are considered under this.
7	Faculty Associate	Rs 15,600- Rs 39,100	Fresh Ph.Ds/ Candidates awaiting their Ph.D Degree certification are eligible for this post.

## Appendix-II Professional Development Fund

1. All the members of faculty in TAPMI would be eligible for PDF including faculty on probation. However, PDF is provided as a facility to enhance the professional capabilities of the faculty members and the recipient should demonstrate effective use of the same by producing high quality intellectual output. **PDF amount will be fixed every year.**
2. PDF can be used for the following heads of research and faculty development activities.
  - a. Subscription of books, journals, business magazines, and memberships in professional bodies. (annual limit Rs.25,000)
  - b. Paper presentations in seminars/conferences in India or abroad
  - c. Participation in seminars/workshops (restricted to one per year and subjected to approval from the Director)
  - d. Secretarial assistance, literature survey, data collection and data purchase
  - e. Statistical software, stationeries (voice recorder, camera etc.), computer peripherals (hard drive, CDs, printer etc.), and laptops (case to case basis with approval from the Director)
  - f. Capital purchases like Laptops, electronic accessories, software etc. which are useful for research and developmental activities is limited to 30% of the unspent balance of PDF available in the credit of an employee
  - g. Once a capital expense item is purchased under PDF, similar items can be purchased only after 4 years
  - h. Maintenance expenses of electronic items like printer cartridges, ribbons, AMC etc. are not eligible under PDF
3. Unspent balance of PDF in an year can be carried forward to a maximum of period of two more years
4. For all expenditure above Rs 2000, prior permission is required before purchase
5. An employee will be eligible for PDF only after completion of 1 year of uninterrupted service in the Institute
6. If an employee leaves Institute, he/she will be eligible only for the pro-rata amount of PDF for the last year or service. If amount has been overspent, he/she will be required to return the excess amount before being relieved from the services of the Institute
7. For all capital purchases, the employee should submit the request to the Institute with detailed specifications and the purchase will be done **only after getting approval from the Director, Institute will facilitate such purchases.**
8. For all book purchases, it is necessary that a minimum discount of 10% shall be obtained by employee while purchase of the books

### **Appendix-III Staff Welfare Fund**

All permanent employees of the Institute who are not eligible to receive benefits under PDF can avail the benefits of SWF. The specific welfare measures include the following

1. Financial Assistance to Meet sudden exigencies like accident, death of a close relative like sibling, parent etc.  
A refundable zero interest loan of maximum Rs 6000 repayable in 12 monthly instalments
2. Loan for marriage of self or a close family member  
A refundable loan of maximum Rs 10,000 bearing 5% p.a. simple interest repayable in 18 monthly instalments
3. Vehicle loan  
Vehicle loan for the purchase of a Car/two wheeler for an amount of Rs 1,00,000 / Rs 50,000 respectively at an interest rate fixed time to time to be repaid in maximum 36 monthly instalments
4. Training  
Support for higher education for self or for enrolling in skill development courses subject to a maximum of Rs 10,000 in every 5 years per employee
5. Soft Loan for education of Child  
An employee can avail a maximum of Rs 3000 per year repayable in 6 instalments towards the education of his/her children from Staff Welfare Fund.

The disbursement of loan is subject to availability of funds in SWF. The interest earned on loans from SWF will also be credited to SWF.

#### ***Appendix-IV TAPMI Welfare Fund***

All members of TAPMI family can avail benefits from TAPMI Welfare Fund. The specific welfare measures include

##### **1. TAPMI FAMILY DAY**

Celebration of TAPMI Family Day every year with cultural programmes by the staff, faculty and family.

##### **2. TAPMI PICNIC**

Annual outing of Staff & faculty with family once in every year for an out door picnic

##### **3. TAPMI Exceptional Achievement Award**

Awarding Faculty/Staff who has made exceptional contribution to the betterment of TAPMI community. They will be awarded during the TAPMI day

##### **4. Long Service Awards**

Faculty and Staff who complete 10/20/30 years of service with TAPMI will be awarded with medals and cash prizes, every year on TAPMI Family Day.

##### **5. Recognition of TAPMI Children**

Following Awards are introduced for recognising meritorious performance of children of TAPMI members

- i. PUC/Class XII or Class X : Rs 1000 + Certificate of appreciation for marks of 85% or above
- ii. Class V- IX & Class XI : Rs 250 + Certificate of Appreciation for A+ grade in all subjects or above 85% marks in all subjects
- iii. Class I-IV : Rs 100+Certificate of Appreciation for A+ Grade in all subjects or above 85% marks in all subjects
- iv. Higher Studies (Engg/Medicine/ B.Sc/BA etc.) : Rs 500+ Certificate of Appreciation for marks (or equivalent GPA) of 70% or above
- v. Outstanding Performance in Sports/ Cultural or Literary Activities (all classes)
  - a. School level First prize : Rs 100+ Certificate of Appreciation
  - b. District level Participation/Winner : Rs 100/Rs 200 + Certificate of Appreciation
  - c. State level participation/ winner : Rs 250/Rs 500+ Certificate of Appreciation
  - d. National level participation/winner : Rs 500/Rs 1000+ Certificate of Appreciation
  - e. International level participation : Rs 5000 + Certificate of Appreciation
- vi. Outstanding performance in National competitive Examinations/Board Examinations: Special Award & Citation



6. Death Relief :

In the unfortunate event of bereavement of a member of the family of an employee, an amount of Rs 5000 will be paid to the employee as a death relief to take care of last rites of the departed soul. Family members include spouse, and Children.

7. Gift to Employee on momentous occasions like marriage of self/ child/ housewarming

A cash present of Rs 3000 to an employee on the occasion of his/her marriage, marriage of his/her ward (maximum two) and housewarming ceremony (one house)

8. Support for Small Family Norm

All employees who undergo family planning measures are eligible for a cash allowance of Rs 1000 for adopting small family norm. However this is applicable only to employees who do not have more than two children.

9. One time admission allowance for the children of an employee in 1<sup>st</sup> Std/ LKG, PUC & Higher Education

All employees whose children get admitted to LKG/1<sup>st</sup> Std and PUC & Higher Education will be eligible to avail a admission fee support of Rs 2000, Rs 3000 and Rs 5000 respectively. These are non-refundable allowance to the employee. This is limited to a maximum of two children per employee

**All the expenses under TWF are subject to availability of funds under TWF.** The welfare committee duly constituted by the Director will plan the expenditure under TWF &SWF based on the available funds.