



**FORE School of Management
New Delhi**

**Service Rule Book
AY 2024-25**

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Employee Personal Information

1. Name of Employee:
 2. Employee Designation:
 3. Date of Birth:
 4. Date of Joining:
 5. Area/Office:
 6. Category (General/OBC/SC/ST/Others):
 7. Permanent Address:
 8. Correspondence Address:
 9. Mobile Number:
 10. Alternate Contact Number:
 11. Email ID:
 12. Total no. of Dependents:
 13. Photograph* of Employee:
-
14. Marital Status:
 15. Name of Spouse:
 16. Joint Photograph* of Employee with his/her spouse:

(*Both the photographs must be signed across by the employee along with the date.)

Employee Signature:

Date:

FORE School of Management, New Delhi
Employee Dependent(s) Details

Name of the Employee:

Area/Office:

Employee Designation:

Number of Dependents:

Sl. No.	Dependent(s) Name	Relation with Employee	Date of Birth (DD-MM-YYYY)	Age	Mediclaime Policy already Issued (Yes/No)
1.					
2.					
3.					
4.					

This is to certify that the above information provided by me is correct to the best of my knowledge.

Employee Signature:

Date:

Check List for New Joinees

Name: _____

Employee ID: _____

S.No.	List of Documents	Remarks
1.	Date of Offer Letter sent to candidate	
2.	Date of acceptance of offer letter by the candidate	
3.	Expected Date of Joining	
4.	Type of Appointment (On Probation/ On Contract)	
5.	Date of mail to Administration and Computer Center regarding new joinee	
6.	Date of Joining	
7.	Joining Report	
8.	Establishment Division Declaration Form	
9.	Employee Personal Information Form	
10.	Employee Dependent(s) Details Form	
11.	Copy of Aadhar Card (2 Nos.)	
12.	Copy of Pan Card (2 Nos.)	
13.	Proof of Current Address	
14.	Passport Size Photographs (3 Nos.)	
15.	Passport Size Photograph with Spouse and Kids (01 No.)	
16.	Copy of Cancelled Cheque (if having an account with HDFC Bank/Axis Bank)	
17.	Copies of Publications (as mentioned in CV) – For Faculty	
18.	Relieving/ Experience Certificates	
	a) Last Employer (Latest Pay Slip & Relieving/Experience)	
	b) Name of Previous Employer I (Relieving/Experience Certificate)	
	c) Name of Previous Employer II (Relieving/Experience Certificate)	
19.	Educational Documents	
	a) 10 th (Marksheet & Certificate)	
	b) 12 th (Marksheet & Certificate)	
	c) Graduation (Consolidated Marksheet & Degree)	
	d) Post-Graduation (Consolidated Marksheet & Degree)	
	e) Ph.D Degree	
	f) Any Other Relevant Documents	
20.	Updated CV	
21.	Copy of Offer Letter (duly received and accepted)	

22.	Rules and Regulations – To be given in Pen Drive	
23.	Entitlement of Leaves: CL <input type="checkbox"/> EL <input type="checkbox"/> RH <input type="checkbox"/> Med. L <input type="checkbox"/> ML <input type="checkbox"/>	
24.	Other Entitlements:	
	Group Medical Insurance (Yes/No)	
	Provident Fund (Yes/No)	
	LTC (Yes/No)	
25.	Pending Documents (if any)	Date of Submission
	1.	
	2.	
	3.	



FORE School of Management
“Adhitam Kendra”, B-18, Qutab Institutional Area, New Delhi – 110016

Establishment Division

Employee Declaration Form

1. Name of the Post _____

2. Name of the applicant in Full: _____
(In Block Letters)

3. Father's/Spouse's Name _____

4. Date of Birth DD MM YYYY

Affix your recent
Passport size
photograph

5. Address for Communication:

.....

State..... P.O..... Dist.....

Pin..... Tel (Landline)

Mobile..... Email:.....

6. Permanent Address:

.....

State..... P.O..... Dist.....

Pin..... Tel (Landline)

Mobile..... Email:.....

7. Nationality: _____

8. Education Qualifications (10th onwards):

S.No.	Exam Passed	University/College/Board	Year of Passing	% of Marks/ Grade	Subjects Taken

Please enclose photo-copies of all relevant certificates.

9. Experience Details in brief (Mention current to previous organization):

S.No.	Name of Institute/ Organization	Address of Institute/ Organization	Designation	From (DD/MM/ YYYY)	To (DD/MM/ YYYY)	Years of Experience	Area of Teaching/ Industry

Please enclose photo-copies of all relevant certificates and also relieving order from your last Employer

10. Extra-Curricular Activities/Other interest areas: _____

11. Father's / Mother's / Spouse's (if married) Name: _____

12. Father's / Mother's / Spouse's Occupation: _____

13. Father's / Mother's / Spouse's Organization & Address: _____
Tel. No. with STD Code: _____ Mobile No. _____ Email: _____

14. Details of Son/Daughter/Parents:

S.No.	Name	Date of Birth (DD/MM/YYYY)	Relationship with Employee

15. Do you know any employees in FORE: Yes/No

If Yes, Kindly give detail of the employee: _____

16. Any additional information that you may like to provide: _____

DECLARATION

I, hereby declare that all the statements made above are true, complete, correct to the best of my knowledge and in the event of any information being found false, incomplete, incorrect or concealing the fact, my employment may be cancelled at any stage without any notice and without assigning reason thereof even after selection/joining the institute.

UNDERTAKING

I, _____ hereby undertake that there is no civil or criminal case pending against me at the time of joining FORE/FSM, New Delhi.

Place: _____

Date: _____

Name: _____

Signature of the Candidate: _____

Faculty Appointment Letter

No: FORE/FSM/2024-2025/____
Month DD, YYYY

Sub: Offer for the post of {Position} {(Academic Area)}

Dear Dr./Prof. _____,

This has reference to your application for a suitable Faculty position at Foundation for Organisational Research and Education (FORE)/FORE School of Management (FSM), New Delhi and your subsequent meeting with the Selection Committee on {Date}. We are pleased to offer you a faculty position on the following terms and conditions:

1. You will be designated as {Position} {(Academic Area)} and your per month salary as per 7th CPC Pay Matrix Level _____ will be as follows:

Basic Pay	:	Rs. 00,000
DA 55% (of Basic)	:	Rs. 00,000
HRA 30% (of Basic)	:	Rs. 00,000
Medical @ 15% (of Basic)	:	Rs. 00,000
Transport Allowance @ 9% (of Basic)	:	Rs. 00,000
Leave Travel Allowance @ 9% (of Basic)	:	Rs. 00,000

Total	:	Rs.0,00,000

2. You will be assigned tasks, institutional responsibilities, including transfer/repositioning to another location, etc., from time to time as considered appropriate by the Competent Authority.
3. You will be entitled to the following benefits as per rules of FORE/FSM:
 - a) Casual Leaves, Restricted Holidays, Medical Leaves and Earned Leaves.
 - b) Employees Provident Fund, Children Education Allowance, Internet and Telephone Allowance, Meal Allowance and Group Medical Insurance.
4. Probation:
 - a) Your appointment will be on probation for a period of two years from the date of your joining.
 - b) On completion of your probation period, it will either be extended or the appointment will be confirmed in writing.
 - c) During the period of your probation either side can terminate the service by giving one calendar month notice or salary in lieu thereof without assigning any reason.
 - d) After confirmation, the notice period will be three months on either side or salary in lieu thereof without assigning any reason.
5. You will devote your whole-time to the service of FORE/FSM and will not engage directly or indirectly in any trade or business or any other work which may interfere with the proper discharge of your duties and responsibilities. The restrictions contained herein shall not apply to any assignments undertaken with prior permission of the Competent Authority.
6. At the time of your joining FORE/FSM, you will need to submit one set of copies of all documents in support of your identity, date of birth, academic qualifications (10th Standard onward) along with all original certificates and testimonials (originals will be returned after verification) and three recent passport size photographs for office record and preparation of Institute's ID card for you.

7. You are required to produce a copy of Aadhar Card and PAN (Permanent Account No.) Card details (along with originals for verification).
8. Please note that this offer of appointment is based on the information you provided in your Curriculum Vitae/accompanying documentation and during the faculty seminar presentation and personal interaction. If any information furnished by you is found to be false or deficient, or if you have wilfully suppressed or misrepresented any material fact or information, the same will lead to appropriate penal action against you as deemed necessary by the Competent Authority including immediate termination of your services from the Institute, without any notice or compensation.
9. All work carried out by you at FORE/FSM will be treated as confidential by you and you will not share directly or indirectly any report or details of official activity at FORE/FSM with any individual or any organization unless specially authorized by the Competent Authority.
10. During the tenure of your employment with FORE/FSM, you will conform and abide by all rules and regulations of FORE/FSM.
11. You will report to the undersigned and be also governed by the terms of this letter unless modified later.

This offer will be valid for a period of 07 days from the date hereof within which you may kindly sign the duplicate copy of this letter signifying your acceptance and return the same to the undersigned. In your acceptance you may indicate your joining date which must be within {22/37/52/67/97} days from the date hereof.

If your acceptance is not received within 07 days and/or you do not join us within {22/37/52/67/97} days from the date hereof then this offer will stand cancelled.

We look forward to your joining us at the earliest. I am sure you will find the academic environment of FORE/FSM quite exciting, challenging and conducive for professional growth.

With very best wishes,

Sincerely,

(Dr. Subir Verma)

**To,
Dr./Prof.**

Staff Appointment Letter

No: FORE/FSM/2024-

2025/ __

Month DD, YYYY

Sub: Offer for the post of {Position}

Dear Dr./Ms./Mr. _____,

This has reference to your application for a suitable position at Foundation for Organisational Research and Education (FORE)/FORE School of Management (FSM), New Delhi and your subsequent meeting with the Selection Committee on {Date}. We are pleased to offer you a position on the following terms and conditions:

1. This is a contractual offer for a period of one/two year(s) (twelve/twenty-four months) from the date of your joining.
2. You will be designated as {Position} and your per month salary as per 7th CPC Pay Matrix Level will be as follows:

Basic Pay	:	Rs. 00,000
DA 55% (of Basic)	:	Rs. 00,000
HRA 30% (of Basic)	:	Rs. 00,000
Medical @ 9% (of Basic)	:	Rs. 00,000
Transport Allowance @ 9% (of Basic)	:	Rs. 00,000
Leave Travel Allowance @ 4.5% (of Basic)	:	Rs. 00,000

Total	:	Rs. 0,00,000

3. You will be assigned tasks, institutional responsibilities, including transfer/repositioning to another location, etc., from time to time as considered appropriate by the Competent Authority.
4. You will be entitled to the following benefits as per rules of FORE/FSM:
 - a) Casual Leaves, Restricted Holidays, Medical Leaves and Earned Leaves.
 - b) Employees Provident Fund, Children Education Allowance, Internet and Telephone Allowance, Meal Allowance and Group Medical Insurance.
5. During the contract period of one/two year(s) either side can terminate the contract by giving one calendar month notice or salary in lieu thereof without assigning any reason.
6. You will devote your whole-time to the service of FORE/FSM and will not engage directly or indirectly in any trade or business or any other work which may interfere with the proper discharge of your duties and responsibilities. The restrictions contained herein shall not apply to any assignments undertaken with prior permission of the Competent Authority.
7. At the time of your joining FORE/FSM, you will need to submit one set of copies of all documents in support of your identity, date of birth, academic qualifications (10th Standard onward) along with all original certificates and testimonials (originals will be returned after verification) and three recent passport size photographs for office record and preparation of Institute's ID card for you.
8. You are required to produce a copy of Aadhar Card and PAN (Permanent Account No.) Card details (along with originals for verification).
9. Please note that this offer of appointment is based on the information you provided in your Curriculum Vitae/accompanying documentation and personal interaction. If any information furnished by you is found to be false or deficient, or if you have willfully suppressed or misrepresented any material fact or information, the same will lead to appropriate penal action against you as deemed necessary by the Competent Authority including immediate termination of your services from the institute, without any notice or compensation.

10. All work carried out by you at FORE/FSM will be treated as confidential by you and you will not share directly or indirectly any report or details of official activity at FORE/FSM with any individual or any organization unless specially authorized by the Competent Authority.
11. During the tenure of your employment with FORE/FSM, you will conform and abide by all rules and regulations of FORE/FSM.
12. You will report to the [incharge of the respective office] and be also governed by the terms of this letter unless modified later.

This offer will be valid for a period of 15 days from the date hereof within which you may kindly sign the duplicate copy of this letter signifying your acceptance and return the same to the undersigned. In your acceptance you may indicate your joining date which must be within 35 days from the date hereof.

If your acceptance is not received within 15 days and/or you do not join us within 35 days from the date hereof then this offer will stand cancelled.

We look forward to your joining us at the earliest. I am sure you will find the work environment of FORE/FSM quite exciting, challenging and conducive for professional growth.

With very best wishes,

Sincerely,

(Dr. Subir Verma)

To,
Dr./Ms./Mr. _____

Faculty Promotion Letter

Annexure-IVa

No: FSM/ASO/2024-2025/____
Month DD, YYYY

Sub: Letter of Promotion

Dear Prof./Dr. _____,

Based on an internal assessment of your work and as approved by the competent authority, we are pleased to inform you that you have been promoted w.e.f. {Date} to the position of {New Position} {(Academic Area)} under the following terms and conditions:

1. On promotion, your per month salary as per 7th CPC Pay Matrix Level ____ will be as follows:

Basic Pay	:	Rs. 00,000
DA 55% (of Basic)	:	Rs. 00,000
HRA 30% (of Basic)	:	Rs. 00,000
Medical @ 15% (of Basic)	:	Rs. 00,000
Transport Allowance @ 9% (of Basic)	:	Rs. 00,000
Leave Travel Allowance @ 9% (of Basic)	:	Rs. 00,000

Total	:	Rs.0,00,000

2. Probation:
- On acceptance of this promotion offer, you will be on probation for a period of two years from the date of your joining in your new position.
 - On completion of your probation period, it will either be extended or you will be confirmed at this new position in writing.
 - During the period of your probation either side can terminate the service by giving one calendar month notice or salary in lieu thereof without assigning any reason.
 - After confirmation, the notice period will be three months on either side or salary in lieu thereof without assigning any reason.
3. Any change in your service conditions, other than what is stated herein will be communicated to you separately.
4. You will be governed by the rules of Foundation for Organisational Research and Education (FORE)/FORE School of Management (FSM), New Delhi as applicable.

Please send a signed copy of this letter as your acceptance of this promotion offer.

We hope that you will continue to do your best for the Institution and contribute actively in various activities of FORE/FSM.

With best wishes,

(Dr. Subir Verma)

To,
Prof./Dr. _____

FORE School of Management
New Delhi-110016

Copy for kind information to:

- Chair (Academic Services)**
- Senior Manager (Accounts)**

Staff Promotion Letter

Annexure-IVb

No: FSM/ASO/2024-
2025/____
Month DD, YYYY

Sub: Letter of Promotion

Dear Dr./Mr./Ms. _____,

Based on an internal assessment of your work and as approved by the competent authority, we are pleased to inform you that you have been promoted w.e.f. {Date} to the position of {New Position} under the following terms and conditions:

1. On promotion, your per month salary as per 7th CPC Pay Matrix Level ____ will be as follows:

Basic Pay	:	Rs. 00,000
DA 55% (of Basic)	:	Rs. 00,000
HRA 30% (of Basic)	:	Rs. 00,000
Medical @ 9% (of Basic)	:	Rs. 00,000
Transport Allowance @ 9% (of Basic)	:	Rs. 00,000
Leave Travel Allowance @ 4.5% (of Basic)	:	Rs. 00,000
Total		Rs. 0,00,000

The next annual increment will be applicable in the forthcoming appraisal in alignment with the Institutional Staff Appraisal Policy.

2. Probation:

- On acceptance of this promotion offer, you will be on probation for a period of one year from the date of your joining in your new position.
 - On completion of your probation period, it will either be extended or you will be confirmed at this new position in writing.
 - During the period of your probation either side can terminate the service by giving one calendar month notice or salary in lieu thereof without assigning any reason.
 - After confirmation, the notice period will be three months on either side or salary in lieu thereof without assigning any reason.
3. Any change in your service conditions, other than what is stated herein will be communicated to you separately.
4. You will be governed by the rules of Foundation for Organisational Research and Education (FORE)/FORE School of Management (FSM), New Delhi as applicable.

Please send a signed copy of this letter as your acceptance of this promotion offer.

We hope that you will continue to do your best for the Institution and contribute actively in various activities of FORE/FSM.

With best wishes,

(Dr. Subir Verma)

To,
Dr./Mr./Ms. _____

FORE School of Management
New Delhi-110016

Copy for kind information to:

- 1) Chair (Academic Services)**
- 2) Senior Manager (Accounts)**

S. No.	Details of Specific tasks	Status: [Ongoing/Completed]	Duration	Assessment by Supervisor (Rate 1-5)

Rating Scale: 5- Outstanding; 4- Exceeds expectations; 3-Meets expectations; 2- Below expectation; 1-Way below expectation

(ii) Additional Duty: (List of additional responsibilities, up to 3 tasks, their status, and supervisor's name) **(5 points)**

S. No.	Details of Specific tasks	Status: [Ongoing/Completed]	Duration	Assessment by Supervisor (Rate 1-5)

Rating Scale: 5- Outstanding; 4- Exceeds expectations; 3-Meets expectations; 2- Below expectation; 1-Way below expectation

(e) Mention any three Outstanding Contributions/Achievements During the Review Period (5 points)

S. No.	Details of Specific tasks	Status: [Ongoing/Completed]	Duration	Assessment by Supervisor (Rate 1-5)

Rating Scale: 5- Outstanding; 4- Exceeds expectations; 3-Meets expectations; 2- Below expectation; 1-Way below expectation

(f) Self Appraisal/Assessment (Write the barriers and enablers in successful completion of task in current assignments if any)

S. No.	Details of Specific tasks	Status: [Ongoing/Completed]	Duration	Assessment by Supervisor (Rate 1-5)

Rating Scale: 5- Outstanding; 4- Exceeds expectations; 3-Meets expectations; 2- Below expectation; 1-Way below expectation

(g) Details of any award/ recognition received in FSM/outside

S. No.	Details of Award/Recognition received	Details of the award/recognition

(h) Goal Setting & Review (5 points)

S. No.	Goal Activity/task for next year	Target	Remarks

Rating Scale: 5- Outstanding; 4- Exceeds expectations; 3-Meets expectations; 2- Below expectation; 1-Way below expectation

(i) Training Requirements

Suggested by self	Suggested by Supervisor

Signature of Appraisee:---	Signature of Appraiser:---
Date:	Date:



FORE SCHOOL OF MANAGEMENT

STAFF APPRAISAL FORM (Form B)

(To be filled by ASO)

Appraisee (Employee) Name:

Appraisal Period

From:

To:

SECTION 2A: PARAMETERS TO BE FILLED BY THE SUPERVISOR (10 points)

Rating Scale: 5- **Excellent**; 4- **Very good**; 3-**Good**; 2- **Average**; 1-**Way below expectation**

- 1. Interpersonal Skills:** Ability to work collaboratively with peers, students, and stakeholders.

1	2	3	5	5
---	---	---	---	---

- 2. Communication:** Clarity, effectiveness, and appropriateness of communication with students, colleagues, and external stakeholders.

1	2	3	4	5
---	---	---	---	---

- 3. Initiative:** Demonstrates proactive behaviour in identifying and addressing challenges or opportunities.

1	2	3	4	5
---	---	---	---	---

- 4. Time Adherence:** Ability to manage tasks within deadlines and ensure punctuality.

1	2	3	4	5
---	---	---	---	---

- 5. Quality of Work:** Accuracy, attention to detail, and adherence to standards in work outputs.

1	2	3	4	5
---	---	---	---	---

- 6. Motivation and Tenacity:** Displays enthusiasm, perseverance, and a positive attitude in challenging situations.

1	2	3	4	5
---	---	---	---	---

- 7. Discipline:** Adherence to institutional policies, rules, and professional conduct.

1	2	3	4	5
---	---	---	---	---

8. Awareness of Rules and Guidelines: Familiarity with and application of institutional regulations and standard operating procedures.

1	2	3	4	5
---	---	---	---	---

9. Task Accomplishment: Completion of assigned tasks with efficiency, accuracy, and within specified timelines.

1	2	3	4	5
---	---	---	---	---

10. Dependability and Flexibility: Demonstrates reliable and flexible attitude in fulfilling responsibilities and meeting commitments.

1	2	3	4	5
---	---	---	---	---

SECTION 2B: OVERALL ASSESSMENT & PROMOTION POTENTIAL

Below 5	5-9.9	10-14.9	15-19.9	20-25
Way below expectation	Needs Improvement	Satisfactory	Outstanding	Excellent

SECTION 2C: PEN PICTURE-TO BE FILLED BY SUPERVISOR

You may comment on the strengths and any shortcomings of the employee so that the evaluation committee use these remarks for suggestion and development

Performance Highlights, Strengths & Potential

Weakness in performance & behaviour & improvement required/advised

Supervisors are requested to inform the appraisee about the assessment and appraisal of his/her performance



Date of discussion with the appraisee _____

Signature of Supervisor/Manager

Name:

Date:

Signature of Appraisee

Name:

Date:

SECTION 3: REMARKS OF THE REVIEWING OFFICER (Dean/Chair/PROF. in Charge) (75 Points)

Do you agree with the overall assessment made by the supervisor/ manager: YES/ NO

Grading Norm for reference		
Grade Rating Norm	Points Norm	Marks Obtained
A+ Very Good	60-75	
A Good	45-59.9	
B Satisfactory	35-44.9	
C Poor	25-34.9	
D Unsatisfactory	Below 25	
Note: Use additional sheet, if needed, and sign them after placing your name and designation.		

Remarks of Reviewing Officer

Signature of Reviewing Officer

Name:

Date:

SECTION 4: REMARKS OF DIRECTOR- FSM (If any)

Signature of Director:_____

Date:_____

SECTION 5: RECORD OF RECEIPT WITH HR/ AS OFFICE

Date of Receipt:

Signature:

Remarks:

FORE SCHOOL OF MANAGEMENT
STAFF APPRAISAL FORM (Form C)

To be filled by the ASO

Appraisee (Employee) Name:

Appraisal Period

From:

To:

To be filled by the Director

Grading Norm for reference	
Grade Rating	Rating Points
A+	Above 8
A	6.5-8
B	4.5-6.49
C	2.5-4.49
D	0-2.49
Note: If Grade Rating is A+ then please provide details in the right most column given below. Use additional sheet, if needed, and sign them after placing your name and designation.	

Table-D2-1: Ratings by the Director			
Assessment Criteria (<i>all Criteria have equal weight</i>)	Rating by (Manager)	Rating By (Dean/Prof in Charge/ Chair)	Points allotted by the Director FSM (if applicable)
Primary Duty			
Additional duty			
Contributions			
Goal setting			
Other dimensions			
If the person has undergone any training or certification, do you see any noticeable improvement in his/her work/behavior? Please rate it.			
Total Rating Points	-		

Observation/Comments of the Director:

Signature of Director: -----	Date: -----
-------------------------------------	--------------------

RECORD OF RECEIPT WITH HR/ AS OFFICE

Date of Receipt:	Signature:
Remarks:	

Name of the Director: _____ **Signature:** _____ **Date:** _____

List of Staff members who got promoted during the AY 2024-25

a. Change only in Pay Level:

Sl. No.	Name	Designation	New Pay Level	Date of Promotion
1.	Mr. Bishnu Narayan Hota	Deputy Manager (Accounts-II)	Level 10/6	January 01, 2025
2.	Mr. Jagdish Kumar	Attendant	Level 2/23	January 01, 2025
3.	Ms. Kanchan Kalra	Assistant Librarian	Level 9/6	January 01, 2025
4.	Mr. Rajesh Kumar	Attendant	Level 2/12	January 01, 2025
5.	Mr. Satyendra Saxena	Electrician	Level 2/29	January 01, 2025
6.	Mr. Radhey Shyam	Electrician	Level 2/28	January 01, 2025
7.	Ms. Bhanu Sarkar	Senior House Keeper	Level 3/19	January 01, 2025
8.	Mr. Ram Bahadur	Gardener	Level 2/9	January 01, 2025
9.	Mr. Tara Chand	Library Attendant	Level 2/24	January 01, 2025
10.	Mr. Narsingh Mahto	Attendant	Level 2/10	January 01, 2025
11.	Ms. Ujwala Bardoloi	Office Executive (Administration)	Level 5/2	January 01, 2025
12.	Ms. Asha Kumari	Senior Executive (Front Office)	Level 6/10	January 01, 2025
13.	Mr. Arvind Singh	Executive (Administration)	Level 7/1	January 01, 2025
14.	Mr. Gyan Singh Negi	AC Operator	Level 2/15	January 01, 2025
15.	Mr. Prakash Kumar Pradhan	Plumber	Level 2/18	January 01, 2025

b. Change in Designation and Pay Level:

Sl. No.	Name	Designation promoted from	Designation promoted to	Date of Promotion
1.	Ms. Laxmi Pant	Senior Executive (Academics)	Deputy Manager (Academics)	January 01, 2025
2.	Ms. Vandana Babbar	Senior Executive (Academics)	Deputy Manager (Academics)	January 01, 2025
3.	Mr. Sandeep Gaur	Executive (Academics)	Assistant Manager (Academics)	January 01, 2025
4.	Ms. Anushree Banerjee	Executive (Academics)	Senior Executive (Academics)	January 01, 2025
5.	Mr. Ajayananda Dash	Deputy Manager (Accounts-I)	Manager (Accounts-I)	January 01, 2025
6.	Mr. Anant Charan Nath	Senior Accountant	Assistant Manager (Accounts)	January 01, 2025
7.	Mr. Brijesh Kumar Ramtani	Manager (Placements)	Assistant General Manager (Placements)	January 01, 2025
8.	Mr. P.B. Saji	Executive Assistant (Administration) to Chairman	Senior Executive Assistant (Administration) to Chairman	January 01, 2025
9.	Mr. Murlidhar Goswami	Assistant Manager (Systems)	Senior Manager (Admissions)	January 01, 2025
10.	Mr. Nilesh Kumar	Executive (Admissions)	Assistant Manager (Admissions)	January 01, 2025
11.	Mr. Neeraj Joshi	Assistant System Administrator	Assistant Manager (Systems)	January 01, 2025
12.	Ms. Sreedevi Pillai	Nurse	Senior Nurse	January 01, 2025
13.	Mr. Rajesh Kumar Pawariya	Driver	Driver cum Office Assistant	January 01, 2025
14.	Mr. Vinod Kumar	Driver	Driver cum Office Assistant	January 01, 2025
15.	Mr. Jagbir Singh	Driver	Driver cum Office Assistant	January 01, 2025

				2025
16.	Mr. Sunil Chauhan	Driver	Driver cum Office Assistant	January 01, 2025

List of Staff members who got promoted during the AY 2023-24

1. Mr. Goutam Kumar Patro (Promoted from Manager (Academic Services) to Senior Manager (Academic Services))
2. Mr. Shiv Sankar Pradhan (Promoted from Manager (Academics-I) to Senior Manager (Academics-I))
3. Mr. Manish Kumar Pathak (Promoted from Manager (Academics-II) to Senior Manager (Academics-II))
4. Ms. Laxmi Pant (Promoted from Executive (Academics) to Senior Executive (Academics))
5. Ms. Vandana Babbar (Promoted from Executive (Academics) to Senior Executive (Academics))
6. Mr. Lalit Mohan Bhatt (Promoted from Library Assistant to Senior Library Assistant)

List of Staff members who got promoted during the AY 2022-23

1. Mr. Ashutosh (Promoted from Executive (Academic Services) to Senior Executive (Academic Services))
2. Dr. Prakash Gouda (Promoted from Officiating Librarian to Librarian)

List of Faculty members who got promoted during the AY 2023-24

1. Prof. Vandana Bhama (Promoted from Assistant Professor to Associate Professor in the Area of Finance)
2. Prof. Gaurav Gupta (Promoted from Assistant Professor to Associate Professor in the Area of Finance)
3. Prof. Tarun Kumar Soni (Promoted from Assistant Professor to Associate Professor in the Area of Finance)
4. Prof. Ashutosh Pandey (Promoted from Assistant Professor to Associate Professor in the Area of Marketing)

List of Faculty members who got promoted during the AY 2022-

23

1. Prof. Nirmalya Bandyopadhyay (Promoted from Associate Professor to Professor in the Area of Marketing)
2. Prof. Pratibha Wasan (Promoted from Associate Professor to Professor in the Area of Finance & Accounting)
3. Prof. Sumeet Kaur (Promoted from Associate Professor to Professor in the Area of QT & OM)
4. Prof. Basant K. Potnuru (Promoted from Associate Professor to Professor in the Area of Eco & BP)

List of Faculty members who got promoted during the AY 2021-22

1. Prof. Anil Kumar Singh (Promoted from Associate Professor to Professor in the Area of Strategy)
2. Prof. Faisal Ahmed (Promoted from Associate Professor to Professor in the Area of IB)
3. Prof. Himanshu Joshi (Promoted from Associate Professor to Professor in the Area of Finance & Accounting)
4. Prof. Prachi Bhatt (Promoted from Associate Professor to Professor in the Area of OB & HR)
5. Prof. Shilpi Jain (Promoted from Associate Professor to Professor in the Area of IT)
6. Prof. Vinaytosh Mishra (Promoted from Assistant Professor to Associate Professor in the Area of QT & OM)

LTC Details of Faculty

S. No.	Faculty Name	Designation	Date of Joining (DD/MM/YY)	Date of LTC Application (DD/MM/YY)	Total No. of dependents (Excluding Employee)	Total No. of members including employee for whom present LTC is proposed to be availed	LTC Final Destination	LTC Block Year	LTC Availing period (DD/MM/YY)	Approved Yes/ No
1	Faisal Ahmed	Associate Professor	01-05-2012	13-05-2022	3	4	Pune	2020-21	06-06-2022 to 10-06-2022	Yes
2	Hitesh Arora	Professor	18-03-2008	19-05-2022	2	3	Ooty	2020-21	13-06-2022 to 17-06-2022	Yes
3	Nirmalya Bandyopadhyay	Associate Professor	01-11-2018	14-09-2022	2	1	Kolkata	2022-23	21-11-2022 to 25-11-2022	Yes
4	Ajay Kumar Pandey	Associate Professor	22-09-2021	11-01-2023	5	5	Andaman (Port Blair)	2021-22	23-01-2023 to 27-01-2023	Yes
5	Himanshu Joshi	Professor	18-09-2009	02-02-2023	2	3	Kochi	2021-22	06-03-2023 to 10-03-2023	Yes
6	Samta Jain	Assistant Professor	18-08-2020	03-03-2023	3	4	Srinagar	2022-23	20-03-2023 to 24-03-2023	Yes
7	Rakhi Tripathi	Associate Professor	02-09-2011	09-03-2023	2	3	Kochi	2021-22	17-03-2023 to 21-03-2023	Yes
8	Faisal Ahmed	Professor	01-05-2012	20-03-2023	3	4	Samastipur	2022-23	21-04-2023 to 27-04-2023	Yes
9	Asif Zameer	Professor	15-04-2008	06-04-2023	3	4	Coimbatore	2022-23	05-06-2023 to 09-06-2023	Yes
10	Shirsendu Nandi	Associate Professor	01-12-2020	28-04-2023	3	4	Sonmarg, Srinagar	2022-23	29-05-2023 to 02-06-2023	Yes
11	Shilpi Jain	Professor	01-09-2015	01-05-2023	3	4	Goa	2021-22	29-05-2023 to 02-06-2023	Yes
12	Alok Kumar	Associate Professor	24-06-2013	12-05-2023	2	3	Shillong	2021-22	26-06-2023 to 30-06-2023	Yes
13	Rajneesh Chauhan	Dean (CR)	02-09-2013	23-05-2023	3	4	Varanasi	2021-22	26-06-2023 to 30-06-2023	Yes
14	Reeta Raina	Professor	27-07-2011	27-07-2023	1	2	Pune	2023-24	14-08-2023 to 18-08-2023	Yes

15	Prachi Bhatt	Professor	24-07-2009	12-10-2023	0	1	Kochi	2023-24	18-12-2023 to 22-12-2023	Yes
16	Ashutosh Panday	Associate Professor	01-10-2020	30-11-2023	4	3	Port Blair (Andaman)	2022-23	15-01-2024 to 19-01-2024	Yes
17	Sumeet Kaur	Professor	16-08-2010	06-05-2024	2	3	Srinagar	2022-23	10-06-2024 to 14-06-2024	Yes
18	Tarun K. Soni	Associate Professor	02-03-2022	15-05-2024	2	3	Nubra Valley, Leh	2022-23	10-06-2024 to 14-06-2024	Yes
19	Anita Tripathy Lal	Professor	01-06-2007	01-06-2024	3	4	Ranchi	2022-23	10-06-2024 to 14-06-2024	Yes
20	Nirmalya Bandyopadhyay	Professor	01-11-2018	22-08-2024	3	3	Havelock Island, Andaman	2023-24	14-10-2024 to 18-10-2024	Yes
21	Amarnath Mitra	Associate Professor	21-10-2021	05-12-2024	2	3	Andaman & Nicobar	2023-24	16-12-2024 to 20-12-2024	Yes
22	Shilpi Jain	Professor	01-09-2015	12-12-2024	3	4	Kochi, Kerela	2023-24	20-12-2024 to 24-12-2024	Yes
23	Rakhi Tripathi	Associate Professor	02-09-2011	19-12-2024	3	3	Goa	2023-24	06-01-2025 to 10-01-2025	Yes
24	Basant Kumar Potnuru	Professor	30-07-2015	26-03-2025	3	4	Havelock Island, Andaman	2023-24	06-05-2025 to 10-05-2025	Yes

LTC Details of Staff

S. No.	Staff Name	Designation	Date of Joining (DD/MM/YY YY)	Date of LTC Application (DD/MM/Y YY)	Total No. of dependents (Excluding Employee)	Total No. of members including employee for whom present LTC is proposed to be availed	LTC Final Destination	LTC Block Year	LTC Availing period (DD/MM/YYYY)	Approved Yes/ No
1	Rahul	Executive (Academic Services)	19-02-2020	04-04-2022	2	3	Ujjain, Mahakaleshwar	2020-21	16-05-2022 to 20-05-2022	Yes
2	Vinod Kumar	Driver	03-04-1995	11-05-2022	3	4	Bajnath (H.P.)	2021-22	13-06-2022 to 24-06-2022	Yes
3	Ajaynanda Dash	Deputy Manager (Accounts-I)	09-08-2010	13-05-2022	3	4	Harichandrapur Shason, Narasinghpur Cuttak, Odisha	2022-23	14-06-2022 to 24-06-2022	Yes
4	Prakash Gouda	Sr. Deputy Librarian	11-02-2017	02-06-2022	2	2	Jeypore (Odisha)	2020-21	-	Yes
5	Ram Bahadur	Gardener	01-04-2014	06-06-2022	3	4	Salon, Rai Bareilly	2022-23	04-07-2022 to 08-07-2022	Yes
6	Uday Kumar	Senior Manager (System)	30-05-2016	07-06-2022	2	3	Goa	2020-21	20-06-2022 to 24-06-2022	Yes
7	Ashok Kumar Patel	Senior Executive	01-11-1989	05-08-2022	1	2	Goa	2021-22	19-09-2022 to 23-09-2022	Yes
8	Brijesh Kumar Ramtani	Manager (Placements)	24-10-2016	23-11-2022	3	4	Mumbai	2022-23	26-12-2022 to 30-12-2022	Yes
9	Ujwala Bardoloi	Office Executive	21-08-2012	06-01-2023	1	1	Guwahati, Assam	2022-23	20-02-2023 to 03-03-2023	Yes
10	Mukesh Maheshwari	Senior Manager (CCR)	03-01-2019	28-02-2023	3	4	Port Blair (Andaman & Nicobar)	2021-22	03-04-2023 to 07-04-2023	Yes
11	Shailendra Kumar	Senior Administrative Officer	20-02-2018	29-03-2023	3	4	Okha, Gujarat	2022-2023	25-04-2023 to 03-05-2023	Yes

S. No.	Staff Name	Designation	Date of Joining (DD/MM/YY YY)	Date of LTC Application (DD/MM/Y YYYY)	Total No. of dependents (Excluding Employee)	Total No. of members including employee for whom present LTC is proposed to be availed	LTC Final Destination	LTC Block Year	LTC Availing period (DD/MM/YYYY)	Approved Yes/ No
12	Goutam Kumar Patro	Manager (Academic Services)	05-01-2011	17-04-2023	4	3	Madikeri, Coorg, Karnataka	2021-2022	29-05-2023 to 02-06-2023	Yes
13	Narsingh Mahto	Attendant	01-04-2014	26-04-2023	4	5	Chhapra, Bihar	2022-2023	15-05-2023 to 26-05-2023	Yes
14	Nilesh Kumar	Executive (Admissions)	15-01-2019	25-04-2023	5	4	Manali	2021-2022	29-05-2023 to 02-06-2023	Yes
15	Manish Kumar Pathak	Manager (Academics)	15-02-2011	28-04-2023	2	3	Gangtok	2021-2022	19-06-2023 to 23-06-2023	Yes
16	Vivek Chakrapani	Assistant General Manager	09-12-2013	19-04-2023	2	3	Kalpetta, Kerala	2021-2022	29-05-2023 to 09-06-2023	Yes
17	Anant Charan Nath	Senior Accountant	01-04-2013	08-05-2023	4	3	Sahapur, po-Gedma, Keonjhar (Odisha)	2021-2022	05-06-2023 to 09-06-2023	Yes
18	Sreedevi Pillai	Nurse	03-07-2013	15-05-2023	1	2	Kerela	2021-2022	27-05-2023 to 10-06-2023	Yes
19	Rajesh Kumar	Attendant	01-07-2009	10-05-2023	2	3	Shirdi, Maharashtra	2021-2022	05-06-2023 to 12-06-2023	Yes
20	Bishnu Narayan Hota	Deputy Manager (Accounts-II)	11-09-2006	23-05-2023	3	4	Dhenkanal	2022-2023	26-06-2023 to 30-06-2023	Yes
21	Bhanu Sarkar	Senior House Keeper	23-06-1990	01-09-2023	3	4	Hatigarh, Assam	2023-2024	09-10-2023 to 30-10-2023	Yes
22	Jagbir Singh	Driver	30-10-1995	13-10-2023	3	4	Pune	2023-2024	20-11-2023 to 24-11-2023	Yes

S. No.	Staff Name	Designation	Date of Joining (DD/MM/YY YY)	Date of LTC Application (DD/MM/Y YYYY)	Total No. of dependents (Excluding Employee)	Total No. of members including employee for whom present LTC is proposed to be availed	LTC Final Destination	LTC Block Year	LTC Availing period (DD/MM/YYYY)	Approved Yes/ No
23	Rajiv Ranjan	Manager (Placements)	28-10-2016	16-10-2023	3	2	Goa	2023-2024	18-12-2023 to 22-12-2023	Yes
24	Radhey Shyam	Electrician	15-04-1991	09-11-2023	3	4	Madurai	2023-2024	01-01-2024 to 10-01-2024	Yes
25	Prakash Kumar Pradhan	Plumber	14-08-1977	15-01-2024	3	4	Mandapada, Kendrapara , Orissa	2023-2024	19-02-2024 to 01-03-2024	Yes
26	Satendra Saxena	Electrician	24-07-1995	08-04-2024	3	4	Mandapam (Rameshwaram)	2023-2024	18-06-2024 to 28-06-2024	Yes
27	Vivek Chakrapani	Assistant General Manager	09-12-2013	19-04-2024	2	3	Kalpetta, Kerala	2023-2024	20-05-2024 to 31-05-2024	Yes
28	Uday Kumar	Sr. Manager (Systems)	30-05-2016	25-04-2024	2	3	Port Blair (Andaman & Nicobar)	2022-2023	25-05-2024 to 04-06-2024	Yes
29	Laxmi Pant	Senior Executive	01-11-2006	10-05-2024	2	2	Goa	2022-2023	03-06-2024 to 07-06-2024	Yes
30	Prakash Gouda	Librarian	12-02-2002	27-05-2024	2	2	Jeypore (Odisha)	2022-2023	-	Yes
31	Shiv Sankar Pradhan	Senior Manager (Academics-I)	01-04-2021	28-08-2024	4	5	Dwarka, Gujarat	2023-2024	30-09-2024 to 04-10-2024	Yes
32	Shailendra Kumar	Senior Administrative Officer	20-02-2018	03-02-2025	4	5	Puri, Bokaro Steel City & Varanasi	2023-2024	17-03-2025 to 21-03-2025	Yes
33	Brijesh Kumar Ramtani	Assistant General Manager	24-10-2016	27-03-2025	3	4	Bengaluru	2024-2025	28-04-2025 to 02-05-2025	Yes

FOUNDATION FOR ORGANISATIONAL RESEARCH AND EDUCATION,
NEW DELHI

ADMINISTRATIVE RULES

A. Abbreviations Used

1. FORE : Foundation for Organisational Research and Education, New Delhi
2. FSM : FORE School of Management, New Delhi
3. FAME : FORE Academy of Management and Education, Gurugram
4. FIDTR : FORE Institute of Drone Technology and Research, Gurugram
5. HQ : Headquarter
6. ASO : Academic Services Office
7. IOM : Inter Office Memo
8. CL : Casual Leave
9. EL : Earned Leave
10. MedL : Medical Leave
11. RH : Restricted Holiday
12. ML : Maternity Leave
13. LTC : Leave Travel Concession
14. DA : Dearness Allowance
15. TA : Travel Allowance
16. DA : Daily Allowance
17. EMI : Equated Monthly Installment

B. Applicability

1. 'FORE' means Foundation for Organisational Research and Education, New Delhi.
2. 'FSM' means FORE School of Management, New Delhi, a vertical of FORE.
3. 'FAME' means FORE Academy of Management and Education, Gurugram, a vertical of FORE.
4. 'FIDTR' means FORE Institute of Drone Technology and Research, Gurugram, a vertical of FORE.
5. 'HQ' means Headquarter and is the location of posting of the employee.
6. 'Institute' means FORE, FSM, FAME, FIDTR, or any vertical of FORE that may be created.
7. Terms and conditions specifically mentioned in the appointment letter will supersede these rules as applicable.
8. 'Employee' or 'Employees' word wherever used in these rules will mean (i) full-time appointed as teaching or non-teaching regular employee, as well as, (ii) an appointed employee on a full-time contract on a pay-scale or on a consolidated compensation.
9. Faculty shall mean all teaching employees, regular or 'on contract', on a pay-scale or on a consolidated compensation.
10. Staff shall mean all non-teaching employees, regular or 'on-contract', on a pay-scale or on a consolidated compensation.
11. Regular employees are those who are appointed on a pay-scale with a probation period

and on completion of the probation period such employees are considered for confirmation as regular employee.

12. 'Service', unless specified, means regular employment or full-time contract employment.
13. These rules, unless specified, are applicable to all employees of FORE and its verticals, namely, FSM, FAME, FIDTR, or any new vertical that may be created.
14. FORE or any of its vertical may suitably edit the FORMS contained in this Administrative Rules to suit its specific requirements.
15. Any rule applicable only to employees of a particular vertical of FORE will be specifically stated so. There may be a separate notification for such rules released by concerned vertical of FORE and all such rules shall be released only after approval of Chairman, FORE.
16. These rules, as updated from time to time, will be notified through office notes/circulars for all concerned employees to take note of.

C. General Rules

1. All regular employees will normally follow 5-day week (Monday to Friday) for attending office work. All full-time contract employees will normally follow 6-day week (Monday to Saturday) for attending office work.
2. At the time of joining, the employee must submit self-attested passport size photograph for record.
3. At the time of joining, married employees must submit a joint family photograph of postcard size duly signed and dated by self and the spouse with their ID proof.
4. The above photographs must be replaced once in three years in the month of January.
5. Dependency of parents/children/spouse should be documented at the time of joining. Any changes thereafter must be reported and the supporting documents be duly approved by the competent authority.
6. Permanent hometown address and local address must be documented at the time of joining. Local address must be placed on record within 30 days of joining. Any change in local address must be reported with supporting documents and this be duly approved by the competent authority.
7. Employee must provide details of spouse's employment in the prescribed format at the time of joining and update it as needed.
8. If the last day/date of a contract or probation period or work completion deadline date turns out to be a holiday, then the next working day will be considered as the last day/date or deadline date. In case of resignation or superannuation, the last day of the resignation notice period or the day of working for the superannuating employee will be the working day prior to the last day if it happens to be a holiday.
9. (a) All staff of FORE and its verticals travelling out of station if it is not based on an approved travel plan during non-working days (including weekly offs & holidays) must inform the Academic Services Office at aso@fsm.ac.in prior to undertaking the travel.
(b) All faculty members or trainers of FAME/FIDTR travelling out of station if it is not based on an approved travel plan during non-working days (including weekly offs & holidays) must inform to their heads of institutions through email or through hard copy notes (IOMs). Faculty members of FSM must inform the Director's office at diroffice@fsm.ac.in

10. Special Rules for Faculty Members of FSM: Faculty members of FORE School of Management, New Delhi (FSM) are governed, by the following guidelines and rules notified separately by the Director, FSM:
 - (i) Faculty Academic Credit, Incentive, Conference Participation, and Seed Money Rules.
 - (ii) Faculty Recruitment, Retention, and Service Policy.
 - (iii) Executive Education Policy and Rules.
 - (iv) Consulting Project & Professional Services Policy and Rules.
 - (v) Faculty Handbook: Code of Conduct and Guidelines
11. For employees on consolidated compensation, the Basic Pay shall be considered as 60% of the consolidated compensation (excluding any reimbursements or allowances) per month. No DA will be applicable for such cases.
12. All employees of FORE and its verticals, namely FSM, FAME, FIDTR or of any new vertical that may be created, will be governed by these rules except for the terms of employment as stated in the appointment letters issued to an employee (regular or on full-time contract including those on consolidated compensation or pay-scale) which will supersede these rules as applicable.
13. During employment with FORE or any of its verticals, employees are to devote whole-time to the service of FORE or its verticals and will not engage directly or indirectly in any trade or business or any other work which may interfere with the proper discharge of their duties and responsibilities. The restrictions contained herein shall not apply to any assignment undertaken with prior permission of the Competent Authority.
14. Any unauthorized still photography, and/or audio and/or video recording in the institute of any person(s), meeting proceedings, any other activity that puts any other employee(s) of the institute and/or image of the institute, etc., in poor light or is termed objectionable by a Disciplinary Committee of the Institute will be construed a misconduct and may attract appropriate disciplinary action against such employee who makes and/or shares such still photography, and/or audio and/or video recording.

D. Joining, Probation Period and Annual Review

- (a) All staff will be assessed for their performance annually in a calendar year cycle and in line with the Staff Appraisal Policy.
- (b) Appraisal will be done for all new employees at the end of the calendar year of their joining along with other employees as per the Staff Appraisal Policy irrespective of the remaining period in their joining calendar year.
- (c) If an employee joins by June 30, then s/he will be under probation until December 31 of that year and will be assessed for performance for the work period of that year as per procedure followed for other employees.
- (d) If an employee joins after June 30, then s/he will be under probation until December 31 of the next year and will be assessed for performance for the remaining period of the joining year as well as for the next year as per procedure followed for other employees.
- (e) At the time of appointment, a longer probation period may be decided by the Appointing Authority and the probation period so determined shall be appropriately incorporated in the offer of appointment.
- (f) Terms of service as stated above be appropriately stated in the appointment letters issued to new joiners.

E. Leave Rules

(i) General Principles:

- (a) Employee cannot claim any leave as a matter of right.
- (b) In response to work related contingencies, an employee can be called in any time even during weekly offs, or declared holidays and/or beyond normal duty hours, to perform an official activity at a location where her/his presence may be needed for the activity.
- (c) Any leave, already sanctioned, can be cancelled, either fully or partially, by the leave sanctioning authority.
- (d) The leave sanctioning authority may refuse or revoke leave of any kind, but cannot alter the kind of leave due and applied for.
- (e) Leave of one kind taken earlier may be converted into leave of a different kind at a later date at the request of the employee and at the discretion of the authority who granted the leave.
- (f) An employee on leave must not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.
- (g) All leave(s) to be applied online ONLY, unless there is a technical problem, and in that case leave(s) can be applied through IOM (Inter Office Memo) or a Leave FORM that may be available.
- (h) Casual Leave (CL) can be applied online by uptill one date next of availing the respective CL date and Restricted Holiday (RH) leave can be applied online until the same day till 1:00 pm. Further, if one wishes to avail half day CL, then it can be applied online any time of that day.
- (i) Earned Leave (EL) can be applied up to the day of availing leave.
- (j) Cancellation/Modification/Updation of Leave: The following procedure shall be made applicable in respect of cancellation/modification/updation of leave:
 - i) The applied leave could be cancelled/modified/updated by the applicant himself/herself in case the next level recommendation/approval has not been processed.
 - ii) Approved leave can be cancelled/modified/updated only within one month of the commencement date of the approved leave.
 - iii) Approved leave cancellation/modification/updation can be availed only once in a calendar year. Any subsequent cancellation/modification/updation will not be allowed.
 - iv) Cancellation of an approved leave due to an official activity or to complete a committed official work will not be counted towards the limit specified in paras “j(ii)” and “j(iii)” above.
- (k) Absence without Prior Approval: Leave availed without prior sanction of the competent authority, shall be treated as “Absence-Without-Pay”, unless following action is taken at the earliest:
 - i) Communication for proceeding on leave due to urgency has been sent through a person, letter, telephonically, or through other electronic mode to

- the immediate superior/sanctioning authority.
- ii) Telephonic or any electronic confirmation has been taken from the concerned immediate superior/sanctioning authority.
- iii) Someone on behalf of the employee sends a message/intimation appropriately to the leave sanctioning authority as quickly as practical, should the employee be unable to communicate due to incapacity.
- iv) Post-facto request for approval of leave must clearly mention details of prior intimation as in “k(i), k(ii) and/or k(iii)” above.
- v) If anyone is absent without approved leave for 5 or more working days and none of the action as above has been taken/initiated, then the employee is liable for disciplinary action leading to a major penalty, including termination from service.
- (l) Willful absence from duty after the expiry of leave renders an employee liable to disciplinary action.
- (m) If the total number of leave (including suffix, prefix and any combination of leave) applied by a faculty member of FSM is greater than or equal to 15 then the respective Area-Chair and Dean (Academics) must recommend the same in the first stage and for approval by the Director, FSM.

(ii) Casual Leave (CL):

- (a) For meeting unforeseen circumstances, an employee will be granted 12 days Casual Leave (CL) during a calendar year.
- (b) For employees joining or rejoining FORE or any of its verticals, CL shall be credited @ one CL for every completed calendar month.
- (c) The CL should not normally be granted for more than 5 days at any one time, except under special circumstances with the express approval of the competent authority.
- (d) Weekly offs or holidays falling during a period of CL are not to be counted as part of CL.
- (e) CL can be granted for half a day also if first half or second half is clearly mentioned in the leave application.
- (f) CL cannot be clubbed with any other leave (except as per provisions laid down for RH) and cannot be carried forward to the next year on the close of a calendar year.

(iii) Earned Leave (EL):

- (a) Maximum Earned Leave (EL) that can be accumulated or kept in balance will be 300 days.
- (b) Maximum ceiling for encashment of EL shall be 300 days in the entire service.
- (c) An employee will earn 2½ days of EL for each completed month (maximum of 30 days annually) of service.
- (d) A minimum of one calendar day EL can be availed at a time.
- (e) EL credit will be done at a uniform rate of 15 days each on 1st of January and on 1st of July every year.

- (f) If a new employee is appointed, the EL shall be credited on pro-rata basis at the rate of 2½ days for each completed calendar month of service.
- (g) EL in the first month of service (on joining) or the last month of service (on account of death, retirement, resignation, removal, dismissal or any reason for severance from service) shall be granted/credited at the rate of 0.5 EL for each completed six days in the first or the last month of service, as per the case. In the last month of service total accumulated EL will be rounded off to the next higher whole number if it is in a fraction.
- (h) An employee must avail a minimum of 5 days of EL in a calendar year. A maximum of 25 days of EL in a year can be accumulated.
- (i) Employees may encash EL to their credit subject to the approval of the competent authority once in a year with the condition that a balance of 30 (Thirty) days of EL shall always be kept in the credit of the employee.
- (j) The encashment will be calculated based on a month's Basic Pay + DA components of the last salary drawn. The encashment provision is subject to the discretion and approval of the competent authority.
- (k) For employees on contract and on consolidated compensation, the EL encashment will be calculated @60% of their consolidated compensation per month, considered as the equivalent Basic Pay, excluding any allowance and reimbursement on actuals or as specified in the contract offer.

(iv) Medical Leave (MedL):

- (a) All employees are entitled for Medical Leave (MedL) of up to 12 days per calendar year.
- (b) MedL is entitled only for hospitalization cases on production of discharge summary of the concerned hospital where the employee was admitted.
- (c) MedL accrual for the calendar month will be as under:
 - i. On entering service, MedL accrual will be pro-rated for each completed calendar month from the date of joining. Part of the month on joining and on leaving will not contribute to the MedL accrual.
 - ii. MedL can be combined with EL/CL.
- (d) MedL cannot be accumulated beyond 30 days

(v) Restricted Holiday (RH):

- (a) Restricted Holidays (RH) are the holidays which an employee can avail from the list of Restricted Holidays provided at the beginning of the year.
- (b) RH are limited only for two (2) days per calendar year.
- (c) RH can be prefixed, suffixed or mid-fixed between two spells of any kind of EL or CL.
- (d) RH cannot be accumulated or carried forward to the next calendar year.
- (e) RH entitlement in a calendar year for employees with less than one year of service in a calendar year shall be as follows:

Table-1: RH Entitlement		
S. No.	Length of Service	RH Available
i)	Less than 3 months	Nil
ii)	Up to 9 months	One
iii)	More than 9 months	Two

(vi) Maternity Leave (ML):

- (a) Maternity Leave (ML) of 180 days (24 Weeks) is admissible for married female faculty/staff with less than two surviving children. Out of this, not more than eight weeks preceding the date of expected delivery may be availed.
- (b) Maternity benefit by a woman having two or more surviving children shall be twelve weeks of which not more than six weeks may precede the date of expected delivery.
- (c) A woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
[Note: “Commissioning mother” means a biological mother who uses her egg to create an embryo implant in any other woman.]
- (d) The leave is not debited to any leave account and the employee will be granted full pay.
- (e) ML can be taken in conjunction with all types of leave except CL.
- (f) In case of miscarriage/abortion (induced or otherwise) a total 45 days’ leave is admissible in the entire service. This is not applicable in case of having two surviving children. Application should be supported by a certificate from a Registered Medical Practitioner.
- (g) ML counts as service for increments considerations.
- (h) ML is independent of all other leave and does not affect any other leave of that particular year.

F. Leave Travel Concession (LTC) Rules

- (a) LTC can be availed by a regular employee for self, spouse, maximum two children and dependent parents for travelling from Headquarter (HQ) to another place within India or declared Hometown and back.
- (b) LTC entitlement block years (24 months) begin from the 1st January of the joining year. Employees will be entitled for LTC once in a block of two years on pro-rated basis. If an employee is not able to avail LTC during the block of two years then such employee may avail LTC within the next six months after end of her/his current block years.
- (c) For LTC availed by employees leaving their service if falling short on two-block years, then the claim amount will be adjusted on pro-rata basis for the shortfall period from their final settlement.
- (d) The origin of journey for availing LTC must be HQ. It is normally expected that LTC journey will be performed together by the employee with all eligible dependents for

availing LTC. However, LTC may be availed for self and eligible dependent for maximum two separate journeys each way in a block of two years. That is, the LTC travel with destination covered by Railway/Air can be undertaken in two separate groups on two different dates to the same destination.

- (e) The entire LTC journey for the block years must be completed by self and all eligible dependents within 60 days.
- (f) If the declared dependents are staying at a location other than the HQ of the employee then to and fro fare from their place of stay to the LTC destination can be claimed if the dependents do not commence their LTC journey from HQ. However, fare from HQ to LTC destination or fare from dependent location to LTC destination whichever is lower will be paid.
- (g) For availing LTC, a minimum of 5 days Earned Leave must be availed.
- (h) Entitlement and claim of travel class for availing LTC will be as per the travel class entitlement rules as applicable to the employee.
- (i) If the destination is not directly connected by Airport or Railway station journey then from the landing airport/railway station to the place of destination journey may be undertaken by regular service bus only. Travel tickets purchased for public transport must be produced for travel reimbursement. If the destination is not a declared “hometown” then proof of stay at such destination must also be submitted. If staying with a friend/relative then the days of stay and complete address with contact phone number of the friend/relative with their names be submitted along with the LTC approval request.
- (j) If the destination is a State capital not serviced by public Rail or Air link, then the journey to the State capital from the nearest Railway Station or Airport can be performed by road as per road travel entitlement rules. Travel expense receipt, if travelling by taxi, with vehicle number, dates travelled, distance travelled, driver’s name and contact phone number and/or address must be submitted for a reimbursement. Only one such claim for reimbursement can be made in a block of two years.
- (k) Air/Rail ticket must be booked at least 30 days prior to the travel date after LTC leave has been approved. For booking made less than 30 days prior to travel, LTC reimbursement will be deducted on pro-rata basis of the total fare. Air/Rail ticket must be booked by self.
- (l) The request for approval to avail LTC and for drawing advance for LTC must be made in the requisite FORM.
- (m) Availing LTC benefits through spouse’s employment terms will disqualify an employee from availing LTC under this policy/rules. The request for approval to avail LTC must clearly indicate that the employee has not received LTC benefits through spouse’s employment terms. Spouse employment details must be submitted to the ASO.
- (n) Evidence of travel, certification of the amount spent for the purpose and claim for reimbursement must be submitted by the employee within fifteen days of returning from LTC.

G. Dependency

To be declared a Dependent, the following will be considered:

- (a) **Parents:** If income of any one of the surviving parents is less than Rs25,001 p.m. plus Dearness Allowance (DA) then either or both the parent is/are deemed to be wholly dependent on the employee. Also, such parents must not have been declared dependent or benefits claimed by any other sibling to/from their employers.
- (b) **Daughter:** She is considered dependent until she starts earning or gets married whichever is earlier irrespective of the age limit.
- (c) **Son:** Unmarried son until he starts earning or attains the age of 25 years whichever is earlier will be considered dependent. Also, son is considered dependent if he is suffering from permanent disability of any kind (physical or mental) and not earning/employed and staying with employee.
- (d) In case of any ambiguity, a reference will be made to Government of India norms/rules. Decision of the competent authority in such cases will be binding and final.

H. Medical Reimbursement

In addition to the cashless Group Medical Insurance provided to all regular employees, they will be paid/reimbursed medical allowance/expenses as follows:

- (a) Employees with Basic Pay greater than Rs80,000 per month will get the medical allowance equal to Rs30,000 per annum.
- (b) Employees with Basic Pay greater than Rs40,000 per month and up to Rs80,000 per month will get the medical allowance per year equal to their Basic Pay multiplied by 0.375 (=15/40).
- (c) Employees with Basic Pay up to Rs40,000 per month will get the medical allowance equal to Rs15,000 per annum.
- (d) Medical allowance released will be subject to Income Tax as applicable.
- (e) Medical allowance will be released to employees on monthly basis.
- (f) For mediclaim and medical reimbursement, dependency is restricted to self, spouse and maximum of two children.

I. Rules of Travel Entitlement and Travel/Daily Allowance(TA/DA) Rates for Travel in India/Abroad

Applicability of these rules for all employees will be according to their Basic Pay.

(a) Travel Class Entitlements for Travel by Air/Rail/Road within India:

Category	Basic Pay	Air	Rail	Road
I.	(a) Board Members, FORE (b) Secretary, FORE (c) Director, FSM	Business/Club Class	AC I Class in any Train	AC Taxi/Hired Taxi/AC Bus
II.	(a) Faculty Member, FSM (b) Rs1,00,000 and above	Economy Class	AC1 Class in any Train	Same as above

III.	Rs50,000 to below Rs1,00,000	Economy Class Air Travel can be undertaken if the fastest train journey to destination takes more than 15 hours.	AC2 Tier Class in any Train	Same as above
IV.	Below Rs50,000	--	AC3 Tier/ AC Chair Car in any Train	Autorickshaw/ Own Scooter/ Motorcycle/ Moped/Any Public Bus including AC Bus.

Note:

1. In case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class. Proper signed ticket must be produced along with claim for reimbursement.
2. Any long distance (>150 km one way) official travel by personal car is to be avoided and if considered more convenient then specific 'flagged' approval be taken before undertaking such official travel.
3. To claim local conveyance/bus fare signed bills/tickets must be submitted. For local travel Ola, Uber, etc., taxi services be availed.

(b) Travel Class Entitlements for Travel by Steamer Transport within India:

Category	Basic Pay	For Steamer/Ship
I.	(a) Board Members, FORE (b) Secretary, FORE (c) Director, FSM	Actual fare for class equivalent to Business Class
II.	Rs1,00,000 and above	Actual fare for the category next lower to Business Class
III.	Rs50,000 to below Rs1,00,000	Actual fare for the category next lower to Business Class
IV.	Below Rs50,000	<ul style="list-style-type: none"> ▪ The lowest class, if there are two classes only. ▪ The middle class, if there are three classes. ▪ The third lowest class, if there are four classes.

(c) DA Rates (Rs. per day) for Home Stay/Self Arranged Stay Within India:

In case the traveler makes his/her own arrangement for boarding and lodging, a lump sum DA rate inclusive of all shall be admissible as under:

Category	Basic Pay	Metropolitan Cities* (Rs.)	State Capital Cities (Rs.)	Other Cities (Rs.)
I.	(a) Board Members, FORE (b) Secretary, FORE	2,500	2,000	1,800

Category	Basic Pay	Metropolitan Cities* (Rs.)	State Capital Cities (Rs.)	Other Cities (Rs.)
	(c) Director, FSM			
II.	Rs1,00,000 and above	1,500	1,100	1,000
III.	Rs50,000 to below Rs1,00,000	1,000	900	800
IV.	Below Rs50,000	800	700	600
* Metropolitan cities are: New Delhi/Mumbai/Kolkata/Chennai/Bengaluru/Hyderabad				

(d) TA/DA Rates (Rs. per day) for Hotel Accommodation Within India:

Category	Basic Pay	Metropolitan Cities (Rs.)		State Capital Cities (Rs.)		Other Cities (Rs.)	
		Hotel (Lodging) (Excl. GST)	DA (Boarding)	Hotel (Lodging) (Excl. GST)	DA (Boarding)	Hotel (Lodging) (Excl. GST)	DA (Boarding)
I.	(a) Board Members, FORE (b) Secretary, FORE (c) Director, FSM	15,000	2,500	12,000	2,000	10,000	1,800
II.	(a) Faculty Member, FSM (b) Rs1,00,000 and above	7,500	1,500	6,000	1,100	4,500	1,000
III.	Rs50,000 to below Rs1,00,000	5,000	1,000	4,000	900	3,500	800
IV.	Below Rs50,000	3,500	800	3,000	700	2,500	600
Note: 1. Hotel receipts are to be submitted along with the TA claim. 2. In case the hotel charge is more than the limit prescribed above, the extra charge will be borne by the individual and will not be reimbursed. 3. Where actual expenditure on boarding and lodging is paid by clients or the Institute, the daily allowance will be paid @ 50% of amount mentioned above.							

(e) Travel Class and Hotel Accommodation Entitlement for Foreign Travel:

- i. An employee deputed abroad will travel by air in economy class. The Board Members, FORE/Secretary, FSM/Director may at their discretion travel by Business Class. The Airport tax and visa charges paid in India will be reimbursed in Indian currency.
- ii. **TA/DA rates (US\$ per day) for Hotel accommodation abroad:**

Category	Basic Pay	Daily Allowance	Hotel (Lodging)	Local Conveyance
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I.	(a) Board Members, FORE (b) Secretary, FORE (c) Director, FSM	150	300	50
II.	(a) Faculty Member, FSM (b) Rs1,00,000 and above	100	175	25
III.	Rs50,000 to below Rs1,00,000	75	125	25
IV.	Below Rs50,000	75	100	25
Note: 1. Local Conveyance exceeding the above limits may be claimed for reimbursement on submission of receipts and may be paid as approved. 2. Signed bills/tickets/boarding pass must be produced.				

(f) General Additional Rules:

- i. Hotel and Travel tickets for attending fixed events, such as, seminars, workshops, conferences, scheduled meetings, etc., must preferably be booked at least 30 days in advance.
- ii. Hotel and Travel tickets for admission, Executive Education training programs, etc., must preferably be booked at least 15 days in advance.
- iii. DA will be admissible only for travel beyond 40 km (one way) from HQ as per the prescribed DA rates.
- iv. No DA will be permissible for local travel on same day return within Delhi-NCR. However, the reimbursement for lunch may be permissible against proper bills as follows:
 - Rs500/- inclusive of GST if Basic Pay is Rs65,000/- and above.
 - Rs300/- inclusive of GST if Basic Pay is below Rs65,000/-.

In absence of proper bill, the claimant can be reimbursed 50% of her/his entitlement, as stated in I(f)(iv) above.

- v. Prior approval of the competent authority must be taken before undertaking the planned journey.
- vi. The tour advance will be given for the number of days for which the tour is approved.
- vii. The scheduled time of departure of plane/train/bus and the actual time of arrival of plane/train/bus will be taken as departure/arrival from headquarters.
- viii. Conveyance/Transport are reimbursable at actual on production of receipt(s).
- ix. If an employee travels by a class lower than the class s/he is entitled to, the travel fare will be restricted to the class actually traveled in. If s/he travels by a higher class than the entitled class, the difference will be borne by the traveler unless specifically approved by the competent authority.
- x. On completion of tour/visit, an expense detail as TA Claim along with signed vouchers/receipts must be submitted within one week of completion of tour by the individual employee.

(g) Daily Allowance Hour Rate during official travel to outstation destination:

Daily Allowance (DA) will be regulated/calculated on the basis of hours of absence/travel from HQ on any calendar day as mentioned below:

- i. 0 – 4 hours : Nil
- ii. 4 – 8 hours : 50%
- iii. Above 8 hours : 100%

J. Local Conveyance Reimbursement/Allowance

- (a) If an employee overstays in office on a regular working day by more than two hours to complete an official activity, then s/he will be paid Rs200/- or actual travel expenses, whichever is lower.
- (b) If an employee comes to office on a holiday for more than 5 hrs. to complete an official activity, s/he will be paid Rs400 or actual to/fro travel expenses, whichever is lower.
- (c) Auto fare @ Rs25 for first km and @ Rs8 for the subsequent km or actual fare paid whichever is lower can be claimed for reimbursement if undertaking this local travel for official purpose.
- (d) For using own conveyance for official purpose conveyance @Rs5 per km for two-wheeler use or Rs10 per km for four-wheeler use can be claimed.
- (e) For Local Travel claims as above specific prior approval be taken by their respective reporting officer. These claims are to be approved by the Director /Dean/Head of the Institute before payment can be released.

K. Overtime Allowance for Official Activity

Overtime Allowance can be claimed only by an employee who is a Driver, Electrician, Gardener (Mali), Painter, Attendants, Plumber, AC Technician/Operator, Dispatch staff, Dispatch Rider, and House Keeper.

The overtime time and upper limit on amount claimed as overtime will be as follows:

- (a) Overtime rate will be Rs40/- per hour.
- (b) Maximum amount that can be claimed by the eligible employees will be Rs2,200 per month. Since there is only one AC Technician/Operator, he will not be bound by this limit.

L. Canteen Subsidy Allowance

- (a) Canteen Subsidy Allowance is to encourage employees to have lunch in the canteen. The Canteen Subsidy Allowance covers lunch, snacks, tea, coffee, soft drink, juice, etc., ordered from the canteen for consumption on campus only as a reimbursement of actual consumption.
- (b) The Canteen Subsidy Allowance will be Rs1,400 per month subject to the following:
 - i. Reimbursement of up to Rs1,400 per month towards lunch at the canteen during 1:00pm to 3:00 pm, and
 - ii. Reimbursement of up to Rs450 per month towards other items.

- iii. Total of (i) and (ii) above for reimbursement will be limited to Rs1,400 per month.
- (c) Due amount as billed and verified up to a maximum of Rs1,400 per month per employee will be released to the canteen directly and any amount in excess of this is to be paid by the concerned employee directly to the canteen.

M. Short Term Loan (*only for regular employees as per B8(i)*)

- (a) Applications for short term loan to meet certain financial obligations which cannot be met by the employee from his/her own source of income can be made.
- (b) Quantum of loan shall be decided with reference to the (i) Requirement, and (ii) Repaying capacity of the applicant.
- (c) Loan amount will be restricted to Rs1,00,000 for any of the purpose stated above.
- (d) EMI payment amount must not exceed 1/3rd of the net take home salary per month. The loan will be recovered in maximum of 25 equal Installments inclusive of interest. The total loan amount must meet these requirements.
- (e) The loan will carry simple rate of interest of 8%.
- (f) Repayment of loan will start from the next month salary from the month of loan disbursement.
- (g) Only those employees who have completed minimum 3 years of regular service and having a minimum 45 days EL balance credit in her/his account will be eligible for applying for the loan.
- (h) The grant of loan cannot be claimed as a matter of right of an employee.
- (i) Onus of establishing the genuineness of the grounds for which the financial assistance is sought will rest with the applicant.
- (j) Repeat request for loans can be made only after three years of complete repayment of previous loan.
- (k) Application for loan may be rejected by the competent authority without assigning any reason.

N. Gratuity

- (a) Employees including contract employees who have completed at least 5 years of continuous service are eligible for gratuity.
- (b) Gratuity amount due will be calculated as follows:

$$\text{Gratuity} = (\text{last drawn Basic Salary} \times \text{Number of completed years of service}) \times 15/26$$
- (c) The last drawn Basic Salary comprises Basic and Dearness Allowance (DA) and no other part will be included in the salary.
- (d) Completed years of service comprise any year where an employee has rendered services for more than six months.
- (e) In 5th year of service if an employee has rendered services for more than 240 working days, then it will be treated as 5 completed years.

O. Confidentiality Clause

During the course of employment, employees may have access to Confidential Information. All work carried out for or on behalf of FORE or any of its verticals is/are to be treated as confidential.

All emails from an employee to another employee is confidential. Emails exchanged between one individual to another (or a groups of people within the Institute) must be taken as a confidential communication. Received email from a person when replied to another person, external or internal, must not have the previous email (trail email) appended to it, unless knowingly done. So, every employee must carefully look at the email content they are about to send and remove all appended contents that is not required to be there. Or, at least they be very sure that the appended content is okay.

Any employee will not at any time during his/her tenure of employment or afterwards, disclose to any person any information as to the accounts, finances, software, know-how, etc., without the express approval of the Director, FSM. Thus, it is expected of all employees to not discuss, communicate to media or publication entities verbally or in writing, or commenting upon or disparage (speak slighting) or disclose any information in any manner directly or indirectly to any forum, or person, or entity.

All notes, memoranda, records and other documents related to the Institute in possession of employee, will remain the property of the Institute and will be handed over to the authorized person of the Institute from time to time as expected or on demand and, in any case upon severance of employment with the Institute.

Any employee found disclosing confidential records or information to any unauthorized person or persons will render herself/himself subject to disciplinary action that may lead up to dismissal from service or any other legal action as deemed fit.

P. Social Media Code of Conduct for Faculty and Staff

Faculty and Staff members working at FORE or any of its verticals need to take a note that they have a sense of moral responsibility towards the Institute and its reputation. They are the brand ambassadors of the Institute and their opinion matters.

Social media platforms like Twitter, Facebook, Google+, LinkedIn, Instagram, and open forums and Blogs are now a common feature of everyday life. Any comment posted by any employee on the social media will undoubtedly have a direct or indirect bearing on the Institute's reputation. Controversial content posted in cyber space can have serious consequences on employees as well as the Institute. So, while using these platforms, all employees must be mindful that the information shared by them goes to the public domain and hence, they should be extremely careful about using social media in any way that might compromise FORE or any of its verticals reputation, and affect their careers.

The following advisory is hereby issued to all employees of FORE and its verticals to adhere to the following guidelines to keep in mind for appropriate social media conduct:

- (a) An employee may choose to have social media accounts, such as, Twitter, Facebook, Google+, LinkedIn, Instagram, and open forums and Blogs. However, on social platforms, the boundaries of professional and personal information are not always clear. So, it must be borne in mind that in this day and age, keeping the private and personal, and professional identity entirely separate is almost impossible. Just because one does not declare the employer name, it does not mean that a personal post cannot be associated with her/his employer - it's not hard for people to connect the dots.
- (b) Any adverse content that goes against FORE or its verticals, the Constitution of India, or extant laws/rules/guidelines of the central or state government, professional bodies and promotes social disharmony must be avoided. If one is not sure whether certain content is appropriate to share online, then one must not post it. It's better to be safe than sorry.
- (c) Every employee must respect individual privacy rights and have regard for the feelings of others. They must not disclose/post on social media personal details, including pictures of other students/faculty/staff without their prior permission. They must maintain a respectful tone for the faculty, staff and students of the Institute.
- (d) All employees must refrain from posting anything that may give them, or any other employee or the Institute any negative publicity. No offensive statements, pictures, or videos about the Institute/faculty/staff/students be posted on the web/social media.
- (e) Employees are not allowed to post any video or audio clips of the class/part of the class of any faculty without seeking permission of the concerned faculty/competent authority.
- (f) Employees must not post anything on the web that is taken as spreading rumors/disrespect or containing violence and hate against any individual or community.
- (g) Social media is not the place to post about any mismanagement or any dispute one may have with management, faculty member, office, student council, committees or rules and regulations at FORE or any of its verticals. These can be addressed through existing mechanisms at the Institute.
- (h) Employees must not post any offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion, belief, or age.
- (i) As advance-tracking tools can quickly find out the source of the content, employees must be careful about using fake accounts and names. This could land one in a severe legal entanglement.
- (j) Employees are not allowed to use the logo of the Institute in any of their unofficial communications unless approved by the competent authority.
- (k) No employees should claim to speak on behalf of, or represent, the Institute on social media websites without prior permission. An appropriate disclaimer must be used to make it clear that they are posting in their personal capacities, wherever it is necessary. Usage of the Institute brand trademark/service mark/logo without prior written permission is liable for legal action.
- (l) Employees are advised to comply with laws and regulations of the land, and more particularly with laws governing intellectual property rights including copyrights and trademarks. They must not post content or take any action that violates the law or infringes upon anyone or any third party's intellectual property rights. They must obtain

proper permission before using intellectual property rights (e.g. copyright or trademark).

- (m) Violation of Social Media Code of Conduct will be taken seriously and may be referred to the disciplinary committee of the Institute for recommending appropriate action against the errant employee.

Reporting Mechanism:

In case of Social Media violations, those wishing to inform the Institute about it, may write to the e-mail address: smviolation@fsm.ac.in by including their Name, Contact E-mail, Phone, Violation Details, Violation URL(s)/Screenshot(s). The identity of the reporting person will be kept confidential.

Q. Disciplinary and Appellate Authority

For all acts of indiscipline and/or acts of impropriety against/by an employee appropriate enquiry will be initiated against such an employee by the Disciplinary Authority.

The Disciplinary Authority has the discretion to order an enquiry against any employee.

Disciplinary Authority is the competent authority who can impose penalties or take any punitive action on an employee of FORE or any of its verticals notwithstanding any prior instruction or any terms in the appointment letter of such an employee. Such penalty and/or punitive action may include withholding of promotions, withholding of increments, suspension from the service, dismissal from the service, etc.

The employee so penalised on disciplinary grounds and/or acts of impropriety can appeal to the Appellate Authority for further reconsideration. In this case, the final decision will be taken by the Appellate Authority who can enhance or reduce the severity of the penalty or the punitive action imposed by the Disciplinary Authority or endorse the penalty imposed by Disciplinary Authority.

For all such cases, Disciplinary Authority is the Director, FSM and the Appellate Authority is the Chairman, FORE.

TRAVEL REQUEST APPROVAL FORM

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TRAVEL CLAIM FORM

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FORE/FSM/FAME/FIDTR
LOCAL TRAVEL CLAIM FORM

(For Official Field visits)

Date: _____

Name of the Employee/Claimant: _____

Designation: _____ Office/Section: _____

A. LOCAL TRAVEL

S. No.	Location		Date	Purpose	Mode of Travel OR Kilometer	Amount (Rs.)
	From	To				
TOTAL (Rs.)						

B. Lunch/Dinner Expenses: Please attach additional sheet, if needed
(Enclose self-attested original bills/receipts)

Date	Description	Bill No.	No. of Person	Amount (Rs.)
TOTAL (Rs.)				

TOTAL (A+B): _____

(In words: Rupees _____ only)

Claimant's Signature: _____

Recommended for Approval.	
Name: Designation:	Signature:
Submitted for Approval to the Director /Dean/Head of the Institute:	
Approved/Not Approved	Signature:

Payment Voucher

Date: _____

Employee/Claimant: _____

Passed for Rs. _____ (In words: Rupees _____)

IRLA No. _____

Senior Manager (Accounts)

Receiver's Signature

FORE/FSM/FAME/FIDTR

LTC PERMISSION & ADVANCE FORM

Date: _____

1. Name: _____ Designation: _____ Office/Area: _____
2. Date of Joining: _____
3. Present Salary (Basic): Rs. _____ per month.
4. Number of days of EL taken to avail this LTC: _____ days; From _____ to _____
(Enclosed copy of leave approved)
5. Last LTC availed (mention Month and Year): _____ in the Block Years: _____
6. This LTC request is for the Block Years: _____
7. Total number of Dependents (excluding employee): _____
8. Total no. of Members (including employee) planning to avail this LTC: _____
9. LTC Destination: _____
10. My Travel Plan is as Follows:

S.No.	Place and Date of Departure	Place and Date of Arrival	Mode/Class of Travel (Air/Train/Other)	Fare	Remarks (if any)
Total (Rs.)					
(If space provided above is insufficient, please use additional sheet for details)					

11. Mode and Class of Travel Mentioned Above is Within My Travel Entitlement (Yes/No): _____
If No, then mention your entitled travel class and provide justification for this exception request:

(PAGE-1 of 2 LTC FORM)

Signature of Employee: _____

12. My Hometown as in office record is: _____
13. My parent(s) is/are dependent on me and not on anyone other than me (Yes/No): _____
14. My Wife/Husband is employed and is entitled to avail LTC (or an equivalent) by her/his employer (Yes/No): _____
15. That my Husband/Wife/Dependents have not availed LTC (or equivalent) from any other support for the year this LTC Request is made.
16. Amount of advance required (90% of total fare rounded off to next nearest Rs.100): Rs. _____
17. That the information given above and both pages of this form is true to the best of my knowledge.

Signature of Employee: _____

Remarks of Academic Services Office (ASO):

- a) Earned Leave has been sanctioned for the purpose of this LTC (Yes/No): _____
- b) LTC entitlement is within the rules of the Institute (Yes/No): _____
- c) Dependents for which LTC is being claimed are as per records and as documented in the Institute.

Signature of Manager/Senior Manager (Academic Services): _____

Signature of Dean (Academic Services): _____

Remarks of Finance and Accounts Office:

The Net entitlement on account of Leave Travel Concession works out to Rs. _____

(Rupees: _____) as per details below:

(a) Railway/Air/Bus/Steamer fare Rs. _____

(b) Road Journey (if applicable) Rs. _____

Note: Ticket must be booked at least one month prior to date of departure for LTC. Photocopy of the ticket must be attached along with this Form for taking permission for availing LTC/Advance. Original ticket and Boarding pass for Air Travel (both self-attested, as applicable) must be submitted along with the claim within 15 days from the date of arrival. The claimant must also certify that the journey has been duly performed.

Checked By

Senior Manager (Accounts)

Dean (AS)
(in case of Staff)

Director /
Head of the Institute
(in case of Faculty)

(Approved by)

FORE/FSM/FAME/FIDTR

LEAVE APPLICATION FORM

Name: _____ Designation: _____

Office/Section: _____ Leave from _____ to _____ No. of Days: _____

Type of Leave (CL*/EL/RH/ML/MedL): _____ Purpose of Leave: _____

I may also be permitted to avail the intervening/prefix/suffix holidays on _____
 _____ with my leave(s) as per the leave
 rules. My address and phone no. while on leave will be: _____

1. All my official commitments during the leave period have been appropriately taken care of.
2. No scheduled PGP class will be impacted because of this leave.
 (for faculty members only)

 (Signature of Applicant)

Date: _____

Recommended by Reporting Officer: Signature: _____ Name: _____ Date: _____
 (for staff only)

* For half-day CL, please mention First/Second Half Day

ACADEMIC SERVICES OFFICE

Leave Balance as on Date of Application:

Casual Leave (CL)	Earned Leave (EL)	Restricted Holiday (RH)	Maternity Leave (ML)	Medical Leave (MedL)

Leave balance after this approval days of CL/EL/RH/ML/MedL

Signature of Recorder

**Signature of Manager/Senior
 Manager (Academic Services)**

Date: _____

Sanctioned/Not Sanctioned

Signature of the Sanctioning Authority: _____

Name and Designation: _____

FORE/FSM/FAME/FIDTR

EXCEPTIONAL LEAVE APPLICATION FORM

(All fields are mandatory)

Name of Employee: _____

Designation of Employee: _____

Office/Area: _____

Leave from: _____ to _____

No. of Days*: _____

Type of Leave (CL/EL/RH/ML/MedL): _____

Prefix/Intervening/Suffix: _____

Purpose of Leave: _____

All my official commitments during the leave period have been appropriately taken care of.(Yes/No): _____

scheduled PGP class will be impacted because of this leave (Yes/No):

(for faculty members only)

Reason for late submission of my leave application: _____

Address while on Leave: _____

Phone no. while on Leave: _____

(Signature of Applicant)

Date of Application: _____

Recommended by Reporting Officer

Signature: _____ Name: _____ Date: _____

(for staff only)

***Incase of half day CL, please mention First/Second half day**

Sanctioned/Not Sanctioned (Please put a tick mark)

Comments (If Any): _____

Signature of Sanctioning Authority: _____

Name and Designation of Sanctioning Authority: _____

FORE/FSM/FAME/FIDTR
OFF-OFFICE HOURS WORK CLAIM FORM

(Late sitting or working on holidays)

Date: _____

Name of the Employee/Claimant: _____

Designation: _____ **Office/Section:** _____

Date and Day of the week	Arrival Time at the Institute	Departure Time from the Institute	Total Hours of Duty Performed	Extra Hours of Duty	Details of work during Extra Hours	Mode of Travel OR Kilometer OR Lump sum	Amount (Rs.)
TOTAL (Rs.)							
Total Amount in Words: (Rupees _____ Only)							

Claimant's Signature: _____

Recommended for Approval.

Name:

Designation:

Signature:

Submitted for Approval to the Director /Dean/Head of the Institute:

Approved/Not Approved

Signature:

Payment Voucher

Date: _____

Employee/Claimant: Ms./Mr. _____

Passed for Rs. _____ **(In Words: Rupees _____ Only)**

IRLA NO.

Senior Manager (Accounts)

Receiver's Signature

FORE/FSM/FAME/FIDTR

SHORT TERM LOAN APPLICATION FORM

(Only for employees of FSM)

Date: _____

1. Name: _____ Designation: _____ Office/Section: _____
2. Date of Joining: _____
3. Present Salary (Basic): _____
4. Loan Requested for Rs.: _____ (In words Rupees _____)
(Unpaid Loan amount will be recovered from final settlement amount, if required)
5. Purpose of Loan: _____
6. Rate of Interest Applicable: **8%** per annum.
7. Total Service period at FSM: _____ years and _____ months (Minimum 3 years' service required).
8. EL Balance at the time of applying for Loan: _____ (Minimum 45 days EL balance is a must).
9. End Date of repayment of previous loan (if any): _____ (There must be minimum 3 years elapsed time since last loan's final repayment).
10. Repayment of loan will start from the next month salary of the month of loan disbursement.

Recommended By:

Employee Signature

OFFICE	REMARKS (If Any) with Signature
Academic Services Office:	
Finance and Accounts Office:	
Administration Office:	
Approved By DIRECTOR / HEAD OF THE INSTITUTE:	



**FORE School of Management
New Delhi**

**Service Rule Book
AY 2023-24**

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Employee Personal Information

1. Name of Employee:
 2. Employee Designation:
 3. Date of Birth:
 4. Date of Joining:
 5. Area/Office:
 6. Category(General/OBC/SC/ST/Others):
 7. Permanent Address:
 8. Correspondence Address:
 9. Mobile Number:
 10. Alternate Contact Number:
 11. Email ID:
 12. Total no. of Dependents:
 13. Photograph* of Employee:
-
14. Marital Status:
 15. Name of Spouse:
 16. Joint Photograph* of Employee with his/her spouse:

(*Both the photographs must be signed across by the employee along with the date.)

Employee Signature:

Date:

FORE School of Management, New Delhi
Employee Dependent(s) Details

Name of the Employee:

Area/Office:

Employee Designation:

Number of Dependents:

Sl. No.	Dependent(s) Name	Relation with Employee	Date of Birth (DD-MM-YYYY)	Age	Mediclaime Policy already Issued (Yes/No)
1.					
2.					
3.					
4.					

This is to certify that the above information provided by me is correct to the best of my knowledge.

Employee Signature:

Date:

Check list for new joining:

S.No.		Remarks
1.	Date of Offer Letter sent to candidate	
2.	Date of offer letter acceptance	
3.	Type of appointment	
4.	Accepted Copy of offer letter	
5.	Expected date of joining	
6.	Mail to Administration and Computer center for new joining	
7.	Date of joining	
8.	Joining report	
9.	Establishment Division declaration form	
10.	Entitlement (CL, EL, RH, ML and others)	
11.	Rules and Regulations – Pen Drive	
12.	PGP Academic Hand Book	
13.	Date of Birth Certificate	
14.	Qualifications Certificates	
15.	Experience Certificate	
16.	Date of Confirmation	



FORE School of Management

“Adhitam Kendra”, B-18, Qutab Institutional Area, New Delhi – 110016

Establishment Division

Employee Declaration Form

1. Name of the Post _____

2. Name of the applicant in Full: _____
(In Block Letters)

3. Father's/Spouse's Name _____

4. Date of Birth DD MM YYYY

Affix your recent
Passport size
photograph

5. Address for Communication:

.....

State..... P.O..... Dist.....

Pin..... Tel (Landline)

Mobile..... Email:.....

6. Permanent Address:

.....

State..... P.O..... Dist.....

Pin..... Tel (Landline)

Mobile..... Email:.....

7. Nationality: _____

8. Education Qualifications (10th onwards):

S.No.	Exam Passed	University/College/Board	Year of Passing	% of Marks/ Grade	Subjects Taken

Please enclose photo-copies of all relevant certificates.

9. Experience Details in brief (Mention current to previous organization):

S.No.	Name of Institute/ Organization	Address of Institute/ Organization	Designation	From (DD/MM/ /YYYY)	To (DD/MM/ YYYY)	Years of Experience	Area of Teaching/ Industry

Please enclose photo-copies of all relevant certificates and also relieving order from your last Employer

10. Extra-Curricular Activities/Other interest areas: _____

11. Father's / Mother's / Spouse's (if married) Name: _____

12. Father's / Mother's / Spouse's Occupation: _____

13. Father's / Mother's / Spouse's Organization & Address: _____

Tel. No. with STD Code: _____ Mobile No. _____ Email: _____

14. Details of Son/Daughter/Parents:

S.No.	Name	Date of Birth (DD/MM/YYYY)	Relationship with Employee

15. Do you know any employees in FORE: Yes/No

If Yes, Kindly give detail of the employee: _____

16. Any additional information that you may like to provide: _____

DECLARATION

I, hereby declare that all the statements made above are true, complete, correct to the best of my knowledge and in the event of any information being found false, incomplete, incorrect or concealing the fact, my employment may be cancelled at any stage without any notice and without assigning reason thereof even after selection/joining the institute.

Place: _____

Date: _____

Name: _____

Signature of the Candidate: _____

Faculty Appointment Letter

No: FORE/FSM/2023-2024/____
Month DD, YYYY

Sub: Offer for the post of {Position}

Dear Dr./Ms./Mr. _____,

This has reference to your application for a suitable position at Foundation for Organisational Research and Education (FORE)/FORE School of Management (FSM), New Delhi and your subsequent meeting with the Selection Committee on {Date}. We are pleased to offer you a position on the following terms and conditions:

1. You will be designated as {Position} and your per month salary as per 7th CPC Pay Matrix Level ____ will be as follows:

Basic Pay	:	Rs. 00,000
Conveyance	:	Rs. 00,000
DA ____ % (of Basic + Conveyance)	:	Rs. 00,000
HRA ____ % (of Basic)	:	Rs. 00,000
<hr/>		
Total	:	Rs. 0,00,000
<hr/>		

The next annual increment will be applicable in the forthcoming appraisal in alignment with the Institutional Staff Appraisal Policy.

2. You will be assigned tasks, institutional responsibilities, including transfer/repositioning to another location, etc., from time to time as considered appropriate by the Competent Authority.
3. You will be entitled to the following benefits as per rules of FORE/FSM:
- Casual Leaves, Restricted Holidays, Medical Leaves and Earned Leaves.
 - Employees Provident Fund, Medical Reimbursement, Group Medical Insurance and Leave Travel Assistance for self and dependents.
4. Probation:
- Your appointment will be on probation from the date of your joining. If you join by June 30 of the current year, then your probation period will be until December 31 of the current year. Else, your probation period will be until December 31 of the next year.
 - On completion of your probation period, it will either be extended or the appointment will be confirmed in writing.
 - During the period of your probation either side can terminate the service by giving one calendar month notice or salary in lieu thereof without assigning any reason.
 - After confirmation, the notice period will be three months on either side or salary in lieu thereof without assigning any reason.
5. You will devote your whole-time to the service of FORE/FSM and will not engage directly or indirectly in any trade or business or any other work which may interfere with the proper discharge of your duties and responsibilities. The restrictions contained herein shall not apply to any assignments undertaken with prior permission of the Competent Authority.

6. At the time of your joining FORE/FSM, you will need to submit one set of copies of all documents in support of your identity, date of birth, academic qualifications (10th Standard onward) along with all original certificates and testimonials (originals will be returned after verification) and three recent passport size photographs for office record and preparation of Institute's ID card for you.
7. You are required to produce a copy of Aadhar Card and PAN (Permanent Account No.) Card details (along with originals for verification).
8. Please note that this offer of appointment is based on the information you provided in your Curriculum Vitae/accompanying documentation and personal interaction. If any information furnished by you is found to be false or deficient, or if you have wilfully suppressed or misrepresented any material fact or information, the same will lead to appropriate penal action against you as deemed necessary by the Competent Authority including immediate termination of your services from the institute, without any notice or compensation.
9. All work carried out by you at FORE/FSM will be treated as confidential by you and you will not share directly or indirectly any report or details of official activity at FORE/FSM with any individual or any organization unless specially authorized by the Competent Authority.
10. During the tenure of your employment with FORE/FSM, you will conform and abide by all rules and regulations of FORE/FSM.
11. You will report to the [incharge of the respective office] and be also governed by the terms of this letter unless modified later.

This offer will be valid for a period of 07 days from the date hereof within which you may kindly sign the duplicate copy of this letter signifying your acceptance and return the same to the undersigned. In your acceptance you may indicate your joining date which must be within {22/37/52/67/97} days from the date hereof.

If your acceptance is not received within 07 days and/or you do not join us within {22/37/52/67/97} days from the date hereof then this offer will stand cancelled.

We look forward to your joining us at the earliest. I am sure you will find the work environment of FORE/FSM quite exciting, challenging and conducive for professional growth.

With very best wishes,

Sincerely,

(Dr. Subir Verma)

To,
Dr./Ms./Mr. _____

Staff Appointment Letter

No: FORE/FSM/2022-2023/____
Month DD, YYYY

Sub: Offer for the post of {Position}

Dear Dr./Ms./Mr. _____,

This has reference to your application for a suitable position at Foundation for Organisational Research and Education (FORE)/FORE School of Management (FSM), New Delhi and your subsequent meeting with the Selection Committee on {Date}. We are pleased to offer you a position on the following terms and conditions:

1. This is a contractual offer for a period of one/two year(s) (twelve/twenty-four months) from the date of your joining.
2. You will be designated as {Position} and your per month salary as per 7th CPC Pay Matrix Level _____ will be as follows:

Basic Pay	:	Rs. 00,000
Conveyance	:	Rs. 00,000
DA __ % (of Basic + Conveyance)	:	Rs. 00,000
HRA __ % (of Basic)	:	Rs. 00,000
<hr/>		
Total	:	Rs. 0,00,000
<hr/>		

3. You will be assigned tasks, institutional responsibilities, including transfer/repositioning to another location, etc., from time to time as considered appropriate by the Competent Authority.
4. You will be entitled to the following benefits as per rules of FORE/FSM:
 - c) Casual Leaves, Restricted Holidays, Medical Leaves and Earned Leaves.
 - d) Employees Provident Fund, Medical Reimbursement, Group Medical Insurance and Leave Travel Assistance for self and dependents.
5. During the contract period of one/two year(s) either side can terminate the contract by giving one calendar month notice or salary in lieu thereof without assigning any reason.
6. You will devote your whole-time to the service of FORE/FSM and will not engage directly or indirectly in any trade or business or any other work which may interfere with the proper discharge of your duties and responsibilities. The restrictions contained herein shall not apply to any assignments undertaken with prior permission of the Competent Authority.
7. At the time of your joining FORE/FSM, you will need to submit one set of copies of all documents in support of your identity, date of birth, academic qualifications (10th Standard onward) along with all original certificates and testimonials (originals will be returned after verification) and three recent passport size photographs for office record and preparation of Institute's ID card for you.
8. You are required to produce a copy of Aadhar Card and PAN (Permanent Account No.) Card details (along with originals for verification).
9. Please note that this offer of appointment is based on the information you provided in your Curriculum Vitae/accompanying documentation and personal interaction. If any information furnished by you is found to be false or deficient, or if you have wilfully suppressed or misrepresented any material fact or information, the same will lead to appropriate penal action against you as deemed necessary by the

Competent Authority including immediate termination of your services from the institute, without any notice or compensation.

10. All work carried out by you at FORE/FSM will be treated as confidential by you and you will not share directly or indirectly any report or details of official activity at FORE/FSM with any individual or any organization unless specially authorized by the Competent Authority.
11. During the tenure of your employment with FORE/FSM, you will conform and abide by all rules and regulations of FORE/FSM.
12. You will report to the [incharge of the respective office] and be also governed by the terms of this letter unless modified later.

This offer will be valid for a period of 15 days from the date hereof within which you may kindly sign the duplicate copy of this letter signifying your acceptance and return the same to the undersigned. In your acceptance you may indicate your joining date which must be within 35 days from the date hereof.

If your acceptance is not received within 15 days and/or you do not join us within 35 days from the date hereof then this offer will stand cancelled.

We look forward to your joining us at the earliest. I am sure you will find the work environment of FORE/FSM quite exciting, challenging and conducive for professional growth.

With very best wishes,

Sincerely,

(Dr. Subir Verma)

To,
Dr./Ms./Mr. _____

Faculty Promotion Letter

Annexure-IVa

No: FSM/ASO/2023-2024/____
Month DD, YYYY

Sub: Letter of Promotion

Dear Prof./Dr. _____,

Based on an internal assessment of your work and as approved by the competent authority, we are pleased to inform you that you have been promoted w.e.f. {Date} to the position of {New Position} {(Academic Area)} under the following terms and conditions:

1. On promotion, your per month salary as per 7th CPC Pay Matrix Level ____ will be as follows:

Basic Pay	:	Rs. 00,000
DA ---% (of Basic)	:	Rs. 00,000
HRA ---% (of Basic)	:	Rs. 00,000
Reimbursement	:	Rs. 00,000

Total	:	Rs.0,00,000

2. Probation:

- On acceptance of this promotion offer, you will be on probation from the date of your joining in your new position. If you join by June 30 of the current year, then your probation period will be until December 31 of the current year. Else, your probation period will be until December 31 of the next year.
 - On completion of your probation period, it will either be extended or you will be confirmed at this new position in writing.
 - During the period of your probation either side can terminate the service by giving one calendar month notice or salary in lieu thereof without assigning any reason.
 - After confirmation, the notice period will be three months on either side or salary in lieu thereof without assigning any reason.
3. Any change in your service conditions, other than what is stated herein will be communicated to you separately.
4. You will be governed by the rules of Foundation for Organisational Research and Education (FORE)/FORE School of Management (FSM), New Delhi as applicable.

Please send a signed copy of this letter as your acceptance of this promotion offer.

We hope that you will continue to do your best for the Institution and contribute actively in various activities of FORE/FSM.

With best wishes,

(Dr. Subir Verma)

To,
Prof./Dr. _____

FORE School of Management
New Delhi-110016

Copy for kind information to:

- 1) Dean (Academic Services)**
- 2) Senior Manager (Accounts)**

Staff Promotion Letter

Annexure-IVb

No: FSM/ASO/2023-2024/____
Month DD, YYYY

Sub: Letter of Promotion

Dear Dr./Mr./Ms. _____,

Based on an internal assessment of your work and as approved by the competent authority, we are pleased to inform you that you have been promoted w.e.f. {Date} to the position of {New Position} under the following terms and conditions:

1. On promotion, your per month salary as per 7th CPC Pay Matrix Level ____ will be as follows:

Basic Pay	:	Rs. 00,000
Conveyance	:	Rs. 00,000
DA ---% (of Basic + Conveyance) :	Rs. 00,000	
HRA ---% (of Basic)	:	Rs. 00,000

Total	:	Rs.0,00,000

The next annual increment will be applicable in the forthcoming appraisal in alignment with the Institutional Staff Appraisal Policy.

2. Probation:
- On acceptance of this promotion offer, you will be on probation from the date of your joining in your new position. If you join by June 30 of the current year, then your probation period will be until December 31 of the current year. Else, your probation period will be until December 31 of the next year.
 - On completion of your probation period, it will either be extended or you will be confirmed at this new position in writing.
 - During the period of your probation either side can terminate the service by giving one calendar month notice or salary in lieu thereof without assigning any reason.
 - After confirmation, the notice period will be three months on either side or salary in lieu thereof without assigning any reason.
3. Any change in your service conditions, other than what is stated herein will be communicated to you separately.
4. You will be governed by the rules of Foundation for Organisational Research and Education (FORE)/FORE School of Management (FSM), New Delhi as applicable.

Please send a signed copy of this letter as your acceptance of this promotion offer.

We hope that you will continue to do your best for the Institution and contribute actively in various activities of FORE/FSM.

With best wishes,

(Dr. Subir Verma)

To,
Dr./Mr./Ms. _____

FORE School of Management
New Delhi-110016

Copy for kind information to:

- 3) **Dean (Academic Services)**
4) **Senior Manager (Accounts)**



FORE SCHOOL OF MANAGEMENT
STAFF APPRAISAL FORM
PART-A

A1: To be filled by the ASO

Appraisal Period	From:	To:
Name:	Designation:	
Qualification:	Date of Birth:	
Total Work Experience including at FSM:	<i>(as on 31-12-2022 in completed months)</i>	
Experience at FSM:	<i>(as on 31-12-2022 in completed months)</i>	
Date of Joining:	Date of Confirmation:	

A2: To be filled by the Appraisee

- a) List your duties and responsibilities:
-
-
-
-
-
-
-
-
-
-
- b) List your major accomplishment during the appraisal period:
-
-
-
-
-
-
-
-
-
-
- c) What in your view can further improve your performance?
-
-
-
-
-
-
-
-
-
-
- d) Any other:

Name of the Staff: _____ Signature: _____ Date: _____

Note:

- Please use extra sheet if needed and number them.
- Also, sign each page after writing your name.



FORE SCHOOL OF MANAGEMENT

STAFF APPRAISAL FORM

PART-B

B1: To be filled by the ASO

Appraisee (Employee) Name:

Appraisal Period

From:

To:

B2: To be filled by the Reporting Officer

Q1. Please provide your observation/comments on the information filled in PART-A2 by the Appraisee.

Q2. Please provide a rating on the Assessment Criteria as indicated below:

Grading Norm for reference	
Grade Rating Norm	Rating Points Norm
A+ Very Good	10
A Good	8
B Satisfactory	6
C Poor	4
D Unsatisfactory	2
Note: If Grade Rating is A+ then please provide details in the right most column. Use additional sheet, if needed, and sign them after placing your name and designation.	

Table-B2-1: Ratings by the Reporting Officer			
Assessment Criteria (<i>all Criteria have equal weight</i>)	Grade Rating Given	Associated Rating Points	Specific Details, if any
Effective output and effective use of working time			
Knowledge of work			
Written and/or Oral Communication Skills			
Is s/he completing her/his specified job to your satisfaction			
Her/his interpersonal relations with the faculty/ officers and staff members			
Total Rating Points	-		

Q3. The area s/he needs improvement in:

Name of the Reporting Officer: _____ Signature: _____ Date: _____



FORE SCHOOL OF MANAGEMENT

STAFF APPRAISAL FORM

PART-C

C1: To be filled by the ASO

Appraisee (Employee) Name:

Appraisal Period

From:

To:

C2: To be filled by the Dean

Rating provided in PART-B
Modification

:

Accepted / Not Accepted / Accepted with

(Clearly encircle your response and strike out the other options)

If your response above is 'Not Accepted' or 'Accepted with Modifications', then please provide your ratings for the Appraisee, else strike out the entire Table-C2-1:

Grading Norm for reference	
Grade Rating Norm	Rating Points Norm
A+ Very Good	10
A Good	8
B Satisfactory	6
C Poor	4
D Unsatisfactory	2
Note: If Grade Rating is A+ then please provide details in the right most column. Use additional sheet, if needed, and sign them after placing your name and designation.	

Table-C2-1: Ratings by the Dean			
Assessment Criteria <i>(all Criteria have equal weight)</i>	Grade Rating Given	Associated Rating Points	Specific Details, if any
Effective output and effective use of working time			
Knowledge of work			
Written and/or Oral Communication Skills			
Is s/he completing her/his specified job to your satisfaction			
Her/his interpersonal relations with the faculty/officers and staff members			
Total Rating Points	-		

The area s/he needs improvement in:

Name of the Dean (A/AS/CR): _____ **Signature:** _____ **Date:** _____



FORE SCHOOL OF MANAGEMENT

STAFF APPRAISAL FORM

PART-D

D1: To be filled by the ASO

Appraisee (Employee) Name:

Appraisal Period

From:

To:

D2: To be filled by the Director

Rating provided in PART-B

:

Accepted / Not Accepted / Accepted with

Modification

(Clearly encircle your response and strike out the other options)

If your response above is 'Not Accepted' or 'Accepted with Modifications', then please provide your ratings for the Appraisee, else strike out the entire Table-D2-1:

Grading Norm for reference	
Grade Rating Norm	Rating Points Norm
A+ Very Good	10
A Good	8
B Satisfactory	6
C Poor	4
D Unsatisfactory	2
Note: If Grade Rating is A+ then please provide details in the right most column. Use additional sheet, if needed, and sign them after placing your name and designation.	

Table-D2-1: Ratings by the Director			
Assessment Criteria <i>(all Criteria have equal weight)</i>	Grade Rating Given	Associated Rating Points	Specific Details, if any
Effective output and effective use of working time			
Knowledge of work			
Written and/or Oral Communication Skills			
Is s/he completing her/his specified job to your satisfaction			
Her/his interpersonal relations with the faculty/ officers and staff members			
Total Rating Points	-		

Observation/Comments of the Director:

Name of the Director: _____ **Signature:** _____ **Date:** _____

FACULTY APPRAISAL FORM

FACULTY APPRAISAL FORM PART-A:

Self Appraisal (To Be Filled By The Faculty Member) Appraisal Period: April 2022 to March 2023

Date As on: 20-03-2023

Name:

Designation: Assistant Professor

(Academic Credit(s) are to be indicated based on the Faculty Work Norm Academic Credit System)

a) Teaching

Course(s) Taught (1.0/0.5 credit) (Core/Elective)	Programme (FMG/IMG/FM/Combined)	Term	No. of Students Section B	No. of Students Section E	No. of 90 minute Sessions Section B	No. of 90 minute Sessions Section E	Total No. of 90 minute sessions taken	Academic Credit

Verify

Do not Verify

My Teaching Pedagogy

Add

Title of the Paper with name(s) of all authors	Name of the Journal	Month & Year of Publication	Category	Academic Credits
No Record Found				

☐

c) Book Publication/Monograph/Working paper/Cases published

b) Publication in Journals

Verify

Do not Verify

Published Type	Name of the Book/Title of the Paper with name(s) of all authors	Name of the Publisher	Year of Publication	Academic Credit
			Verify	Do not Verify

d) Publication in the International Conference Proceedings

Title of the Paper with name(s) of all authors	Name of the Conference	Month & Year of Publication	Academic Credit (If any)
No Record Found			

e) Ongoing Research

Title of the Research with name of all co-researchers	Funding source (FORE Seed Money/ External/No funding)	Total budgeted amount	Start Date	Expected End Date	Action
					Add

f) Academic Administration

Position Held	Date		Academic Credits	Action
	From	To		
				Add
				Verify Do not Verify

g) Executive Education Programmes (EEPs) Conducted as a Program Director

Title of EEP Conducted (as Program Director)	Type (Open/In-company/ Online)	No. of days of EEP	EEP dates	No. of participants	Total duration of EEP (in hours)
No Record Found					
					Verify Do not Verify

h) Sessions taken as a Faculty in Executive Education Programmes (EEPs)

Verify

Do not Verify

i) Consulting Assignment (as in reporting FY)

Title of EEP (Open/In-Company/Online)	No. of class Hours taken	Dates sessions taken	Approx No. of participants
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a. Administrative Details

No Record Found

Verify

Do not Verify

b. Financial Details

Reference No.	Title of the Consulting Project	Name of the Client	No. of consulting days	Project dates
------------------	---------------------------------	--------------------	------------------------	---------------

No Record Found

Verify

Do not Verify

j) Academic Conference/Seminar/Workshop/FDP Organized

No.	Amount Receivable	Amount Received	Cost Incurred	Assignment Completed (Y/N)	Remarks, if any
-----	-------------------	-----------------	---------------	-------------------------------	-----------------

a. Conference/Seminar/Workshop

No Record Found

Verify

Do not Verify

b. FDP Organized

Organized Type	Name of the Conference/Seminar/Workshop/FDP Organized	Total no. of days	No. of participants from outside FORE	Dates From To	Acedemic Credit
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No Record Found

Verify

Do not Verify

Organized Type	Name FDP Organized	Total no. of days	No. of participants from outside FORE	Dates		Acedemic Credit
				From	To	
No Record Found						

k) Seminar Course Organized

Name of the Seminar Course organized	Dates		Total hours of the Programme	No. of students participated	Academic Credit
	From	To			
No Record Found					

Verify

Do not Verify

l) Internal Panel Discussion Organized

Name of the Internal Panel Discussion organized	Dates		Total hours of the Programme	No. of students participated	Academic Credit
	From	To			
No Record Found					

Verify

Do not Verify

m) Academic Workshop/Seminar/Conference attended for paper presentation

Title of the paper presented with name(s) of all author(s)	Name of the Workshop/Seminar/Conference	Dates		Venue	Academic Credit
		From	To		
No Record Found					

Verify

Do not Verify

n) Research Seminar at FORE

Title of the Paper Presented	Date of the Seminar	Academic Credit (If any)
No Record Found		

Verify

Do not Verify

o) Other Major Coordination Activity at FORE

Activity	Role	Time Period	Action
			Add

p) Other Activities outside FORE

Activity	Role	Time Period	Action
			Add

	Add
--	-----

Reference No.	Name of the Faculty	Designation of Faculty	Name of the Area/CoE (whichever is applicable)	Name of the Grant Source/Client	Title of the Grant Project	Date of Grant Received (DD/MM/YYYY)	Grant Amount Received (In INR)
No Record Found							

Sr.No	Faculty Name	Event No	Sentient Area Organizing the Workshop	Theme of the Event	Venue	Date on Which Session Conducted	Hours of Session Conducted	Number of faculty	Credit
No Record Found									

T) Faculty Share Other Than Salary

Sr.No	Activity Type	Reference No	Details of Activity	Faculty Share (In Rupees)	Remarks
No Record Found					
Total Earning Salary					

Verify

Do not Verify

Above information is true to the best of my knowledge and there is no misrepresentation of facts.

Name of the faculty:

(Advisory role/Interview panel/key note speaker/or any other such activity outside FORE):

FORE Leave Management System 1.0.0

☐

q) Any other relevant detail

☐

r) Grant Received

s) Research Methodology

Verif

Do not Verify

Part A Final Submit

FACULTY APPRAISAL FORM PART-B:

SUMMARY of Faculty Academic Credits Achieved Appraisal

Period: April 2023 to March 2024

Name:

Date As on:

Designation:

		Policy/Norm	Actual Achived
A.	Institutional work	0.5	0.125
B.	Academic Administration		
	Dean (Academics)	5.0	0.000
	Dean (Academic Services)	5.0	0.000
	Dean (Corporate Relations)	5.0	0.000
	Chair(Purchase Committee)	1.0	0.000
	Area Chairs	0.5	0.000
	Professor-in-charge (International Relations)	0.5	0.000
	Chair (CCAC)	0.5	0.000
	Dean (Research)	3.0	0.000
	Professor-in-charge (AACSB)	1.0	0.000
	Chief Editor, Abhigyan	1.0	0.000
	Working Committee Members of Dean(Research)	0.5	0.000
	Working Committee Members of AACSB Accreditation	0.5	0.000
	Associate Editors, Abhigyan	0.5	0.000
		Policy/Norm	Actual Achived
A.	Institutional work	0.5	0.125
B.	Academic Administration		
	Dean (Academics)	5.0	0.000
	Dean (Academic Services)	5.0	0.000
	Dean (Corporate Relations)	5.0	0.000

		Policy/Norm	Actual Achived
	Chair(Purchase Committee)	1.0	0.000
	Area Chairs	0.5	0.000
	Professor-in-charge (International Relations)	0.5	0.000
	Chair (CCAC)	0.5	0.000
	Dean (Research)	3.0	0.000
	Professor-in-charge (AACSB)	1.0	0.000
	Chief Editor, Abhigyan	1.0	0.000
	Working Committee Members of Dean(Research)	0.5	0.000
	Working Committee Members of AACSB Accreditation	0.5	0.000
	Associate Editors, Abhigyan	0.5	0.000

FACULTY APPRAISAL FORM PART-C:

**PLAN for April 2023 to March 2024(To Be
Filled By The Faculty Member)**

Submission Date:

Name:

Designation:

A. Teaching Plan

B. Publications Planned

C. Book Publication/Monograph/Working Paper/Cases Planned

D. Planned Reasearch

E. Executive Education Programmes (EEPs) Planned as a Program Director

F. Academic Conference/Seminar/Workshop/FDP Planned

G. Seminar Course Planned

H. Internal Panel Discussion Planned

I. Academic Workshop/Seminar/Conference planning to attend for paper presentation

J. Any other major academic activity planned

Above information is true to the best of my knowledge and there is no misrepresentation of facts.

Name of the faculty:

NOTE: Various academic administration and other responsibilities will be assigned by the Institute as per requirements/needs.

FORE School of Management (FSM), New Delhi

PERFORMANCE APPRAISAL FORM FOR FACULTY MEMBERS

APPRAISAL ASSESSMENT YEAR: AY 2023-24

DATE: _____

(Section I, II and III to be completed by the Academic Services Office)

I.	FACULTY MEMBER DETAIL	
	Name	
	Date of Joining	
	Scale with Basic Pay at the of Joining	
	Joined in the Position of	
	Present Position	
	7 th CPC Level & Basic (Current)	
	Academic Area	
	In the Present Position since	

II.	EMPLOYMENT HISTORY AT FSM			
	S. No.	Date of Promotion DD/MM/YYYY)	Position and Academic Area	Scale with Basic Pay

SUMMARY OF ACADEMIC CREDITS AND PUBLICATION DETAILS FOR PREVIOUS FIVE ACADEMIC YEARS INCLUDING APPRAISAL PERIOD (T= Teaching, R= Research, O=Outreach, I=Institutional Work & Academic Administration)									
III.		Credits							
	Academic Year	Academic Credits Expected	Total Academic Credits Earned	T	R	O	I	Total no. of Research Papers at FSM in last five years as per FORE Category (A*/A/B/C/D)	No. of Books/Book Chapters Published in FORE listed categories

Above data for the AY _____ for _____ is as per record available with the Academic Services Offices.

Date: _____

Sr. Manager (Academic Services)

Date: _____

Dean (Academic Services)

List of Staff got promoted for the AY 2023-24

1. Mr. Goutam Kumar Patro (Promoted from Manager (Academic Services) to Senior Manager (Academic Services))
2. Mr. Shiv Sankar Pradhan (Promoted from Manager (Academics-I) to Senior Manager (Academics-I))
3. Mr. Manish Kumar Pathak (Promoted from Manager (Academics-II) to Senior Manager (Academics-II))
4. Ms. Laxmi Pant (Promoted from Executive (Academics) to Senior Executive (Academics))
5. Ms. Vandana Babbar (Promoted from Executive (Academics) to Senior Executive (Academics))
6. Mr. Lalit Mohan Bhatt (Promoted from Library Assistant to Senior Library Assistant)

List of Staff got promoted for the AY 2022-23

1. Mr. Ashutosh (Promoted from Executive (Academic Services) to Senior Executive (Academic Services))
2. Dr. Prakash Gouda (Promoted from Officiating Librarian to Librarian)

List of Staff got promoted for the AY 2021-22

1. Mr. Ajayananda Dash (Promoted from Assistant Manager (Accounts) to Deputy Manager (Accounts-I))
2. Mr. Anant Charan Nath (Promoted from Accountant to Senior Accountant)
3. Mr. Bhuvan Chand (Promoted from Manager (Accounts) to Senior Manager (Accounts))
4. Mr. Bishnu Narayan Hota (Promoted from Assistant Accounts Officer to Deputy Manager (Accounts-II))
5. Ms. Sree Devi Pillai (Promoted from Nursing Assistant to Nurse)
6. Ms. Ujwala Bardoloi (Promoted from Office Assistant to Office Executive (Administration))
7. Mr. Shailendra Kumar (Promoted from Administrative Officer to Senior Administrative Officer)
8. Mr. Anupam Bhaskar (Promoted from Senior Manager (Admissions) to Assistant General Manager (Admissions))
9. Mr. Neeraj Joshi (Promoted from Technical Assistant (Computer Center) to Executive (Technical Support))
10. Mr. Uday Kumar (Promoted from Manager (Systems) to Senior Manager (Systems))
11. Mr. Lalit Mohan Bhatt (Promoted from Library Assistant to Executive (Library))
12. Dr. Prakash Gouda (Promoted from Dy. Librarian to Senior Deputy Librarian)
13. Mr. Vivek Chakrapani (Promoted from Senior Manager (Placements) to Assistant General Manager (Placements))
14. Ms. Bhanu Sarkar (Promoted from Housekeeper to Senior Housekeeper)

List of Staff got promoted for the AY 2020-21

1. Ms. Sonika Verma (Promoted from Assistant Secretary to FORE Society and Executive Assistant (Executive Board) to Director to Executive Assistant (Executive Board) to Director)

List of Faculty got promoted for the AY 2023-24

1. Prof. Vandana Bhama (Promoted from Assistant Professor to Associate Professor in the Area of Finance)
2. Prof. Gaurav Gupta (Promoted from Assistant Professor to Associate Professor in the Area of Finance)
3. Prof. Tarun Kumar Soni (Promoted from Assistant Professor to Associate Professor in the Area of Finance)
4. Prof. Ashutosh Pandey (Promoted from Assistant Professor to Associate Professor in the Area of Marketing)

List of faculty got promoted for the AY 2022-23

1. Prof. Nirmalya Bandyopadhyay (Promoted from Associate Professor to Professor in the Area of Marketing)
2. Prof. Pratibha Wasan (Promoted from Associate Professor to Professor in the Area of Finance & Accounting)
3. Prof. Sumeet Kaur (Promoted from Associate Professor to Professor in the Area of QT & OM)
4. Prof. Basant K. Potnuru (Promoted from Associate Professor to Professor in the Area of Eco & BP)

List of faculty got promoted during the AY 2021-22

1. Prof. Anil Kumar Singh (Promoted from Associate Professor to Professor in the Area of Strategy)
2. Prof. Faisal Ahmed (Promoted from Associate Professor to Professor in the Area of IB)
3. Prof. Himanshu Joshi (Promoted from Associate Professor to Professor in the Area of Finance & Accounting)
4. Prof. Prachi Bhatt (Promoted from Associate Professor to Professor in the Area of OB & HR)
5. Prof Shilpi Jain (Promoted from Associate Professor to Professor in the Area of IT)
6. Prof. Vinaytosh Mishra (Promoted from Assistant Professor to Associate Professor in the Area of QT & OM)

List of faculty got promoted during the AY 2019-20

1. Prof. Payal S. Kapoor (Promoted from Assistant Professor to Associate Professor in the Area of Marketing)
2. Prof. Alok Kumar (Promoted from Assistant Professor to Associate Professor in the Area of QT & OM)

LTC Details of Faculty

S. No.	Faculty Name	Designation	Date of Joining (DD/MM/YYYY)	Date of LTC Application (DD/MM/YYYY)	Total No. of dependents (Excluding Employee)	Total No. of members including employee for whom present LTC is proposed to be availed	LTC Final Destination	LTC Block Year	LTC Availing period (DD/MM/YYYY)	Appr oved Yes/ No	Amount Reimbursed (In INR)
1	Dr. Jitendra Kumar Das	Director	07-10-2010	13-04-2018	1	2	Havelock Island, Andaman	2016-17	21-05-2018 to 25-05-2018	Yes	
2	Anil Kumar Singh	Associate Professor	15-01-2014	17-05-2017	2	3	Leh (J&K)	2016-17	14-06-2018 to 19-06-2018	Yes	
3	Prachi Bhatt	Associate Professor	24-07-2009	19-04-2018	0	1	Leh (J&K)	2017-18	18-06-2018 to 22-06-2018	Yes	
4	Hitesh Arora	Professor	17-03-2008	16-05-2018	2	3	Munnar, Kerala	2016-17	18-06-2018 to 22-06-2018	Yes	
5	Subir Verma	Professor	17-09-2015	22-11-2018	2	3	Havlock Island, Andaman & Nicobar	2017-18	31-12-2018 to 04-01-2019	Yes	
6	Freda Swaminathan	Professor	02-02-2007	15-01-2019	1	2	Port Blair, Andaman & Nicobar Islands	2017-18	11-02-2019 to 15-02-2019	Yes	
7	Rakhi Tripathi	Associate Professor	02-09-2011	11-03-2019	2	3	Goa, India	2017-18	25-03-2019 to 29-03-2019	Yes	
8	Basant Potnuru	Associate Professor	30-07-2015	08-04-2019	3	4	Rayagada, Odisha	2017-18	20-05-2019 to 31-05-2019	Yes	
9	Himanshu Joshi	Associate Professor	18-09-2009	02-05-2019	2	3	Gangtok (Sikkim)	2017-18	17-06-2019 to 21-06-2019	Yes	
10	Alok Kumar	Assistant Professor	24-06-2013	07-05-2019	1	2	Gangtok (Sikkim)	2017-18	17-06-2019 to 21-06-2019	Yes	

11	Rajneesh Chauhan	Professor	02-09-2013	10-05-2019	3	4	Rameswaram (Tamil Nadu)	2017-18	13-06-2019 to 19-06-2019	Yes	
12	Anita Tripathy Lal	Professor	01-06-2007	23-05-2019	4	5	Rourkela (Odisha)	2017-18	03-06-2019 to 14-06-2019	Yes	
13	Sriparna Basu	Professor	03-08-2015	23-05-2019	2	3	Kolkata	2019-20	24-06-2019 to 28-06-2019	Yes	
14	Qazi Asif Zameer	Professor	15-04-2008	23-09-2019	3	4	Udaipur	2018-19	26-10-2019 to 30-10-2019	47872	
15	Anita Tripathy Lal	Professor	01-06-2007	09-12-2019	3	4	Rourkela (Odisha)	2019-20	26-12-2019 to 3-10-2020		
16	Nirmalya Bandyopadhyay	Associate Professor	01-11-2018	08-01-2020	2	3	Andaman (Port Blair)	2018-19	16-03-2020 to 20-03-2020		
17	Gagan Sharma	Assistant Professor	02-01-2019	14-01-2021	1	2	Port Blair	2019-20	08-02-2021 to 12-02-2021	Yes	
18	Somayya Madakam	Assistant Professor	01-03-2018	02-06-2021	1	1	Yassaya Gudem Village	2020-21	05-07-2021 to 09-07-2021	Yes	
19	Payal Srivastava Kapoor	Assistant Professor	01-09-2014	08-11-2021	1	3	Goa	2020-21	07-12-2021 to 11-12-2021	Yes	
20	Sanghamitra Buddhapiya	Professor	21-06-2004	07-12-2021	1	3	Bangalore	2020-21	20-12-2021 to 24-12-2021	Yes	
21	Anita Tripathy Lal	Professor	01-06-2007	09-12-2019	3	4	Ranchi	2021-22	17-01-2022 to 25-01-2022		
22	Reeta Raina	Professor	27-07-2011	11-03-2022	1	1	Pune	2021-22	18-04-2022 to 22-04-2022	Yes	
23	Faisal Ahmed	Associate Professor	01-05-2012	13-05-2022	3	4	Pune	2020-21	06-06-2022 to 10-06-2022	Yes	
24	Hitesh Arora	Professor	18-03-2008	19-05-2022	2	3	Ooty	2020-21	13-06-2022 to 17-06-2022	Yes	
25	Nirmalya Bandyopadhyay	Associate Professor	01-11-2018	14-09-2022	2	1	Kolkata	2022-23	21-11-2022 to 25-11-2022	Yes	
26	Ajay Kumar Pandey	Associate Professor	22-09-2021	11-01-2023	5	5	Andaman (Port Blair)	2021-22	23-01-2023 to 27-01-2023	Yes	
27	Himanshu Joshi	Professor	18-09-2009	02-02-2023	2	3	Kochi	2021-22	06-03-2023 to 10-03-2023	Yes	
28	Samta Jain	Assistant Professor	18-08-2020	03-03-2023	3	4	Srinagar	2022-23	20-03-2023 to 24-03-2023	Yes	
29	Rakhi Tripathi	Associate Professor	02-09-2011	09-03-2023	2	3	Kochi	2021-22	17-03-2023 to 21-03-2023	Yes	
30	Faisal Ahmed	Professor	01-05-2012	20-03-2023	3	4	Samastipur	2022-23	21-04-2023 to 27-04-2023	Yes	
31	Asif Zameer	Professor	15-04-2008	06-04-2023	3	4	Coimbatore	2022-23	05-06-2023 to 09-06-2023	Yes	

32	Shirsendu Nandi	Associate Professor	01-12-2020	28-04-2023	3	4	Sonmarg, Srinagar	2022-23	29-05-2023 to 02-06-2023	Yes	
33	Shilpi Jain	Professor	01-09-2015	01-05-2023	3	4	Goa	2021-22	29-05-2023 to 02-06-2023	Yes	
34	Alok Kumar	Associate Professor	24-06-2013	12-05-2023	2	3	Shillong	2021-22	26-06-2023 to 30-06-2023	Yes	
35	Rajneesh Chauhan	Dean (CR)	02-09-2013	23-05-2023	3	4	Varanasi	2021-22	26-06-2023 to 30-06-2023	Yes	
36	Reeta Raina	Professor	27-07-2011	27-07-2023	1	2	Pune	2023-24	14-08-2023 to 18-08-2023	Yes	

LTC Details of Staff

S. No.	Staff Name	Designation	Date of Joining (DD/MM/YY YY)	Date of LTC Application (DD/MM/Y YY)	Total No. of dependents (Excluding Employee)	Total No. of members including employee for whom present LTC is proposed to be availed	LTC Final Destination	LTC Block Year	LTC Availing period (DD/MM/YYYY)	Appr oved Yes/ No	Amount Reimbu rsed (In INR)
1	Bishnu Narayan Hota	Asstt. Accounts Officer	11-09-2006	13-02-2018	3	4	Dhenkanal	2018-19	28-05-2018 to 08-06-2018	Yes	
2	Vivek Chakrapani	Senior Manager	09-12-2013	01-05-2018	2	3	Kottayam (Kerala)	2017-18	28-05-2018 to 12-06-2018	Yes	
3	Lalit Mohan Bhatt	Library Assistant	03-05-2010	18-05-2018	4	5	Panaji, Goa	2016-17	18-06-2018 to 22-06-2018	Yes	
4	Rajiv Ranjan	Manager Placements	28-10-2016	04-05-2018	1	2	Ranchi	2016-17	25-06-2018 to 29-06-2018	Yes	
5	Uday Kumar	Manager (System)	30-05-2016	22-06-2018	2	3	Gangtok	2016-17	11-06-2018 to 15-06-2018	Yes	
6	Aseem Kumar	General Manager	04-05-2016	18-12-2018	1	2	Havlock Island, Andaman	2018-19	14-01-2019 to 18-01-2019	Yes	
7	Narsingh Mahto	Attendant	01-04-2014	25-01-2019	4	5	Chhapra	2018-19	13-05-2019 to 25-05-2019	Yes	
8	Ujwala Bardoloi	Office Assistant	21-08-2012	30-01-2019	1	1	Guwahati, Assam	2018-19	08-04-2019 to 16-04-2019	Yes	
9	Prakash Pradhan	Plumber	14-08-1997	11-04-2019	2	3	Mandapada, Kendrapara , Orissa	2017-18	22-04-2019 to 10-05-2019	Yes	
10	Sanjoy Bhowal	Office Executive	05-11-1996	16-04-2019	0	1	Srinagar, Madhyamgram, Kolkata	2019-20	29-04-2019 to 10-05-2019	Yes	
11	Goutam Kumar Patro	Manager (AS)	01-05-2011	22-04-2019	4	2	Shillong, Meghalaya	2017-18	27-05-2019 to 31-05-2019	Yes	

12	Vivek Chakrapani	Senior Manager (Placements)	09-12-2013	06-05-2019	2	3	Kottayam (Kerala) (Hometown)	2019-20	27-05-2019 to 07-06-2019	Yes	
13	Rajesh Kumar Bhardwaj	Librarian	01-02-2011	06-05-2019	3	4	Gang (Sikkim)	2017-18	03-06-2019 to 07-06-2019	Yes	
14	Ajaynanda Dash	Asstt. Accounts Officer	09-08-2010	20-05-2019	3	4	Harichandra pur Shason, Cuttak, Odisha	2018-19	17-06-2019 to 27-06-2019	Yes	
15	Bhuvan Chand	Manager Accounts	18-11-2013	12-06-2019	3	4	Goa	2017-18	27-06-2019 to 01-07-2019	Yes	
16	Shailendra Kumar	Administrative Officer	20-02-2018	12-06-2019	3	4	Goa	2018-19	27-06-2019 to 01-07-2019	Yes	
17	Vinod Kumar	Driver	03-04-1995	07-10-2019	1	2	Himachal Pradesh	2019-20	10-10-2019 to 18-10-2019	Yes	
18	Digamber Parsad	Manager (Academics)	09-08-2018	04-02-2020	4	5	Mumbai	2018-19	30-03-2020 to 03-04-2020		
19	Anant Charan Nath	Accountant	01-04-2013	23-12-2020	4	3	Sahapur, Keonjhor, Odisha	2019-20	11-01-2021 to 22-01-2021	Yes	
20	Bishnu Narayan Hota	Asst. Accounts Officer	11-09-2006	12-01-2021	3	4	Dhenkanal	2020-21	08-03-2021 to 19-03-2021	Yes	
21	Sanjoy Bhowal	Office Executive	05-11-1996	13-01-2021	0	1	Hometown	2021-22	08-03-2021 to 19-03-2021	Yes	
22	Narsingh Mahto	Attendant	01-04-2014	05-03-2021	4	5	Chhapra	2021-22	14-06-2021 to 29-06-2021	Yes	
23	Manish Pathak	Manager (Academics)	15-02-2011	16-03-2021	2	3	Haveli Kharagpur, Munger, Bihar (Hometown)	2019-20	07-06-2021 to 11-06-2021	Yes	
24	Bhanu Sarkar	House Keeper	23-06-1990	15-03-2021	3	4	Guwahati, Assam	2019-20	07-06-2021 to 25-06-2021	Yes	

25	Ajaynanda Dash	Asstt. Accounts Officer	09-08-2010	09-04-2021	3	4	Harichandrapur Shason, Narasinghpur Cuttak, Odisha	2020-21	17-05-2021 to 04-06-2021	Yes	
53	Rajiv Ranjan	Manager Placements	28-10-2016	25-11-2021	1	2	Srinagar, J&K	2020-21	27-12-2021 to 31-12-2021	Yes	
54	Ujwala Bardoloi	Office Assistant	21-08-2012	29-03-2022	0	1	Bangalore	2020-21	23-05-2022 to 27-05-2022	Yes	
55	Rahul	Executive (Academic Services)	19-02-2020	04-04-2022	2	3	Ujjain, Mahakaleshwar	2020-21	16-05-2022 to 20-05-2022	Yes	
56	Vinod Kumar	Driver	03-04-1995	11-05-2022	3	4	Bajnath (H.P.)	2021-22	13-06-2022 to 24-06-2022	Yes	
57	Ajaynanda Dash	Deputy Manager (Accounts-I)	09-08-2010	13-05-2022	3	4	Harichandrapur Shason, Narasinghpur Cuttak, Odisha	2022-23	14-06-2022 to 24-06-2022	Yes	
58	Prakash Gouda	Sr. Deputy Librarian	11-02-2017	02-06-2022	2	2	Jeypore (Odisha)	2020-21	-	Yes	
59	Ram Bahadur	Gardener	01-04-2014	06-06-2022	3	4	Salon, Rai Bareilly	2022-23	04-07-2022 to 08-07-2022	Yes	
60	Uday Kumar	Senior Manager (System)	30-05-2016	07-06-2022	2	3	Goa	2020-21	20-06-2022 to 24-06-2022	Yes	
61	Ashok Kumar Patel	Senior Executive	01-11-1989	05-08-2022	1	2	Goa	2021-22	19-09-2022 to 23-09-2022	Yes	
62	Brijesh Kumar Ramtani	Manager (Placements)	24-10-2016	23-11-2022	3	4	Mumbai	2022-23	26-12-2022 to 30-12-2022	Yes	
63	Ujwala Bardoloi	Office Executive	21-08-2012	06-01-2023	1	1	Guwahati, Assam	2022-23	20-02-2023 to 03-03-2023	Yes	
64	Mukesh Maheshwari	Senior Manager (CCR)	03-01-2019	28-02-2023	3	4	Port Blair (Andaman & Nicobar)	2021-22	03-04-2023 to 07-04-2023	Yes	

66	Shailendra Kumar	Senior Administrative Officer	20-02-2018	29-03-2023	3	4	Okha, Gujarat	2022-2023	25-04-2023 to 03-05-2023	Yes	
67	Goutam Kumar Patro	Manager (Academic Services)	05-01-2011	17-04-2023	4	3	Madikeri, Coorg, Karnataka	2021-2022	29-05-2023 to 02-06-2023	Yes	
68	Narsingh Mahto	Attendant	01-04-2014	26-04-2023	4	5	Chhapra, Bihar	2022-2023	15-05-2023 to 26-05-2023	Yes	
69	Nilesh Kumar	Executive (Admissions)	15-01-2019	25-04-2023	5	4	Manali	2021-2022	29-05-2023 to 02-06-2023	Yes	
70	Manish Kumar Pathak	Manager (Academics)	15-02-2011	28-04-2023	2	3	Gangtok	2021-2022	19-06-2023 to 23-06-2023	Yes	
71	Vivek Chakrapani	Assistant General Manager	09-12-2013	19-04-2023	2	3	Kalpetta, Kerala	2021-2022	29-05-2023 to 09-06-2023	Yes	
72	Anant Charan Nath	Senior Accountant	01-04-2013	08-05-2023	4	3	Sahapur, po-Gedma, Keonjhar (Odisha)	2021-2022	05-06-2023 to 09-06-2023	Yes	
73	Sreedevi Pillai	Nurse	03-07-2013	15-05-2023	1	2	Kerela	2021-2022	27-05-2023 to 10-06-2023	Yes	
74	Rajesh Kumar	Attendant	01-07-2009	10-05-2023	2	3	Shirdi, Maharashtra	2021-2022	05-06-2023 to 12-06-2023	Yes	
75	Bishnu Narayan Hota	Deputy Manager (Accounts-II)	11-09-2006	23-05-2023	3	4	Dhenkanal	2022-2023	26-06-2023 to 30-06-2023	Yes	
76	Bhanu Sarkar	Senior House Keeper	23-06-1990	01-09-2023	3	4	Hatigarh, Assam	2023-2024	09-10-2023 to 30-10-2023	Yes	
77	Shailendra Kumar	Senior Administrative Officer	20-02-2018	29-03-2023	3	4	Okha, Gujarat	2022-2023	25-04-2023 to 03-05-2023	Yes	

FOUNDATION FOR ORGANISATIONAL RESEARCH AND EDUCATION,
NEW DELHI

ADMINISTRATIVE RULES

A. Abbreviations Used

1. FORE : Foundation for Organisational Research and Education, New Delhi
2. FSM : FORE School of Management, New Delhi
3. FAME : FORE Academy of Management and Education, Gurugram
4. FIDTR : FORE Institute of Drone Technology and Research, Gurugram
5. HQ : Headquarter
6. ASO : Academic Services Office
7. IOM : Inter Office Memo
8. CL : Casual Leave
9. EL : Earned Leave
10. MedL : Medical Leave
11. RH : Restricted Holiday
12. ML : Maternity Leave
13. LTC : Leave Travel Concession
14. DA : Dearness Allowance
15. TA : Travel Allowance
16. DA : Daily Allowance
17. EMI : Equated Monthly Installment

B. Applicability

1. 'FORE' means Foundation for Organisational Research and Education, New Delhi.
2. 'FSM' means FORE School of Management, New Delhi, a vertical of FORE.
3. 'FAME' means FORE Academy of Management and Education, Gurugram, a vertical of FORE.
4. 'FIDTR' means FORE Institute of Drone Technology and Research, Gurugram, a vertical of FORE.
5. 'HQ' means Headquarter and is the location of posting of the employee.
6. 'Institute' means FORE, FSM, FAME, FIDTR, or any vertical of FORE that may be created.
7. Terms and conditions specifically mentioned in the appointment letter will supersede these rules as applicable.
8. 'Employee' or 'Employees' word wherever used in these rules will mean (i) full-time appointed as teaching or non-teaching regular employee, as well as, (ii) an appointed employee on a full-time contract on a pay-scale or on a consolidated compensation.
9. Faculty shall mean all teaching employees, regular or 'on contract', on a pay-scale or on a consolidated compensation.
10. Staff shall mean all non-teaching employees, regular or 'on-contract', on a pay-scale or on a consolidated compensation.
11. Regular employees are those who are appointed on a pay-scale with a probation period and on completion of the probation period such employees are considered for

confirmation as regular employee.

12. 'Service', unless specified, means regular employment or full-time contract employment.
13. These rules, unless specified, are applicable to all employees of FORE and its verticals, namely, FSM, FAME, FIDTR, or any new vertical that may be created.
14. FORE or any of its vertical may suitably edit the FORMS contained in this Administrative Rules to suit its specific requirements.
15. Any rule applicable only to employees of a particular vertical of FORE will be specifically stated so. There may be a separate notification for such rules released by concerned vertical of FORE and all such rules shall be released only after approval of Chairman, FORE.
16. These rules, as updated from time to time, will be notified through office notes/circulars for all concerned employees to take note of.

C. General Rules

1. All regular employees will normally follow 5-day week (Monday to Friday) for attending office work. All full-time contract employees will normally follow 6-day week (Monday to Saturday) for attending office work.
2. At the time of joining, the employee must submit self-attested passport size photograph for record.
3. At the time of joining, married employees must submit a joint family photograph of postcard size duly signed and dated by self and the spouse with their ID proof.
4. The above photographs must be replaced once in three years in the month of January.
5. Dependency of parents/children/spouse should be documented at the time of joining. Any changes thereafter must be reported and the supporting documents be duly approved by the competent authority.
6. Permanent hometown address and local address must be documented at the time of joining. Local address must be placed on record within 30 days of joining. Any change in local address must be reported with supporting documents and this be duly approved by the competent authority.
7. Employee must provide details of spouse's employment in the prescribed format at the time of joining and update it as needed.
8. If the last day/date of a contract or probation period or work completion deadline date turns out to be a holiday, then the next working day will be considered as the last day/date or deadline date. In case of resignation or superannuation, the last day of the resignation notice period or the day of working for the superannuating employee will be the working day prior to the last day if it happens to be a holiday.
9. (a) All staff of FORE and its verticals travelling out of station if it is not based on an approved travel plan during non-working days (including weekly offs & holidays) must inform the Academic Services Office at aso@fsm.ac.in prior to undertaking the travel.
(b) All faculty members or trainers of FAME/FIDTR travelling out of station if it is not based on an approved travel plan during non-working days (including weekly offs & holidays) must inform to their heads of institutions through email or through hard copy notes (IOMs). Faculty members of FSM must inform the Director's office at diroffice@fsm.ac.in
10. Special Rules for Faculty Members of FSM: Faculty members of FORE School of

Management, New Delhi (FSM) are governed, by the following guidelines and rules notified separately by the Director, FSM:

- (i) Faculty Academic Credit, Incentive, Conference Participation, and Seed Money Rules.
 - (ii) Faculty Recruitment, Retention, and Service Policy.
 - (iii) Executive Education Policy and Rules.
 - (iv) Consulting Project & Professional Services Policy and Rules.
 - (v) Faculty Handbook: Code of Conduct and Guidelines
11. For employees on consolidated compensation, the Basic Pay shall be considered as 60% of the consolidated compensation (excluding any reimbursements or allowances) per month. No DA will be applicable for such cases.
 12. All employees of FORE and its verticals, namely FSM, FAME, FIDTR or of any new vertical that may be created, will be governed by these rules except for the terms of employment as stated in the appointment letters issued to an employee (regular or on full-time contract including those on consolidated compensation or pay-scale) which will supersede these rules as applicable.
 13. During employment with FORE or any of its verticals, employees are to devote whole-time to the service of FORE or its verticals and will not engage directly or indirectly in any trade or business or any other work which may interfere with the proper discharge of their duties and responsibilities. The restrictions contained herein shall not apply to any assignment undertaken with prior permission of the Competent Authority.
 14. Any unauthorized still photography, and/or audio and/or video recording in the institute of any person(s), meeting proceedings, any other activity that puts any other employee(s) of the institute and/or image of the institute, etc., in poor light or is termed objectionable by a Disciplinary Committee of the Institute will be construed a misconduct and may attract appropriate disciplinary action against such employee who makes and/or shares such still photography, and/or audio and/or video recording.

D. Joining, Probation Period and Annual Review

- (a) All staff will be assessed for their performance annually in a calendar year cycle and in line with the Staff Appraisal Policy.
- (b) Appraisal will be done for all new employees at the end of the calendar year of their joining along with other employees as per the Staff Appraisal Policy irrespective of the remaining period in their joining calendar year.
- (c) If an employee joins by June 30, then s/he will be under probation until December 31 of that year and will be assessed for performance for the work period of that year as per procedure followed for other employees.
- (d) If an employee joins after June 30, then s/he will be under probation until December 31 of the next year and will be assessed for performance for the remaining period of the joining year as well as for the next year as per procedure followed for other employees.
- (e) At the time of appointment, a longer probation period may be decided by the Appointing Authority and the probation period so determined shall be appropriately incorporated in the offer of appointment.
- (f) Terms of service as stated above be appropriately stated in the appointment letters issued to new joiners.

E. Leave Rules

(i) General Principles:

- (a) Employee cannot claim any leave as a matter of right.
- (b) In response to work related contingencies, an employee can be called in any time even during weekly offs, or declared holidays and/or beyond normal duty hours, to perform an official activity at a location where her/his presence may be needed for the activity.
- (c) Any leave, already sanctioned, can be cancelled, either fully or partially, by the leave sanctioning authority.
- (d) The leave sanctioning authority may refuse or revoke leave of any kind, but cannot alter the kind of leave due and applied for.
- (e) Leave of one kind taken earlier may be converted into leave of a different kind at a later date at the request of the employee and at the discretion of the authority who granted the leave.
- (f) An employee on leave must not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.
- (g) All leave(s) to be applied online ONLY, unless there is a technical problem, and in that case leave(s) can be applied through IOM (Inter Office Memo) or a Leave FORM that may be available.
- (h) Casual Leave (CL) can be applied online by uptill one date next of availing the respective CL date and Restricted Holiday (RH) leave can be applied online until the same day till 1:00 pm. Further, if one wishes to avail half day CL, then it can be applied online any time of that day.
- (i) Earned Leave (EL) can be applied up to the day of availing leave.
- (j) Cancellation/Modification/Updation of Leave: The following procedure shall be made applicable in respect of cancellation/modification/updation of leave:
 - i) The applied leave could be cancelled/modified/updated by the applicant himself/herself in case the next level recommendation/approval has not been processed.
 - ii) Approved leave can be cancelled/modified/updated only within one month of the commencement date of the approved leave.
 - iii) Approved leave cancellation/modification/updation can be availed only once in a calendar year. Any subsequent cancellation/modification/updation will not be allowed.
 - iv) Cancellation of an approved leave due to an official activity or to complete a committed official work will not be counted towards the limit specified in paras “j(ii)” and “j(iii)” above.
- (k) Absence without Prior Approval: Leave availed without prior sanction of the competent authority, shall be treated as “Absence-Without-Pay”, unless following action is taken at the earliest:
 - i) Communication for proceeding on leave due to urgency has been sent through a person, letter, telephonically, or through other electronic mode to the immediate superior/sanctioning authority.

- ii) Telephonic or any electronic confirmation has been taken from the concerned immediate superior/sanctioning authority.
 - iii) Someone on behalf of the employee sends a message/intimation appropriately to the leave sanctioning authority as quickly as practical, should the employee be unable to communicate due to incapacity.
 - iv) Post-facto request for approval of leave must clearly mention details of prior intimation as in “k(i), k(ii) and/or k(iii)” above.
 - v) If anyone is absent without approved leave for 5 or more working days and none of the action as above has been taken/initiated, then the employee is liable for disciplinary action leading to a major penalty, including termination from service.
- (l) Willful absence from duty after the expiry of leave renders an employee liable to disciplinary action.
 - (m) If the total number of leave (including suffix, prefix and any combination of leave) applied by a faculty member of FSM is greater than or equal to 15 then the respective Area-Chair and Dean (Academics) must recommend the same in the first stage and for approval by the Director, FSM.

(ii) Casual Leave (CL):

- (a) For meeting unforeseen circumstances, an employee will be granted 12 days Casual Leave (CL) during a calendar year.
- (b) For employees joining or rejoining FORE or any of its verticals, CL shall be credited @ one CL for every completed calendar month.
- (c) The CL should not normally be granted for more than 5 days at any one time, except under special circumstances with the express approval of the competent authority.
- (d) Weekly offs or holidays falling during a period of CL are not to be counted as part of CL.
- (e) CL can be granted for half a day also if first half or second half is clearly mentioned in the leave application.
- (f) CL cannot be clubbed with any other leave (except as per provisions laid down for RH) and cannot be carried forward to the next year on the close of a calendar year.

(iii) Earned Leave (EL):

- (a) Maximum Earned Leave (EL) that can be accumulated or kept in balance will be 300 days.
- (b) Maximum ceiling for encashment of EL shall be 300 days in the entire service.
- (c) An employee will earn 2½ days of EL for each completed month (maximum of 30 days annually) of service.
- (d) A minimum of one calendar day EL can be availed at a time.
- (e) EL credit will be done at a uniform rate of 15 days each on 1st of January and on 1st of July every year.
- (f) If a new employee is appointed, the EL shall be credited on pro-rata basis at the rate

of 2½ days for each completed calendar month of service.

- (g) EL in the first month of service (on joining) or the last month of service (on account of death, retirement, resignation, removal, dismissal or any reason for severance from service) shall be granted/credited at the rate of 0.5 EL for each completed six days in the first or the last month of service, as per the case. In the last month of service total accumulated EL will be rounded off to the next higher whole number if it is in a fraction.
- (h) An employee must avail a minimum of 5 days of EL in a calendar year. A maximum of 25 days of EL in a year can be accumulated.
- (i) Employees may encash EL to their credit subject to the approval of the competent authority once in a year with the condition that a balance of 30 (Thirty) days of EL shall always be kept in the credit of the employee.
- (j) The encashment will be calculated based on a month's Basic Pay + DA components of the last salary drawn. The encashment provision is subject to the discretion and approval of the competent authority.
- (k) For employees on contract and on consolidated compensation, the EL encashment will be calculated @60% of their consolidated compensation per month, considered as the equivalent Basic Pay, excluding any allowance and reimbursement on actuals or as specified in the contract offer.

(iv) Medical Leave (MedL):

- (a) All employees are entitled for Medical Leave (MedL) of up to 12 days per calendar year.
- (b) MedL is entitled only for hospitalization cases on production of discharge summary of the concerned hospital where the employee was admitted.
- (c) MedL accrual for the calendar month will be as under:
 - i. On entering service, MedL accrual will be pro-rated for each completed calendar month from the date of joining. Part of the month on joining and on leaving will not contribute to the MedL accrual.
 - ii. MedL can be combined with EL/CL.
- (d) MedL cannot be accumulated beyond 30 days

(v) Restricted Holiday (RH):

- (a) Restricted Holidays (RH) are the holidays which an employee can avail from the list of Restricted Holidays provided at the beginning of the year.
- (b) RH are limited only for two (2) days per calendar year.
- (c) RH can be prefixed, suffixed or mid-fixed between two spells of any kind of EL or CL.
- (d) RH cannot be accumulated or carried forward to the next calendar year.
- (e) RH entitlement in a calendar year for employees with less than one year of service in a calendar year shall be as follows:

Table-1: RH Entitlement

S. No.	Length of Service	RH Available
i)	Less than 3 months	Nil
ii)	Up to 9 months	One
iii)	More than 9 months	Two

(vi) Maternity Leave (ML):

- (a) Maternity Leave (ML) of 180 days (24 Weeks) is admissible for married female faculty/staff with less than two surviving children. Out of this, not more than eight weeks preceding the date of expected delivery may be availed.
- (b) Maternity benefit by a woman having two or more surviving children shall be twelve weeks of which not more than six weeks may precede the date of expected delivery.
- (c) A woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
[Note: “Commissioning mother” means a biological mother who uses her egg to create an embryo implant in any other woman.]
- (d) The leave is not debited to any leave account and the employee will be granted full pay.
- (e) ML can be taken in conjunction with all types of leave except CL.
- (f) In case of miscarriage/abortion (induced or otherwise) a total 45 days’ leave is admissible in the entire service. This is not applicable in case of having two surviving children. Application should be supported by a certificate from a Registered Medical Practitioner.
- (g) ML counts as service for increments considerations.
- (h) ML is independent of all other leave and does not affect any other leave of that particular year.

F. Leave Travel Concession (LTC) Rules

- (a) LTC can be availed by a regular employee for self, spouse, maximum two children and dependent parents for travelling from Headquarter (HQ) to another place within India or declared Hometown and back.
- (b) LTC entitlement block years (24 months) begin from the 1st January of the joining year. Employees will be entitled for LTC once in a block of two years on pro-rated basis. If an employee is not able to avail LTC during the block of two years then such employee may avail LTC within the next six months after end of her/his current block years.
- (c) For LTC availed by employees leaving their service if falling short on two-block years, then the claim amount will be adjusted on pro-rata basis for the shortfall period from their final settlement.
- (d) The origin of journey for availing LTC must be HQ. It is normally expected that LTC journey will be performed together by the employee with all eligible dependents for availing LTC. However, LTC may be availed for self and eligible dependent for

maximum two separate journeys each way in a block of two years. That is, the LTC travel with destination covered by Railway/Air can be undertaken in two separate groups on two different dates to the same destination.

- (e) The entire LTC journey for the block years must be completed by self and all eligible dependents within 60 days.
- (f) If the declared dependents are staying at a location other than the HQ of the employee then to and fro fare from their place of stay to the LTC destination can be claimed if the dependents do not commence their LTC journey from HQ. However, fare from HQ to LTC destination or fare from dependent location to LTC destination whichever is lower will be paid.
- (g) For availing LTC, a minimum of 5 days Earned Leave must be availed.
- (h) Entitlement and claim of travel class for availing LTC will be as per the travel class entitlement rules as applicable to the employee.
- (i) If the destination is not directly connected by Airport or Railway station journey then from the landing airport/railway station to the place of destination journey may be undertaken by regular service bus only. Travel tickets purchased for public transport must be produced for travel reimbursement. If the destination is not a declared “hometown” then proof of stay at such destination must also be submitted. If staying with a friend/relative then the days of stay and complete address with contact phone number of the friend/relative with their names be submitted along with the LTC approval request.
- (j) If the destination is a State capital not serviced by public Rail or Air link, then the journey to the State capital from the nearest Railway Station or Airport can be performed by road as per road travel entitlement rules. Travel expense receipt, if travelling by taxi, with vehicle number, dates travelled, distance travelled, driver’s name and contact phone number and/or address must be submitted for a reimbursement. Only one such claim for reimbursement can be made in a block of two years.
- (k) Air/Rail ticket must be booked at least 30 days prior to the travel date after LTC leave has been approved. For booking made less than 30 days prior to travel, LTC reimbursement will be deducted on pro-rata basis of the total fare. Air/Rail ticket must be booked by self.
- (l) The request for approval to avail LTC and for drawing advance for LTC must be made in the requisite FORM.
- (m) Availing LTC benefits through spouse’s employment terms will disqualify an employee from availing LTC under this policy/rules. The request for approval to avail LTC must clearly indicate that the employee has not received LTC benefits through spouse’s employment terms. Spouse employment details must be submitted to the ASO.
- (n) Evidence of travel, certification of the amount spent for the purpose and claim for reimbursement must be submitted by the employee within fifteen days of returning from LTC.

G. Dependency

To be declared a Dependent, the following will be considered:

- (a) **Parents:** If income of any one of the surviving parents is less than Rs25,001 p.m. plus

Dearness Allowance (DA) then either or both the parent is/are deemed to be wholly dependent on the employee. Also, such parents must not have been declared dependent or benefits claimed by any other sibling to/from their employers.

- (b) **Daughter:** She is considered dependent until she starts earning or gets married whichever is earlier irrespective of the age limit.
- (c) **Son:** Unmarried son until he starts earning or attains the age of 25 years whichever is earlier will be considered dependent. Also, son is considered dependent if he is suffering from permanent disability of any kind (physical or mental) and not earning/employed and staying with employee.
- (d) In case of any ambiguity, a reference will be made to Government of India norms/rules. Decision of the competent authority in such cases will be binding and final.

H. Medical Reimbursement

In addition to the cashless Group Medical Insurance provided to all regular employees, they will be paid/reimbursed medical allowance/expenses as follows:

- (a) Employees with Basic Pay greater than Rs80,000 per month will get the medical allowance equal to Rs30,000 per annum.
- (b) Employees with Basic Pay greater than Rs40,000 per month and up to Rs80,000 per month will get the medical allowance per year equal to their Basic Pay multiplied by 0.375 (=15/40).
- (c) Employees with Basic Pay up to Rs40,000 per month will get the medical allowance equal to Rs15,000 per annum.
- (d) Medical allowance released will be subject to Income Tax as applicable.
- (e) Medical allowance will be released to employees on monthly basis.
- (f) For mediclaim and medical reimbursement, dependency is restricted to self, spouse and maximum of two children.

I. Rules of Travel Entitlement and Travel/Daily Allowance(TA/DA) Rates for Travel in India/Abroad

Applicability of these rules for all employees will be according to their Basic Pay.

(a) Travel Class Entitlements for Travel by Air/Rail/Road within India:

Category	Basic Pay	Air	Rail	Road
I.	(a) Board Members, FORE (b) Secretary, FORE (c) Director, FSM	Business/Club Class	AC I Class in any Train	AC Taxi/Hired Taxi/AC Bus
II.	(a) Faculty Member, FSM (b) Rs1,00,000 and above	Economy Class	AC1 Class in any Train	Same as above

III.	Rs50,000 to below Rs1,00,000	Economy Class Air Travel can be undertaken if the fastest train journey to destination takes more than 15 hours.	AC2 Tier Class in any Train	Same as above
IV.	Below Rs50,000	--	AC3 Tier/ AC Chair Car in any Train	Autorickshaw/ Own Scooter/ Motorcycle/ Moped/Any Public Bus including AC Bus.

Note:

1. In case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class. Proper signed ticket must be produced along with claim for reimbursement.
2. Any long distance (>150 km one way) official travel by personal car is to be avoided and if considered more convenient then specific 'flagged' approval be taken before undertaking such official travel.
3. To claim local conveyance/bus fare signed bills/tickets must be submitted. For local travel Ola, Uber, etc., taxi services be availed.

(b) Travel Class Entitlements for Travel by Steamer Transport within India:

Category	Basic Pay	For Steamer/Ship
I.	(a) Board Members, FORE (b) Secretary, FORE (c) Director, FSM	Actual fare for class equivalent to Business Class
II.	Rs1,00,000 and above	Actual fare for the category next lower to Business Class
III.	Rs50,000 to below Rs1,00,000	Actual fare for the category next lower to Business Class
IV.	Below Rs50,000	<ul style="list-style-type: none"> ▪ The lowest class, if there are two classes only. ▪ The middle class, if there are three classes. ▪ The third lowest class, if there are four classes.

(c) DA Rates (Rs. per day) for Home Stay/Self Arranged Stay Within India:

In case the traveler makes his/her own arrangement for boarding and lodging, a lump sum DA rate inclusive of all shall be admissible as under:

Category	Basic Pay	Metropolitan Cities* (Rs.)	State Capital Cities (Rs.)	Other Cities (Rs.)
I.	(a) Board Members, FORE (b) Secretary, FORE	2,500	2,000	1,800

Category	Basic Pay	Metropolitan Cities* (Rs.)	State Capital Cities (Rs.)	Other Cities (Rs.)
	(c) Director, FSM			
II.	Rs1,00,000 and above	1,500	1,100	1,000
III.	Rs50,000 to below Rs1,00,000	1,000	900	800
IV.	Below Rs50,000	800	700	600
* Metropolitan cities are: New Delhi/Mumbai/Kolkata/Chennai/Bengaluru/Hyderabad				

(d) TA/DA Rates (Rs. per day) for Hotel Accommodation Within India:

Category	Basic Pay	Metropolitan Cities (Rs.)		State Capital Cities (Rs.)		Other Cities (Rs.)	
		Hotel (Lodging) (Excl. GST)	DA (Boarding)	Hotel (Lodging) (Excl. GST)	DA (Boarding)	Hotel (Lodging) (Excl. GST)	DA (Boarding)
I.	(a) Board Members, FORE (b) Secretary, FORE (c) Director, FSM	15,000	2,500	12,000	2,000	10,000	1,800
II.	(a) Faculty Member, FSM (b) Rs1,00,000 and above	7,500	1,500	6,000	1,100	4,500	1,000
III.	Rs50,000 to below Rs1,00,000	5,000	1,000	4,000	900	3,500	800
IV.	Below Rs50,000	3,500	800	3,000	700	2,500	600
Note: 1. Hotel receipts are to be submitted along with the TA claim. 2. In case the hotel charge is more than the limit prescribed above, the extra charge will be borne by the individual and will not be reimbursed. 3. Where actual expenditure on boarding and lodging is paid by clients or the Institute, the daily allowance will be paid @ 50% of amount mentioned above.							

(e) Travel Class and Hotel Accommodation Entitlement for Foreign Travel:

- i. An employee deputed abroad will travel by air in economy class. The Board Members, FORE/Secretary, FSM/Director may at their discretion travel by Business Class. The Airport tax and visa charges paid in India will be reimbursed in Indian currency.
- ii. **TA/DA rates (US\$ per day) for Hotel accommodation abroad:**

Category	Basic Pay	Daily Allowance	Hotel (Lodging)	Local Conveyance
----------	-----------	-----------------	-----------------	------------------

I.	(a) Board Members, FORE (b) Secretary, FORE (c) Director, FSM	150	300	50
II.	(a) Faculty Member, FSM (b) Rs1,00,000 and above	100	175	25
III.	Rs50,000 to below Rs1,00,000	75	125	25
IV.	Below Rs50,000	75	100	25
Note: 1. Local Conveyance exceeding the above limits may be claimed for reimbursement on submission of receipts and may be paid as approved. 2. Signed bills/tickets/boarding pass must be produced.				

(f) General Additional Rules:

- i. Hotel and Travel tickets for attending fixed events, such as, seminars, workshops, conferences, scheduled meetings, etc., must preferably be booked at least 30 days in advance.
- ii. Hotel and Travel tickets for admission, Executive Education training programs, etc., must preferably be booked at least 15 days in advance.
- iii. DA will be admissible only for travel beyond 40 km (one way) from HQ as per the prescribed DA rates.
- iv. No DA will be permissible for local travel on same day return within Delhi-NCR. However, the reimbursement for lunch may be permissible against proper bills as follows:
 - Rs500/- inclusive of GST if Basic Pay is Rs65,000/- and above.
 - Rs300/- inclusive of GST if Basic Pay is below Rs65,000/-.

In absence of proper bill, the claimant can be reimbursed 50% of her/his entitlement, as stated in I(f)(iv) above.

- v. Prior approval of the competent authority must be taken before undertaking the planned journey.
- vi. The tour advance will be given for the number of days for which the tour is approved.
- vii. The scheduled time of departure of plane/train/bus and the actual time of arrival of plane/train/bus will be taken as departure/arrival from headquarters.
- viii. Conveyance/Transport are reimbursable at actual on production of receipt(s).
- ix. If an employee travels by a class lower than the class s/he is entitled to, the travel fare will be restricted to the class actually traveled in. If s/he travels by a higher class than the entitled class, the difference will be borne by the traveler unless specifically approved by the competent authority.
- x. On completion of tour/visit, an expense detail as TA Claim along with signed vouchers/receipts must be submitted within one week of completion of tour by the individual employee.

(g) Daily Allowance Hour Rate during official travel to outstation destination:

Daily Allowance (DA) will be regulated/calculated on the basis of hours of absence/travel from HQ on any calendar day as mentioned below:

- i. 0 – 4 hours : Nil
- ii. 4 – 8 hours : 50%
- iii. Above 8 hours : 100%

J. Local Conveyance Reimbursement/Allowance

- (a) If an employee overstays in office on a regular working day by more than two hours to complete an official activity, then s/he will be paid Rs200/- or actual travel expenses, whichever is lower.
- (b) If an employee comes to office on a holiday for more than 5 hrs. to complete an official activity, s/he will be paid Rs400 or actual to/fro travel expenses, whichever is lower.
- (c) Auto fare @ Rs25 for first km and @ Rs8 for the subsequent km or actual fare paid whichever is lower can be claimed for reimbursement if undertaking this local travel for official purpose.
- (d) For using own conveyance for official purpose conveyance @Rs5 per km for two-wheeler use or Rs10 per km for four-wheeler use can be claimed.
- (e) For Local Travel claims as above specific prior approval be taken by their respective reporting officer. These claims are to be approved by the Director /Dean/Head of the Institute before payment can be released.

K. Overtime Allowance for Official Activity

Overtime Allowance can be claimed only by an employee who is a Driver, Electrician, Gardener (Mali), Painter, Attendants, Plumber, AC Technician/Operator, Dispatch staff, Dispatch Rider, and House Keeper.

The overtime time and upper limit on amount claimed as overtime will be as follows:

- (a) Overtime rate will be Rs40/- per hour.
- (b) Maximum amount that can be claimed by the eligible employees will be Rs2,200 per month. Since there is only one AC Technician/Operator, he will not be bound by this limit.

L. Canteen Subsidy Allowance

- (a) Canteen Subsidy Allowance is to encourage employees to have lunch in the canteen. The Canteen Subsidy Allowance covers lunch, snacks, tea, coffee, soft drink, juice, etc., ordered from the canteen for consumption on campus only as a reimbursement of actual consumption.
- (b) The Canteen Subsidy Allowance will be Rs1,400 per month subject to the following:
 - i. Reimbursement of up to Rs1,400 per month towards lunch at the canteen during 1:00pm to 3:00 pm, and
 - ii. Reimbursement of up to Rs450 per month towards other items.
 - iii. Total of (i) and (ii) above for reimbursement will be limited to Rs1,400 per

month.

- (c) Due amount as billed and verified up to a maximum of Rs1,400 per month per employee will be released to the canteen directly and any amount in excess of this is to be paid by the concerned employee directly to the canteen.

M. Short Term Loan (*only for regular employees as per B8(i)*)

- (a) Applications for short term loan to meet certain financial obligations which cannot be met by the employee from his/her own source of income can be made.
- (b) Quantum of loan shall be decided with reference to the (i) Requirement, and (ii) Repaying capacity of the applicant.
- (c) Loan amount will be restricted to Rs1,00,000 for any of the purpose stated above.
- (d) EMI payment amount must not exceed 1/3rd of the net take home salary per month. The loan will be recovered in maximum of 25 equal Installments inclusive of interest. The total loan amount must meet these requirements.
- (e) The loan will carry simple rate of interest of 8%.
- (f) Repayment of loan will start from the next month salary from the month of loan disbursement.
- (g) Only those employees who have completed minimum 3 years of regular service and having a minimum 45 days EL balance credit in her/his account will be eligible for applying for the loan.
- (h) The grant of loan cannot be claimed as a matter of right of an employee.
- (i) Onus of establishing the genuineness of the grounds for which the financial assistance is sought will rest with the applicant.
- (j) Repeat request for loans can be made only after three years of complete repayment of previous loan.
- (k) Application for loan may be rejected by the competent authority without assigning any reason.

N. Gratuity

- (a) Employees including contract employees who have completed at least 5 years of continuous service are eligible for gratuity.
- (b) Gratuity amount due will be calculated as follows:
$$\text{Gratuity} = (\text{last drawn Basic Salary} \times \text{Number of completed years of service}) \times 15/26$$
- (c) The last drawn Basic Salary comprises Basic and Dearness Allowance (DA) and no other part will be included in the salary.
- (d) Completed years of service comprise any year where an employee has rendered services for more than six months.
- (e) In 5th year of service if an employee has rendered services for more than 240 working days, then it will be treated as 5 completed years.

O. Confidentiality Clause

During the course of employment, employees may have access to Confidential Information. All

work carried out for or on behalf of FORE or any of its verticals is/are to be treated as confidential.

All emails from an employee to another employee is confidential. Emails exchanged between one individual to another (or a groups of people within the Institute) must be taken as a confidential communication. Received email from a person when replied to another person, external or internal, must not have the previous email (trail email) appended to it, unless knowingly done. So, every employee must carefully look at the email content they are about to send and remove all appended contents that is not required to be there. Or, at least they be very sure that the appended content is okay.

Any employee will not at any time during his/her tenure of employment or afterwards, disclose to any person any information as to the accounts, finances, software, know-how, etc., without the express approval of the Director, FSM. Thus, it is expected of all employees to not discuss, communicate to media or publication entities verbally or in writing, or commenting upon or disparage (speak slighting) or disclose any information in any manner directly or indirectly to any forum, or person, or entity.

All notes, memoranda, records and other documents related to the Institute in possession of employee, will remain the property of the Institute and will be handed over to the authorized person of the Institute from time to time as expected or on demand and, in any case upon severance of employment with the Institute.

Any employee found disclosing confidential records or information to any unauthorized person or persons will render herself/himself subject to disciplinary action that may lead up to dismissal from service or any other legal action as deemed fit.

P. Social Media Code of Conduct for Faculty and Staff

Faculty and Staff members working at FORE or any of its verticals need to take a note that they have a sense of moral responsibility towards the Institute and its reputation. They are the brand ambassadors of the Institute and their opinion matters.

Social media platforms like Twitter, Facebook, Google+, LinkedIn, Instagram, and open forums and Blogs are now a common feature of everyday life. Any comment posted by any employee on the social media will undoubtedly have a direct or indirect bearing on the Institute's reputation. Controversial content posted in cyber space can have serious consequences on employees as well as the Institute. So, while using these platforms, all employees must be mindful that the information shared by them goes to the public domain and hence, they should be extremely careful about using social media in any way that might compromise FORE or any of its verticals reputation, and affect their careers.

The following advisory is hereby issued to all employees of FORE and its verticals to adhere to the following guidelines to keep in mind for appropriate social media conduct:

- (a) An employee may choose to have social media accounts, such as, Twitter, Facebook, Google+, LinkedIn, Instagram, and open forums and Blogs. However, on social platforms, the boundaries of professional and personal information are not always clear. So, it must be borne in mind that in this day and age, keeping the private and personal, and professional identity entirely separate is almost impossible. Just because one does not declare the employer name, it does not mean that a personal post cannot be associated with her/his employer - it's not hard for people to connect the dots.
- (b) Any adverse content that goes against FORE or its verticals, the Constitution of India, or extant laws/rules/guidelines of the central or state government, professional bodies and promotes social disharmony must be avoided. If one is not sure whether certain content is appropriate to share online, then one must not post it. It's better to be safe than sorry.
- (c) Every employee must respect individual privacy rights and have regard for the feelings of others. They must not disclose/post on social media personal details, including pictures of other students/faculty/staff without their prior permission. They must maintain a respectful tone for the faculty, staff and students of the Institute.
- (d) All employees must refrain from posting anything that may give them, or any other employee or the Institute any negative publicity. No offensive statements, pictures, or videos about the Institute/faculty/staff/students be posted on the web/social media.
- (e) Employees are not allowed to post any video or audio clips of the class/part of the class of any faculty without seeking permission of the concerned faculty/competent authority.
- (f) Employees must not post anything on the web that is taken as spreading rumors/disrespect or containing violence and hate against any individual or community.
- (g) Social media is not the place to post about any mismanagement or any dispute one may have with management, faculty member, office, student council, committees or rules and regulations at FORE or any of its verticals. These can be addressed through existing mechanisms at the Institute.
- (h) Employees must not post any offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion, belief, or age.
- (i) As advance-tracking tools can quickly find out the source of the content, employees must be careful about using fake accounts and names. This could land one in a severe legal entanglement.
- (j) Employees are not allowed to use the logo of the Institute in any of their unofficial communications unless approved by the competent authority.
- (k) No employees should claim to speak on behalf of, or represent, the Institute on social media websites without prior permission. An appropriate disclaimer must be used to make it clear that they are posting in their personal capacities, wherever it is necessary. Usage of the Institute brand trademark/service mark/logo without prior written permission is liable for legal action.
- (l) Employees are advised to comply with laws and regulations of the land, and more particularly with laws governing intellectual property rights including copyrights and trademarks. They must not post content or take any action that violates the law or infringes upon anyone or any third party's intellectual property rights. They must obtain

proper permission before using intellectual property rights (e.g. copyright or trademark).

- (m) Violation of Social Media Code of Conduct will be taken seriously and may be referred to the disciplinary committee of the Institute for recommending appropriate action against the errant employee.

Reporting Mechanism:

In case of Social Media violations, those wishing to inform the Institute about it, may write to the e-mail address: smviolation@fsm.ac.in by including their Name, Contact E-mail, Phone, Violation Details, Violation URL(s)/Screenshot(s). The identity of the reporting person will be kept confidential.

Q. Disciplinary and Appellate Authority

For all acts of indiscipline and/or acts of impropriety against/by an employee appropriate enquiry will be initiated against such an employee by the Disciplinary Authority.

The Disciplinary Authority has the discretion to order an enquiry against any employee.

Disciplinary Authority is the competent authority who can impose penalties or take any punitive action on an employee of FORE or any of its verticals notwithstanding any prior instruction or any terms in the appointment letter of such an employee. Such penalty and/or punitive action may include withholding of promotions, withholding of increments, suspension from the service, dismissal from the service, etc.

The employee so penalised on disciplinary grounds and/or acts of impropriety can appeal to the Appellate Authority for further reconsideration. In this case, the final decision will be taken by the Appellate Authority who can enhance or reduce the severity of the penalty or the punitive action imposed by the Disciplinary Authority or endorse the penalty imposed by Disciplinary Authority.

For all such cases, Disciplinary Authority is the Director, FSM and the Appellate Authority is the Chairman, FORE.

TRAVEL REQUEST APPROVAL FORM

TO: DIRECTOR /DEAN/HEAD OF THE INSTITUTE

TRAVEL CLAIM FORM

FORE/FSM/FAME/FIDTR
LOCAL TRAVEL CLAIM FORM

(For Official Field visits)

Date: _____

Name of the Employee/Claimant: _____

Designation: _____ Office/Section: _____

A. LOCAL TRAVEL

S. No.	Location		Date	Purpose	Mode of Travel OR Kilometer	Amount (Rs.)
	From	To				
TOTAL (Rs.)						

B. Lunch/Dinner Expenses: Please attach additional sheet, if needed
(Enclose self-attested original bills/receipts)

Date	Description	Bill No.	No. of Person	Amount (Rs.)
TOTAL (Rs.)				

TOTAL (A+B): _____

(In words: Rupees _____ only)

Claimant's Signature: _____

Recommended for Approval.	
Name: Designation:	Signature:
Submitted for Approval to the Director /Dean/Head of the Institute:	
Approved/Not Approved	Signature:

Payment Voucher

Date: _____

Employee/Claimant: _____

Passed for Rs. _____ (In words: Rupees _____)

IRLA No. _____

Senior Manager (Accounts)

Receiver's Signature

FORE/FSM/FAME/FIDTR

LTC PERMISSION & ADVANCE FORM

Date: _____

1. Name: _____ Designation: _____ Office/Area: _____
2. Date of Joining: _____
3. Present Salary (Basic): Rs. _____ per month.
4. Number of days of EL taken to avail this LTC: _____ days; From _____ to _____
(Enclosed copy of leave approved)
5. Last LTC availed (mention Month and Year): _____ in the Block Years: _____
6. This LTC request is for the Block Years: _____
7. Total number of Dependents (excluding employee): _____
8. Total no. of Members (including employee) planning to avail this LTC: _____
9. LTC Destination: _____
10. My Travel Plan is as Follows:

S.No.	Place and Date of Departure	Place and Date of Arrival	Mode/Class of Travel (Air/Train/Other)	Fare	Remarks (if any)
Total (Rs.)					
(If space provided above is insufficient, please use additional sheet for details)					

11. Mode and Class of Travel Mentioned Above is Within My Travel Entitlement (Yes/No): _____
If No, then mention your entitled travel class and provide justification for this exception request:

(PAGE-1 of 2 LTC FORM)

Signature of Employee: _____

12. My Hometown as in office record is: _____
13. My parent(s) is/are dependent on me and not on anyone other than me (Yes/No): _____
14. My Wife/Husband is employed and is entitled to avail LTC (or an equivalent) by her/his employer (Yes/No): _____
15. That my Husband/Wife/Dependents have not availed LTC (or equivalent) from any other support for the year this LTC Request is made.
16. Amount of advance required (90% of total fare rounded off to next nearest Rs.100): Rs. _____
17. That the information given above and both pages of this form is true to the best of my knowledge.

Signature of Employee: _____

Remarks of Academic Services Office (ASO):

- a) Earned Leave has been sanctioned for the purpose of this LTC (Yes/No): _____
- b) LTC entitlement is within the rules of the Institute (Yes/No): _____
- c) Dependents for which LTC is being claimed are as per records and as documented in the Institute.

Signature of Manager/Senior Manager (Academic Services): _____

Signature of Dean (Academic Services): _____

Remarks of Finance and Accounts Office:

The Net entitlement on account of Leave Travel Concession works out to Rs. _____

(Rupees: _____) as per details below:

- (a) Railway/Air/Bus/Steamer fare Rs. _____
- (b) Road Journey (if applicable) Rs. _____

Note: Ticket must be booked at least one month prior to date of departure for LTC. Photocopy of the ticket must be attached along with this Form for taking permission for availing LTC/Advance. Original ticket and Boarding pass for Air Travel (both self-attested, as applicable) must be submitted along with the claim within 15 days from the date of arrival. The claimant must also certify that the journey has been duly performed.

Checked By

Senior Manager (Accounts)

Dean (AS)
(in case of Staff)

Director /
Head of the Institute
(in case of Faculty)

(Approved by)

(PAGE-2 of 2 LTC FORM)

FORE/FSM/FAME/FIDTR

LEAVE APPLICATION FORM

Name: _____ Designation: _____

Office/Section: _____ Leave from _____ to _____ No. of Days: _____

Type of Leave (CL*/EL/RH/ML/MedL): _____ Purpose of Leave: _____

I may also be permitted to avail the intervening/prefix/suffix holidays on _____
_____ with my leave(s) as per the leave
rules. My address and phone no. while on leave will be: _____

1. All my official commitments during the leave period have been appropriately taken care of.
2. No scheduled PGP class will be impacted because of this leave.
(for faculty members only)

(Signature of Applicant)

Date: _____

Recommended by Reporting Officer: Signature: _____ Name: _____ Date: _____
(for staff only)

* For half-day CL, please mention First/Second Half Day

ACADEMIC SERVICES OFFICE

Leave Balance as on Date of Application:

Casual Leave	Earned Leave	Restricted Holiday	Maternity Leave	Medical Leave
(CL)	(EL)	(RH)	(ML)	(MedL)

Leave balance after this approval days of CL/EL/RH/ML/MedL

Signature of Recorder

**Signature of Manager/Senior
Manager (Academic Services)**

Date: _____

Sanctioned/Not Sanctioned

Signature of the Sanctioning Authority: _____

Name and Designation: _____

FORE/FSM/FAME/FIDTR

EXCEPTIONAL LEAVE APPLICATION FORM

(All fields are mandatory)

Name of Employee: _____

Designation of Employee: _____

Office/Area: _____

Leave from: _____ to _____

No. of Days*: _____

Type of Leave (CL/EL/RH/ML/MedL): _____

Prefix/Intervening/Suffix: _____

Purpose of Leave: _____

All my official commitments during the leave period have been appropriately taken care of.(Yes/No): _____

scheduled PGP class will be impacted because of this leave (Yes/No):

(for faculty members only)

Reason for late submission of my leave application: _____

Address while on Leave: _____

Phone no. while on Leave: _____

(Signature of Applicant)

Date of Application: _____

Recommended by Reporting Officer

Signature: _____ Name: _____ Date: _____

(for staff only)

***Incase of half day CL, please mention First/Second half day**

Sanctioned/Not Sanctioned (Please put a tick mark)

Comments (If Any): _____

Signature of Sanctioning Authority: _____

Name and Designation of Sanctioning Authority: _____

FORE/FSM/FAME/FIDTR
OFF-OFFICE HOURS WORK CLAIM FORM

(Late sitting or working on holidays)

Date: _____

Name of the Employee/Claimant: _____

Designation: _____ **Office/Section:** _____

Date and Day of the week	Arrival Time at the Institute	Departure Time from the Institute	Total Hours of Duty Performed	Extra Hours of Duty	Details of work during Extra Hours	Mode of Travel OR Kilometer OR Lump sum	Amount (Rs.)
TOTAL (Rs.)							
Total Amount in Words: (Rupees _____ Only)							

Claimant's Signature: _____

Recommended for Approval.

Name:

Designation:

Signature:

Submitted for Approval to the Director /Dean/Head of the Institute:

Approved/Not Approved

Signature:

Payment Voucher

Date: _____

Employee/Claimant: Ms./Mr. _____

Passed for Rs. _____ **(In Words: Rupees _____ Only)**

IRLA NO.

Senior Manager (Accounts)

Receiver's Signature

FORE/FSM/FAME/FIDTR

SHORT TERM LOAN APPLICATION FORM

(Only for employees of FSM)

Date: _____

1. Name: _____ Designation: _____ Office/Section: _____
2. Date of Joining: _____
3. Present Salary (Basic): _____
4. Loan Requested for Rs.: _____ (In words Rupees _____)
(Unpaid Loan amount will be recovered from final settlement amount, if required)
5. Purpose of Loan: _____

6. Rate of Interest Applicable: **8%** per annum.
7. Total Service period at FSM: _____ years and _____ months (Minimum 3 years' service required).
8. EL Balance at the time of applying for Loan: _____ (Minimum 45 days EL balance is a must).
9. End Date of repayment of previous loan (if any): _____ (There must be minimum 3 years elapsed time since last loan's final repayment).
10. Repayment of loan will start from the next month salary of the month of loan disbursement.

Recommended By:

Employee Signature

OFFICE	REMARKS (If Any) with Signature
Academic Services Office:	
Finance and Accounts Office:	
Administration Office:	
Approved By DIRECTOR / HEAD OF THE INSTITUTE:	



FORE School of Management (FSM)

ACADEMIC CREDIT NORMS/RULES FOR FACULTY

A) General

1) Academic Activities through which members of faculty can earn credits are classified as below:

I:	Institutional Development
T:	Teaching
R:	Research & Publication
O:	Outreach

2) Part II (Annexure 1) of this document, titled “Academic Credit for Various Activities w.e.f. April 01, 2023”, lists the Academic Activities.

3) Academic Year (AY) will coincide with Financial Year (FY).

4) The Faculty Activity is to be reported and accounted on FY basis.

5) There will be no Academic Credit for remunerative activity.

6) Total Academic Credit Requirements

The minimum total Academic Credit that a Faculty must strive to achieve is 6.5.

Requirement	Revised Norm	Norm for AY 2023-24
Academic Credits	6.5	6.5

Minimum credit to be earned in an AY through research and publication shall be 1.5. Rubric for achieving minimum credit requirement of 6.5 in FY/AY 2023-24 shall be as follows:

Sl. No.	Description	Total Credits
1	Institutional Credit (For all faculty members)	0.5
2	Minimum Teaching Credits from all courses	2.0
3	Minimum Research & Publication Credits	1.5
Total credits to be earned from Sl. No. 1, 2 & 3		4.0
Balance of required credits to be earned from teaching (maximum limit of 4.5 from all courses*), Research & Publication, Executive Education Activities, Seminar/Conference/Workshop/FDP, academic administration etc.		2.5
Faculty members who exceed total credit requirement of 6.5 by exceeding the minimum credit for publications of 1.5 credits will receive monetary incentive for excess in total credits as per existing rule (only for the excess in publication credits over the minimum) @ Rs. 1,26,000/- for every credit in excess.		

***All Courses include all PGDM Courses and FPM Course**

A) Teaching Credit Requirement

1) Maximum limit for credits to be earned through teaching stands revised as below:

Requirement	Revised Norms (w.e.f. October 01, 2022)	Norms for AY 2023-24
Minimum Teaching Requirement	2.0	2.0
Maximum Teaching Requirement	4.0	4.5
Minimum Teaching Requirement for CoE Head	Nil	Nil
Maximum Teaching Requirement for CoE Head*	3.0	3.5

*To encourage Heads of CoEs to focus more on CoEs objectives, teaching requirements of Professors-In-Charge, CoEs have been capped at 3.5 in an AY.

Faculty who are supervising FPM Scholars may earn additional 0.5 credits through teaching FPM courses. In this case, the Maximum Teaching limit will be 5.0.

These changes shall be effective from 1st of April, 2023.

2) PGP Teaching

- PGP teaching of 30 hours for one section of 60 students will earn 1.0 (ONE) academic credit.
- If an elective course has multiple sections with less than 60 students in each section, then the credit is to be calculated on the basis that out of total teaching effort required for a faculty to teach a course, 0.7 weight should be assigned to teaching and 0.3 to evaluation. For example, if an elective course with 80 students is split into two sections of 40 each then credit shall be computed as below:

$$0.7 (\text{teaching}) + 0.3 (\text{evaluation}) \times [(\text{no. of students})/60]$$

Example:

$$\text{Section A} = 0.7 + 0.3 \times [40 / 60] = 0.7 + 0.3 \times [0.666] = 0.899$$

$$\text{Section B} = 0.7 + 0.3 \times [40 / 60] = 0.7 + 0.3 \times [0.666] = 0.899$$

$$\text{Total Credit for Section A \& B} = 0.899 + 0.899 = 1.799$$

Note: This formula would be applicable-

- where a single faculty teaches multiple sections of an elective course or
 - more than one faculty teach multiple sections of an elective course.
- However, if number of students in a Core and Elective Course is more than 60 but fewer than 66 (maximum classroom capacity), academic credit earned will be pro-rated for the evaluation component as per weight given below and this will work out to

$$0.7 (\text{teaching}) + 0.3 (\text{evaluation}) \times [(\text{no. of students})/60]$$

Example: Faculty Credit for teaching a Core/Elective Course having 65 no. of students
 $= 0.7 + 0.3 \times [65 / 60] = 0.7 + 0.3 \times [1.083] = 1.025$

This formula will be applicable for both Core and Elective Courses.

- Only for certain specific courses, a full course (earning 1.0 academic credit) may run with fewer than 60 students as decided/ approved in the Faculty Council Meeting and recorded in it's minutes.

- e) **Course of Independent Study (CIS):** Academic Credit for Course of Independent Study (CIS) within PGP will be 0.25.

3) FPM Teaching

a) Module 1

- i. 30 hours of teaching in FPM courses will earn an academic credit of 0.8.
- ii. Evaluation of full-time FPM Module 1 research courses will be calculated as $0.2 \times N / 60$ (N: No. of FPM Scholars). If a course has been taught by multiple faculty, the teaching and evaluation will be calculated on a pro-rated basis.

b) Module 2 & Module 3

- i. 30 hours of classroom teaching to FPM Scholars in standalone mode irrespective of number of students shall earn an academic credit of 0.5.
- ii. Maximum Credits from FPM teaching = 1.
- iii. Minimum Credits from FPM teaching = 0.
- iv. The Maximum and Minimum credits for FPM will be within the total Maximum and Minimum credits for Teaching for all courses.

4) Miscellaneous

- a) Credits for the Term-3 and Term-6 courses of PGDM Programs will be counted in the previous financial year even if it ends in the next financial year.
- b) If credits for courses taught are in excess of maximum credit requirement, these will not be counted towards academic credit.
- c) If credits for courses taught are lower than the minimum credit requirement, it will attract penalty at the rate of visiting faculty compensation and will be deducted from earnings from Executive Education, Professional Activities, Consulting, Royalties, Publication incentives etc.

B) Research and Publication

- 1) The Minimum credit to be earned in an AY from research and publication is 1.5.
- 2) Faculty members who exceed total credit requirement of 6.5 by exceeding the minimum credit for publications of 1.5 credits will receive monetary incentive for excess in total credits as per existing rule (only for the excess in publication credits over the minimum) @ Rs. 1,26,000/- for every credit in excess.

3) Books and Publications

- a) Credit for publications is always to be equitably shared with all the authors.
- b) Credit for an adapted book will be half of the due credit of the original book's first edition. A reprint will not get any academic credit.
- c) A book or any other kinds of such material printed or published in India will be treated as National Publication and credits will be claimed accordingly. Credit for international publication will be claimed under the existing list of publishers only when the publication is made outside India.
- d) No academic credit will be given for publishing a book chapter effective April 01, 2022.
- e) Edited book as one of the outputs of an FSM International Conference published by an FSM listed International book publisher (outside India) will get Academic Credit as per policy for Publication Credit to Faculty. This is effective from AY 2021-22.
- f) Credit/Honorarium for a published article becomes due once it gets published online and DOI number generated and the same intimated to the publication office.
- g) In case A and A* publications comprising up to three co-authors, the academic credit for publication will not be proportionally split. In this case, full academic credits will be given to each FORE School of Management (FSM) faculty author(s), i.e., 2.0 academic credits for Category - A articles and 2.5 academic credits for Category - A* article. The monetary incentive, however, will remain unchanged

- and proportionately split as per the current practice.
- h) In case an article is published in A and A* category journal by more than three co-authors then both, academic credits and monetary incentive shall be proportionately split.
- i) **‘Area’ / Discipline of Publication Journals:** NIRF has clarified that publication in journals (indexed in Scopus or WoS) in other than mainstream discipline (Management, Business, Business Management) is excluded from consideration. Before communicating/publishing, therefore, faculty need to ascertain the ‘area’/discipline of the journal and restrict publications only in those journals that pertain to **“Business” or ‘Management’ or “Business Management”**. In case the journal in which article is published does not belong to the area/discipline as mentioned above, faculty shall be awarded academic credit as per Academic Credit Norms but monetary incentive shall not be admissible. This provision shall be applicable from 1st of June, 2023. Research articles that have been ‘accepted’ for publication till the date of the FCM i.e. till 31st of May, 2023 shall be eligible for academic credits and monetary incentive as per the ‘older’ provision.
- j) **Categories of Contributions eligible for Academic Credits and Monetary Incentive:** It is clarified that only following categories of contributions in journals of approved category and Area/Discipline (management, business, business management) shall qualify for academic credits and monetary incentives as per academic credit norms:
- Peer reviewed original research articles in FORE approved, SCOPUS/WoS indexed journals*
 - Case/Case studies (peer reviewed) in FORE approved, SCOPUS/WoS indexed journals*
- 4) In case, an FSM faculty publishes research article(s) co-authored with an FSM student (PGDM or FPM) then academic credit for publication will be awarded to FSM faculty author(s) (academic credit will be equally divided in case of more than one faculty author). But the monetary incentive will remain unchanged and proportionately split as per the current practice.
- 5) All publications must mention due acknowledgement to FORE School of Management for infrastructural support and/or for financial support as applicable. Also, affiliation to FORE School of Management, New Delhi, India needs to be invariably mentioned. If affiliation is missing, then Faculty gets neither academic credit nor financial incentive. If acknowledgement is missing from the publication then the financial incentive to a faculty, as normally due, will be reduced by 50%.
- 6) FSM faculty members must mention their correct and accurate affiliation to the journals while publishing their papers. Faculty member who want to know more about this must contact Dean (AS)/Publication Office. Failing to adhere to the approved style for affiliation, the amount of honorarium approved to be released may be adversely impacted at the discretion of Dean (AS) or Director.
- 7) To encourage faculty members to write chapters in books published by FSM, and edit such books which are the outcome of the Virtual Summer Internship, FSM International Conferences, and International FDP’s, academic credit of 0.25 will be granted for writing one chapter in an FSM book with a maximum of two chapters in a particular book. For editing an FSM book, an academic credit of 0.5 will be granted. The same is applicable from June 02, 2022.

- 8) Academic Credit & Publication Incentives towards various faculty publications are as follows:

Category of Publication*	Academic Credits	Monetary Incentive
A*	2.5	Rs. 15,00,000
A	2.0	Rs.5,00,000
B	1.5	Rs.1,00,000
C	1.0	Rs.50,000
D1	0	Rs.35,000
D2	0	Rs.25,000
*Category of Publication as defined and approved by FSM.		

- 9) **Research with External Agencies/Academicians/Research Scholars**

NIRF gives credit to research publications to all the authors and to all the institutions to which the authors are affiliated to. Thus, an institution will earn same publication credit if multiple authors are from the same institution, or only one author from the institute with other authors from other institutions. Therefore, faculty members are encouraged to:

- a) Do collaborative research with external agencies/academicians/research scholars.
- b) Invite external experts to become external research supervisors to our FPM scholars.
- c) To assume the role of external research supervisors to the Ph.D./FPM scholars of other universities/institutions.

C) Outreach

1) International Conference:

Only conferences held outside India shall be considered International conference. The upper limit for registration fee for international conferences is USD 500. Should the registration fee exceed the above amount, the institute, on request, will pay the registration amount and adjust the excess from the monetary incentive payable to the faculty for any publication in the future. This will be effective from May 31, 2023.

2) Faculty Development Program (FDP)

- a) Faculty Development Program (FDP) is an important part of branding and outreach. A minimum of six hours of FDP per faculty in a Sentient Area must be floated by each Sentient Area every year with a focus to make such FDPs a success.
- b) An FDP programme comprising 6 teaching hours (4 sessions of 1.5 hours each), shall be treated as equivalent to academic credit of 0.25 and academic credit earned shall be prorated according to the duration of teaching hours.
- c) Executive Education Office (EEO) will generate suitable MIS for the Area Chairs and the Director. The same is applicable from 1st April 2022.

3) Seminar Course/ Internal Panel Discussion

- a) Credit for organizing Seminar Course/ Internal Panel Discussion will be on the pattern of Orientation Programme which is conducted for the first year PGDM students in terms of hours of activities. For example, a two-hour panel discussion involving two faculty members will get one-hour credit to each faculty as would be given for a one-hour class in Orientation Programme, i.e., the faculty will avail seminar credit points at a rate of 0.016 per hour up to a maximum of 6 hrs (0.096 credit points) in an academic year.
- b) A full day (8hrs & more) Industrial visit undertaken will have a credit point value of 0.064 (equivalent to 4.00 hours of Seminar Course/Internal Panel Discussion).

D) Seed Money Project/ FORE Research Project Outcome Presentation

The presentation of Seed Money Project/FORE Research Project Outcome can be made only once in a conference irrespective of it being a National or International conference, but there can be more than one publication.

4) Raising Grants/Funds from External Organisations for carrying out development activities

Faculty may raise grants/funds from external organizations, national or international, for carrying out developmental projects, research etc. Raising of funds and grants from external organizations, for the aforementioned purpose, shall also earn credits. Faculty who raises funds or grants in this manner shall be eligible to earn 1.0 credit if the amount so raised is equivalent to amount of honorarium (without conveyance) at prevalent rate payable to Visiting Faculty for taking four courses of 1.0 credit each. That

is, at current rate, faculty shall earn 1.0 credit if the grant or fund so raised is equal to INR 5.04 L (INR 1.26 L x 4). The credit so earned shall be calculated on pro-rata basis in line with the equivalence mentioned above. Credit for these activities shall be capped at 2.0 per faculty per FY. Dean (AS) shall be the custodian of all such activities.

5) Research Methodology Workshops for FPM Scholars

- a) To strengthen the understanding of emerging research methods amongst the FPM Scholars, faculty members may conduct research methodology workshop of 3 hours each (maximum of 9 hours per faculty). For each workshop of 3 hours, concerned faculty shall earn an academic credit of 0.10. This is applicable from June 03, 2022.
- b) In case sessions are conducted by a guest faculty, standard remuneration for visiting faculty for teaching PGP courses will be applicable.

6) Review of Papers for Abhigyan

Academic credit of 0.048 shall be awarded to FSM faculty members for the peer review of papers submitted to Abhigyan for publication. The academic credit of 0.048 will be per article basis (it is assumed that a faculty assumed that a faculty will have to spend at least 3 hours for effective reviewing of an article including 1st level and 2nd level review).

- 7) A maximum of 0.25 credit will be given for publishing research articles in Abhigyan.

E) Miscellaneous Credit Related Provisions

1. Any shortfall in the total academic credit earned by a faculty may be recovered monetarily, without touching the salary, that is, no recovery may be made from the salary due to a faculty. Amount of such recovery shall be determined by reckoning shortfall of 1.0 credit to be equivalent to honorarium (without conveyance) payable to a Visiting Faculty for a 1.0 credit course. That is, if a faculty earns 5.5 credits against minimum annual requirement of 6.5 in an Academic Year, then the monetary value of this shortfall shall be equal to the honorarium (without conveyance) at current rate, payable to a Visiting Faculty for teaching a 1.0 credit course (INR 1.26 Lacs at current rate). The pro-rated amount may be recovered out of the honorarium/incentive earned/payable to a faculty on account of consulting, executive education, professional/ advisory services, publication incentive or any other academic activities, etc., as well as the royalty from publications received by the faculty during the Financial Year. All due taxes, as applicable, will be levied/ charged/ adjusted accordingly. If the honorarium earned by or payable to the faculty does not cover the shortfall in credit such cases shall be taken up separately for a further view.
2. Academic Credit earned by a faculty will be assessed in a cycle of one-year. At the end of this one-year cycle of a faculty member all financial implications of shortfall or surplus, as per policy/ rules, will be settled. If a faculty earns more than 6.50 credits (AY 2023-24 onwards) in a one-year block then for the extra credits earned from the publication (excess of 1.5 from AY 2023-24 onwards) that contributes to the excess credits above 6.50 credits (AY 2023-24 onwards) in a one-year block will be encashable @ Rs. 1,26,000/- for every credit in excess.
3. Faculty Appraisal is of one-year block applicable from April 01, 2022.
4. Academic credit earned for academic administration work by Activity Heads is to be offset with the credit from teaching, i.e., teaching fewer courses.
5. Academic credit earned for academic administration work by Dean (Academic), Dean (Corporate Relations), Dean (Academic Services) and Dean (Research) will be offset with the credit requirement for teaching/research.

6. Excess credit earned by the Deans during the period of Deanship can be accumulated and the same can be rolled over to the next academic year subsequent to the completion of Deanship.
7. From the AY 2021-22, Academic credit requirement for a new faculty who joins the institute mid-year shall be determined on a pro-rata basis i.e. on the basis of number of months remaining in the AY from the date of joining.
8. Any shared activity for Academic Credit will be shared proportionately by each Faculty.
9. Faculty share of the surplus from Consulting / Professional services/ EEO organized MDPs may be converted, in full or in part, as per provisions of “Consulting Project and Professional Services Policy and Rules” which came into effect from 1st April, 2022.

Annexure 1
Academic Credit for various activities w.e.f. April 01, 2023

Faculty Activity List		Activity Category*	Credit
A.	Institutional work	I	0.5
	Academic Administration		
	Dean (Academics) / Dean (Academic Services) / Dean (Corporate Relations)	I	5.0
	Dean (Research)	I	3.0
	Professor-in-charge (AACSB) (1.0 credit until July 05, 2023)	I	4.0
	Chief Editor, Abhigyan	I	1.5
B.	Working Committee Members of Dean (Research)	I	0.5
	Working Committee Members of AACSB Accreditation (0.5 credit until July 05, 2023)	I	1.5
	Chair (Purchase Committee)	I	1.0
	Area Chairs (0.5 credit until July 05, 2023)	I	1.0
	Professor-in-Charge (International Relations)	I	0.5
	Chair (CCAC) / Associate Editors, Abhigyan	I	0.5
	Teaching	T	
	30 hours of Class for PGDM/PGDM-IB/PGDM-FM/PGDM-BDA : One course	T	1.0
C.	FPM:	T	0.8
	i. Module 1: 30 hours of teaching FPM courses, an academic credit of 0.8 will be given		
	ii. Evaluation of Full-Time FPM Module 1 Research courses will be calculated as $0.2*N/60$ (N = No. of FPM Scholars) on a pro-rata basis	T	$0.2*N/60$
	iii. (iii) Module 2 & Module 3: 30 hours of classroom teaching to FPM Scholars in standalone mode irrespective of number of students, an academic credit of 0.5 will be given	T	0.5
	60 hours of non-remunerative session in EEPs	T	1.0
	60 hours of non-remunerative orientation sessions	T	1.0
	Publications	R	
D.	i. Journal	R	
	Category-A*	R	2.5
	Category-A	R	2.0
	Category-B	R	1.5
	Category-C	R	1.0
	Category-D1 & D2	R	0.0
	ii. Books (First Edition)	R	
	By a named National Publisher	R	1.75
	By a named International Publisher (Including the output of FORE International Conference as the edited book by International Publisher)	R	2.5
	iii. (a) One Chapter in FSM published books (maximum 2 chapters in a particular book)	R	0.25
	(b) Editing of an FSM published book	R	0.5
	iv. Cases	R	0.0
	v. Presentation of a Seed Money Project (SMP)/FORE Research Project (FRP) outcome as a paper in an International Conference	R	0.0
	Conference/Seminar/Workshop/FDP/Seminar Course/Internal Panel Discussions	O	
E.	i. Conference	O	
	National/International Conference of One day	O	0.5
	National/International Conference of minimum Two days	O	1.0
	ii. Seminar/Workshop/FDP	O	
	One day (4 sessions of 1.5 teaching hours each i.e. a total of 6 hours of teaching)	O	0.25
	Minimum Two days	O	0.5
	iii. Research Workshop of 3 hours duration for FPM Scholars (maximum duration of workshop allowed is 9 hours per faculty)	O	0.10
	iv. Seminar Course/Internal Panel Discussion	O	
	1 hour [The maximum academic credit on account of seminar credit points can earn upto a maximum of 6 hrs (0.096 credit points) in an academic year]	O	0.016
F.	Consulting Project, EEO Organised MDPs and Professional Services**: The conversion of faculty surplus to academic credits shall be governed by provisions of, "Consulting Project and Professional Services Policy and Rules"	O	**
G.	Peer Review of Papers submitted to Abhigyan	O	0.048
H.	Development (Grant/Fund raising) Activity: Credit per Rs. 5.04 lakh share from fund received from raising Grant during the FY. In a FY, the maximum academic credit on account of this activity a faculty can earn is 2.0	O	1.0

* Activity Category: T-Teaching, R-Research, O-Outreach, I-Institutional Development and Academic Administration
Academic Year is same as Financial Year for Academic Credit Calculation

Annexure 2

Classification of the Journal Categories:

Please look up the journal in following six databases,

1. Clarivate Analytics : <http://mjl.clarivate.com>
2. Scimago : <https://www.scimagojr.com/journalsearch.php>
3. Eigenfactor : <http://www.eigenfactor.org/projects/journalRank/journalsearch.php>
4. ABDC : <http://www.abdc.edu.au/master-journal-list.php>
5. ABS : <https://charteredabs.org/academic-journal-guide-2018>
6. Scopus : <https://www.scopus.com/sources>

Then apply the following criteria:

Category A*

Up to September 30, 2022

In order to qualify for A* category, the journal should satisfy

- (i) At least one out of conditions 1 and 2.

And

- (ii) At least three out of conditions 1 to 5.

Condition 1: ABDC rating of A*

Condition 2: ABS rating of 4

Condition 3: Top Q1 (First Quartile) in any category of Clarivate Analytics (formerly known as Thomson Reuters)

Condition 4: Top Q1 (First Quartile) in any category of Scimago

Condition 5: Top 10 percentile in any category of Eigenfactor

From October 01, 2022 Onwards

In order to qualify for A* category, the journal must satisfy

- (i) At least two out of following condition-1 to condition-4.

AND

- (ii) Must be indexed in Clarivate Analytics (Web of Science) or Scopus

Condition-1: ABDC rating of A*

Condition-2: ABS rating of 4

Condition-3: Listed in FT 50 Journal list.

Condition-4: Top Q1 (First Quartile) in any category of Scimago

Category A

Up to September 30, 2022

In order to qualify for A category, the journal must satisfy

- (i) At least one out of condition-1 and condition-2

AND

- (ii) At least three conditions out of 1 to 5

Condition-1: ABDC Rating of A or A*

Condition-2: ABS rating of 3 or 4

Condition-3: Top Q2 (Second Quartile) in any category of Clarivate Analytics

Condition-4: Top Q2 (Second Quartile) in any category of Scimago

Condition-5: Top 35 percentile in any category of Eigenfactor

Or

(iii) Any Article Published in Harvard Business Review (HBR)

From October 01, 2022 Onwards

In order to qualify for A category, the journal must satisfy (i) or (ii) below:

- (i) At least one out of following condition-1 and condition-2,
AND
Must be indexed in Clarivate Analytics (Web of Science) OR Scopus
Condition-1: ABDC Rating of A or A*
Condition-2: ABS rating of 3 or 4

(ii) Any article published in Harvard Business Review (HBR)

Category B

Up to September 30, 2022

In order to qualify for Category B, the journal must satisfy at least one of the following conditions:

Condition-1: Journal exists in Clarivate Analytics (formerly known as Thomson Reuters)

Condition-2: Journal has ABS rating of at least 1.

Condition-3: Journal of ABDC rating of at least B.

Or Any case published in Richard Ivey Publishing or The Case Centre.

From October 01, 2022 Onwards

In order to qualify for B category, the journal must satisfy

- (i) At least one of following condition-1 or condition-2
AND
(ii) Must be indexed in Clarivate Analytics (Web of Science) OR Scopus
Condition-1: ABDC Rating of B or above
Condition-2: ABS rating of 1 or above

Category C

Up to September 30, 2022

The journals should be listed in SCOPUS database

From October 01, 2022 Onwards

In order to qualify for Category C, the journal must satisfy at least one of the following conditions:

- Condition-1: Journal exists in Clarivate Analytics,
OR
Condition-2: The journal must be listed in SCOPUS database.

Category D

Up to September 30, 2022

In order to qualify for Category D, the journal should satisfy at least one of the following condition:

- 1) Journal exists in Scimago database
- 2) Category C and above of ABDC journal quality list
- 3) Abhigyan – FORE
- 4) Metamorphosis, IIM – Lucknow
- 5) IIMS Journal of Management Science – sage Publications – IIM Shillong
- 6) Review of Markets Integration – Sage Publications
- 7) Journal of Indian Society of Agricultural Statistics
- 8) Prajnan – National Institute of Bank Management, Pune
- 9) Dharana Bhavan's International Journal of Business – IIM Bangalore
- 10) Indian Journal of Research in Capital Markets
- 11) Vinimaya – National Institute of Bank Management, Pune

From October 01, 2022 Onwards

Publications of Articles in Journals, and Cases which are not indexed in Clarivate Analytics OR Web of Science.

Category D1: In order to qualify for Category D1, the journal must satisfy (i) or (ii) below.

- (i) At least one of the following condition-1 or condition-2.
Condition-1: Category C and above of the ABDC journal quality list.
Condition-2: Journal has ABS rating of 1 or above.

OR

- (ii) Any case published in Ivey Publishing or any one of the approved Case Clearing Houses.

Category D2: Publications in any one of the following:

1. Journal listed in Scimago database
2. Journal listed in UGC Care List - I
3. Journal Abhigyan – FORE

Note: The Open Access Journals will be treated equivalent to Print Version Journals as listed in the FORE Category List of Journals.

Annexure -3

List of additional Publishers for Academic Credit Consideration:

TABLE - 1: List of International Book Publishers (Published outside India)	
S. No.	Name of the Publisher
1.	Academic Press
2.	Butterworth-Heinemann (Elsevier)
3.	Cambridge University Press
4.	Cengage
5.	Elsevier
6.	Wiley
7.	McGraw Hill
8.	Worth Publishers
9.	Taylor and Francis
10.	Bloomsbury
11.	Prentice Hall
12.	Pearson
13.	Macmillan
14.	SAGE
15.	Oxford University Press (OUP)
16.	Palgrave
17.	Wharton Publishing
18.	Harvard Publishing
19.	Springer
20.	Emerald

TABLE - 2: List of National Book Publishers	
Sl. No.	Name of the Publisher
1.	Orient Paperbacks
2.	Tata McGraw Hill Education Private Limited, New Delhi
3.	Academic Foundation, New Delhi
4.	Taxman Publications

TABLE - 3: List of Case Clearing Houses	
Sl. No.	Name of the Case Clearing House
1.	IVEY Publishing
2.	The Intercollegiate Case Clearing House (ICCH)
3.	The Case Centre
4.	Asian Case Research Journal (ACRJ)
5.	Asian Case Research Centre (ACRC)
6.	North American Case Research Association (NACRA)

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**FORE School of Management
New Delhi**

**Service Rule Book
AY 2022-23**

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Employee Personal Information

1. Name of Employee:
2. Employee Designation:
3. Date of Birth:
4. Date of Joining:
5. Area/Office:
6. Permanent Address:
7. Correspondence Address:
8. Mobile Number:
9. Alternate Contact Number:
10. Email ID:
11. Total no. of Dependents:
12. Photograph* of Employee:

13. Marital Status:
14. Name of Spouse:
15. Joint Photograph* of Employee with his/her spouse:

(*Both the photographs must be signed across by the employee along with the date.)

Employee Signature:
Date:

FORE School of Management, New Delhi
Employee Dependent(s) Details

Name of the Employee:

Area/Office:

Employee Designation:

Number of Dependents:

Sl. No.	Dependent(s) Name	Relation with Employee	Date of Birth (DD-MM-YYYY)	Age	Mediclaim Policy already Issued (Yes/No)
1.					
2.					
3.					
4.					

This is to certify that the above information provided by me is correct to the best of my knowledge.

Employee Signature:

Date:

Check list for new joining:

S.No.		Remarks
1.	Date of Offer Letter sent to candidate	
2.	Date of offer letter acceptance	
3.	Type of appointment	
4.	Accepted Copy of offer letter	
5.	Expected date of joining	
6.	Mail to Administration and Computer center for new joining	
7.	Date of joining	
8.	Joining report	
9.	Establishment Division declaration form	
10.	Entitlement (CL, EL, RH, ML and others)	
11.	Rules and Regulations – Pen Drive	
12.	PGP Academic Hand Book	
13.	Date of Birth Certificate	
14.	Qualifications Certificates	
15.	Experience Certificate	
16.	Date of Confirmation	



FORE School of Management

“Adhitam Kendra”, B-18, Qutab Institutional Area, New Delhi – 110016

Establishment Division

Employee Declaration Form

1. Name of the Post _____

2. Name of the applicant in Full: _____
(In Block Letters)

3. Father's/Spouse's Name _____

4. Date of Birth

DD
<div><div></div><div></div></div>

MM
<div><div></div><div></div></div>

YYYY
<div><div></div><div></div><div></div><div></div></div>

Affix your recent
Passport size
photograph

5. Address for Communication:

.....

State..... P.O..... Dist.....

Pin..... Tel (Landline)

Mobile..... Email:.....

6. Permanent Address:

.....

State..... P.O..... Dist.....

Pin..... Tel (Landline)

Mobile..... Email:.....

7. Nationality: _____

8. Education Qualifications (10th onwards):

S.No.	Exam Passed	University/College/Board	Year of Passing	% of Marks/ Grade	Subjects Taken

Please enclose photo-copies of all relevant certificates.

9. Experience Details in brief (Mention current to previous organization):

S.No.	Name of Institute/ Organization	Address of Institute/ Organization	Designation	From (DD/MM/ YYYY)	To (DD/MM/ YYYY)	Years of Experience	Area of Teaching/ Industry

Please enclose photo-copies of all relevant certificates and also relieving order from your last Employer

10. Extra-Curricular Activities/Other interest areas: _____

11. Father's / Mother's / Spouse's (if married) Name: _____

12. Father's / Mother's / Spouse's Occupation: _____

13. Father's / Mother's / Spouse's Organization & Address: _____

Tel. No. with STD Code: _____ Mobile No. _____ Email: _____

14. Details of Son/Daughter/Parents:

S.No.	Name	Date of Birth (DD/MM/YYYY)	Relationship with Employee

15. Do you know any employees in FORE: Yes/No

If Yes, Kindly give detail of the employee: _____

16. Any additional information that you may like to provide: _____

DECLARATION

I, hereby declare that all the statements made above are true, complete, correct to the best of my knowledge and in the event of any information being found false, incomplete, incorrect or concealing the fact, my employment may be cancelled at any stage without any notice and without assigning reason thereof even after selection/joining the institute.

Place: _____

Date: _____

Name: _____

Signature of the Candidate: _____

Faculty Appointment Letter

No: FORE/FSM/2022-2023/____
Month DD, YYYY

Sub: Offer for the post of {Position} {(Academic Area)}

Dear Dr./Prof. _____,

This has reference to your application for a suitable Faculty position at Foundation for Organisational Research and Education (FORE)/FORE School of Management (FSM), New Delhi and your subsequent meeting with the Selection Committee on {Date}. We are pleased to offer you a faculty position on the following terms and conditions:

1. You will be designated as {Position} {(Academic Area)} and your per month salary as per 7th CPC Pay Matrix Level ____ will be as follows:

Basic Pay	:	Rs. 00,000
DA __ % (of Basic)	:	Rs. 00,000
HRA __ % (of Basic)	:	Rs. 00,000
Reimbursement	:	Rs. 00,000

Total	:	Rs.0,00,000

2. You will be assigned tasks, institutional responsibilities, including transfer/repositioning to another location, etc., from time to time as considered appropriate by the Competent Authority.
3. You will be entitled to the following benefits as per rules of FORE/FSM:
 - a) Casual Leaves, Restricted Holidays, Medical Leaves and Earned Leaves.
 - b) Employees Provident Fund, Medical Reimbursement, Group Medical Insurance and Leave Travel Assistance for self and dependents.
4. Probation:
 - a) Your appointment will be on probation from the date of your joining. If you join by June 30 of the current year, then your probation period will be until December 31 of the current year. Else, your probation period will be until December 31 of the next year.
 - b) On completion of your probation period, it will either be extended or the appointment will be confirmed in writing.
 - c) During the period of your probation either side can terminate the service by giving one calendar month notice or salary in lieu thereof without assigning any reason.
 - d) After confirmation, the notice period will be three months on either side or salary in lieu thereof without assigning any reason.
5. You will devote your whole-time to the service of FORE/FSM and will not engage directly or indirectly in any trade or business or any other work which may interfere with the proper discharge of your duties and responsibilities. The restrictions contained herein shall not apply to any assignments undertaken with prior permission of the Competent Authority.
6. At the time of your joining FORE/FSM, you will need to submit one set of copies of all documents in support of your identity, date of birth, academic qualifications (10th Standard onward) along with all

original certificates and testimonials (originals will be returned after verification) and three recent passport size photographs for office record and preparation of Institute's ID card for you.

7. You are required to produce a copy of Aadhar Card and PAN (Permanent Account No.) Card details (along with originals for verification).
8. Please note that this offer of appointment is based on the information you provided in your Curriculum Vitae/accompanying documentation and during the faculty seminar presentation and personal interaction. If any information furnished by you is found to be false or deficient, or if you have wilfully suppressed or misrepresented any material fact or information, the same will lead to appropriate penal action against you as deemed necessary by the Competent Authority including immediate termination of your services from the Institute, without any notice or compensation.
9. All work carried out by you at FORE/FSM will be treated as confidential by you and you will not share directly or indirectly any report or details of official activity at FORE/FSM with any individual or any organization unless specially authorized by the Competent Authority.
10. During the tenure of your employment with FORE/FSM, you will conform and abide by all rules and regulations of FORE/FSM.
11. You will report to the undersigned and be also governed by the terms of this letter unless modified later.

This offer will be valid for a period of {07/15} days from the date hereof within which you may kindly sign the duplicate copy of this letter signifying your acceptance and return the same to the undersigned. In your acceptance you may indicate your joining date which must be within {15/30/45/60/90} days from the date hereof.

If your acceptance is not received within {07/15} days and/or you do not join us within {15/30/45/60/90} days from the date hereof then this offer will stand cancelled.

We look forward to your joining us at the earliest. I am sure you will find the academic environment of FORE/FSM quite exciting, challenging and conducive for professional growth.

With very best wishes,

Sincerely,

(Jitendra K. Das)

To,
Dr./Prof. _____

Staff Appointment Letter

No: FORE/FSM/2022-
2023/____
Month DD, YYYY

Sub: Offer for the post of {Position}

Dear Dr./ Ms. / Mr. _____,

This has reference to your application for a suitable position at Foundation for Organisational Research and Education (FORE)/FORE School of Management (FSM), New Delhi and your subsequent meeting with the Selection Committee on {Date}. We are pleased to offer you a position on the following terms and conditions:

1. You will be designated as {Position} and your per month salary as per 7th CPC Pay Matrix Level ____ will be as follows:

Basic Pay	:	Rs. 00,000
Conveyance	:	Rs. 00,000
DA ____ % (of Basic + Conveyance)	:	Rs. 00,000
HRA ____ % (of Basic)	:	Rs. 00,000
Total		Rs. 0,00,000

2. You will be assigned tasks, institutional responsibilities, including transfer/repositioning to another location, etc., from time to time as considered appropriate by the Competent Authority.
3. You will be entitled to the following benefits as per rules of FORE/FSM:
- Casual Leaves, Restricted Holidays, Medical Leaves and Earned Leaves.
 - Employees Provident Fund, Medical Reimbursement, Group Medical Insurance and Leave Travel Assistance for self and dependents.
4. Probation:
- Your appointment will be on probation for two years from the date of your joining. On completing this period, the probation period will either be extended or the appointment will be confirmed in writing. During the period of your probation either side can terminate the service by giving one calendar month notice or salary in lieu thereof without assigning any reason.
 - Though you will be on probation of two years but your performance will be assessed on a yearly basis.
 - After confirmation, the notice period will be three months on either side or salary in lieu thereof without assigning any reason.
5. You will devote your whole-time to the service of FORE/FSM and will not engage directly or indirectly in any trade or business or any other work which may interfere with the proper discharge of your duties and responsibilities. The restrictions contained herein shall not apply to any assignments undertaken with prior permission of the Competent Authority.
6. At the time of your joining FORE/FSM, you will need to submit one set of copies of all documents in support of your identity, date of birth, academic qualifications (10th Standard onward) along with all original certificates and testimonials (originals will be returned after verification) and three recent passport size photographs for office record and preparation of Institute's ID card for you.
7. You are required to produce a copy of Aadhar Card and PAN (Permanent Account No.) Card details (along with originals for verification).

8. Please note that this offer of appointment is based on the information you provided in your Curriculum Vitae/accompanying documentation and personal interaction. If any information furnished by you is found to be false or deficient, or if you have wilfully suppressed or misrepresented any material fact or information, the same will lead to appropriate penal action against you as deemed necessary by the Competent Authority including immediate termination of your services from the institute, without any notice or compensation.
9. All work carried out by you at FORE/FSM will be treated as confidential by you and you will not share directly or indirectly any report or details of official activity at FORE/FSM with any individual or any organization unless specially authorized by the Competent Authority.
10. During the tenure of your employment with FORE/FSM, you will conform and abide by all rules and regulations of FORE/FSM.
11. You will report to the [incharge of the respective office] and be also governed by the terms of this letter unless modified later.

This offer will be valid for a period of 15 days from the date hereof within which you may kindly sign the duplicate copy of this letter signifying your acceptance and return the same to the undersigned. In your acceptance you may indicate your joining date which must be within 35 days from the date hereof.

If your acceptance is not received within 15 days and/or you do not join us within 35 days from the date hereof then this offer will stand cancelled.

We look forward to your joining us at the earliest. I am sure you will find the work environment of FORE/FSM quite exciting, challenging and conducive for professional growth.

With very best wishes,

Sincerely,

(Jitendra K. Das)

To,
Dr./ Ms. / Mr. _____

Faculty Promotion Letter

Annexure-IVa

No: FSM/ASO/2022-
2023/____
Month DD, YYYY

Sub: {New Position} {(Academic Area)} – Promotion Letter

Dear Prof./Dr. _____,

Based on an internal assessment of your work and as approved by the competent authority, we are pleased to inform you that you have been promoted w.e.f. {Date} to the position of {New Position} {(Academic Area)} under the following terms and conditions:

1. On promotion, your per month salary as per 7th CPC Pay Matrix Level ____ will be as follows:

Basic Pay	:	Rs. 00,000
DA ---% (of Basic)	:	Rs. 00,000
HRA ---% (of Basic)	:	Rs. 00,000
Reimbursement	:	Rs. 00,000

Total	:	Rs.0,00,000

2. On acceptance of this promotion offer, you will be on probation for one year in your new position. On completion of this period your probation period will either be extended or you will be confirmed at this new position in writing.
3. Any change in your service conditions, other than what is stated herein will be communicated to you separately.
4. You will be governed by the rules of Foundation for Organisational Research and Education (FORE)/FORE School of Management (FSM), New Delhi as applicable.

Please send a signed copy of this letter as your acceptance of this promotion offer.

We hope that you will continue to do your best for the Institution and contribute actively in various activities of FORE/FSM.

With best wishes,

(Jitendra K. Das)

To,
Prof./Dr. _____

FORE School of Management
New Delhi-110016

Copy for kind information to:

- 1) **Dean (Academic Services)**
- 2) **Senior Manager (Accounts)**

Staff Promotion Letter

Annexure-IVb

No: FSM/ASO/2022-
2023/____
Month DD, YYYY

Sub: {New Position} – Promotion Letter

Dear Dr./Mr./Ms. _____,

Based on an internal assessment of your work and as approved by the competent authority, we are pleased to inform you that you have been promoted w.e.f. {Date} to the position of {New Position} under the following terms and conditions:

1. On promotion, your per month salary as per 7th CPC Pay Matrix Level ____ will be as follows:

Basic Pay	:	Rs. 00,000
Conveyance	:	Rs. 00,000
DA ---% (of Basic + Conveyance)	:	Rs. 00,000
HRA ---% (of Basic)	:	Rs. 00,000

Total	:	Rs.0,00,000

2. On acceptance of this promotion offer, you will be on probation for one year in your new position. On completion of this period your probation period will either be extended or you will be confirmed at this new position in writing.
3. Any change in your service conditions, other than what is stated herein will be communicated to you separately.
4. You will be governed by the rules of Foundation for Organisational Research and Education (FORE)/FORE School of Management (FSM), New Delhi as applicable.

Please send a signed copy of this letter as your acceptance of this promotion offer.

We hope that you will continue to do your best for the Institution and contribute actively in various activities of FORE/FSM.

With best wishes,

(Jitendra K. Das)

To,
Dr./Mr./Ms. _____

FORE School of Management
New Delhi-110016

Copy for kind information to:



1. Dean (Academic Services)
2. Senior Manager (Accounts)

FORE SCHOOL OF MANAGEMENT
STAFF APPRAISAL FORM
PART-A

A1: To be filled by the ASO

Appraisal Period

From:

To:

Name:

Designation:

Qualification:

Date of Birth:

Total Work Experience including at FSM:
months

(as on 31-12-2022 in completed

Experience at FSM:
months

(as on 31-12-2022 in completed

Date of Joining:

Date of Confirmation:

A2: To be filled by the Appraisee

a) List your duties and responsibilities:

b) List your major accomplishment during the appraisal period:

c) What in your view can further improve your performance?

d) Any other:

Name of the Staff: _____ Signature: _____ Date: _____

Note:

- Please use extra sheet if needed and number them.
- Also, sign each page after writing your name.

STAFF APPRAISAL FORM

PART-B

B1: To be filled by the ASO

Appraisee (Employee) Name:

Appraisal Period

From:

To:

B2: To be filled by the Reporting Officer

Q1. Please provide your observation/comments on the information filled in PART-A2 by the Appraisee.

Q2. Please provide a rating on the Assessment Criteria as indicated below:

Grading Norm for reference	
Grade Rating Norm	Rating Points Norm
A+ Very Good	10
A Good	8
B Satisfactory	6
C Poor	4
D Unsatisfactory	2
Note: If Grade Rating is A+ then please provide details in the right most column. Use additional sheet, if needed, and sign them after placing your name and designation.	

Table-B2-1: Ratings by the Reporting Officer			
Assessment Criteria (<i>all Criteria have equal weight</i>)	Grade Rating Given	Associated Rating Points	Specific Details, if any
Effective output and effective use of working time			
Knowledge of work			
Written and/or Oral Communication Skills			
Is s/he completing her/his specified job to your satisfaction			
Her/his interpersonal relations with the faculty/ officers and staff members			
Total Rating Points	-		

Q3. The area s/he needs improvement in:



Name of the Reporting Officer: _____ Signature: _____ Date: _____

FORE SCHOOL OF MANAGEMENT

STAFF APPRAISAL FORM

PART-C

C1: To be filled by the ASO

Appraisee (Employee) Name: _____

Appraisal Period

From:

To:

C2: To be filled by the Dean

Rating provided in PART-B
Modification

:

Accepted / Not Accepted / Accepted with

(Clearly encircle your response and strike out the other options)

If your response above is 'Not Accepted' or 'Accepted with Modifications', then please provide your ratings for the Appraisee, else strike out the entire Table-C2-1:

Grading Norm for reference	
Grade Rating Norm	Rating Points Norm
A+ Very Good	10
A Good	8
B Satisfactory	6
C Poor	4
D Unsatisfactory	2
Note: If Grade Rating is A+ then please provide details in the right most column. Use additional sheet, if needed, and sign them after placing your name and designation.	

Table-C2-1: Ratings by the Dean			
Assessment Criteria <i>(all Criteria have equal weight)</i>	Grade Rating Given	Associated Rating Points	Specific Details, if any
Effective output and effective use of working time			
Knowledge of work			
Written and/or Oral Communication Skills			
Is s/he completing her/his specified job to your satisfaction			
Her/his interpersonal relations with the faculty/officers and staff members			
Total Rating Points	-		

The area s/he needs improvement in:



Name of the Dean (A/AS/CR): _____ Signature: _____ Date: _____

FORE SCHOOL OF MANAGEMENT

STAFF APPRAISAL FORM

PART-D

D1: To be filled by the ASO

Appraisee (Employee) Name: _____

Appraisal Period _____

From: _____

To: _____

D2: To be filled by the Director General

Rating provided in PART-B : Accepted / Not Accepted / Accepted with Modification

(Clearly encircle your response and strike out the other options)

If your response above is 'Not Accepted' or 'Accepted with Modifications', then please provide your ratings for the Appraisee, else strike out the entire Table-D2-1:

Grading Norm for reference	
Grade Rating Norm	Rating Points Norm
A+ Very Good	10
A Good	8
B Satisfactory	6
C Poor	4
D Unsatisfactory	2
Note: If Grade Rating is A+ then please provide details in the right most column. Use additional sheet, if needed, and sign them after placing your name and designation.	

Table-D2-1: Ratings by the Director General			
Assessment Criteria (<i>all Criteria have equal weight</i>)	Grade Rating Given	Associated Rating Points	Specific Details, if any
Effective output and effective use of working time			
Knowledge of work			
Written and/or Oral Communication Skills			
Is s/he completing her/his specified job to your satisfaction			
Her/his interpersonal relations with the faculty/ officers and staff members			

Total Rating Points	-		
---------------------	---	--	--

Observation/Comments of the Director General:

Name of the Director General: _____ **Signature:** _____ **Date:**

FACULTY APPRAISAL FORM

FACULTY APPRAISAL FORM PART-A:

Self Appraisal (To Be Filled By The Faculty Member) Appraisal Period: April 2022 to March 2023

Date As on: 20-03-2023

Name:

Designation: Assistant Professor

(Academic Credit(s) are to be indicated based on the Faculty Work Norm Academic Credit System)

a) Teaching

Course(s) Taught (1.0/0.5 credit) (Core/Elective)	Programme (FMG/IMG/FM/Combined)	Term	No. of Students Section B	No. of Students Section E	No. of 90 minute Sessions Section B	No. of 90 minute Sessions Section E	Total No. of 90 minute sessions taken	Academic Credit

Verify

Do not Verify

My Teaching Pedagogy

Add

Title of the Paper with name(s) of all authors	Name of the Journal	Month & Year of Publication	Category	Academic Credits
No Record Found				

☐

c) Book Publication/Monograph/Working paper/Cases published

b) Publication in Journals

Verify

Do not Verify

Published Type	Name of the Book/Title of the Paper with name(s) of all authors	Name of the Publisher	Year of Publication	Academic Credit
			Verify	Do not Verify

d) Publication in the International Conference Proceedings

Title of the Paper with name(s) of all authors	Name of the Conference	Month & Year of Publication	Academic Credit (If any)
No Record Found			

e) Ongoing Research

Title of the Research with name of all co-researchers	Funding source (FORE Seed Money/ External/No funding)	Total budgeted amount	Start Date	Expected End Date	Action
					Add

f) Academic Administration

Position Held	Date		Academic Credits	Action	
	From	To			
				Add	
				Verify	Do not Verify

g) Executive Education Programmes (EEPs) Conducted as a Program Director

Title of EEP Conducted (as Program Director)	Type (Open/In-company/ Online)	No. of days of EEP	EEP dates	No. of participants	Total duration of EEP (in hours)	
No Record Found						
					Verify	Do not Verify

h) Sessions taken as a Faculty in Executive Education Programmes (EEPs)

Verify

Do not Verify

i) Consulting Assignment (as in reporting FY)

Title of EEP (Open/In-Company/Online)	No. of class Hours taken	Dates sessions taken	Approx No. of participants
--	--------------------------	----------------------	----------------------------

a. Administrative Details

No Record Found

Verify

Do not Verify

b. Financial Details

Reference No.	Title of the Consulting Project	Name of the Client	No. of consulting days	Project dates
------------------	---------------------------------	--------------------	------------------------	---------------

No Record Found

Verify

Do not Verify

j) Academic Conference/Seminar/Workshop/FDP Organized

No.	Amount Receivable	Amount Received	Cost Incurred	Assignment Completed (Y/N)	Remarks, if any
-----	-------------------	-----------------	---------------	-------------------------------	-----------------

a. Conference/Seminar/Workshop

No Record Found

Verify

Do not Verify

b. FDP Organized

Organized Type	Name of the Conference/Seminar/Workshop/FDP Organized	Total no. of days	No. of participants from outside FORE	Dates From To	Acedemic Credit
-------------------	--	----------------------	--	------------------	--------------------

No Record Found

Verify

Do not Verify

Organized Type	Name FDP Organized	Total no. of days	No. of participants from outside FORE	Dates		Acedemic Credit
				From	To	
No Record Found						

k) Seminar Course Organized

Name of the Seminar Course organized	Dates		Total hours of the Programme	No. of students participated	Academic Credit
	From	To			
No Record Found					

Verify

Do not Verify

l) Internal Panel Discussion Organized

Name of the Internal Panel Discussion organized	Dates		Total hours of the Programme	No. of students participated	Academic Credit
	From	To			
No Record Found					

Verify

Do not Verify

m) Academic Workshop/Seminar/Conference attended for paper presentation

Title of the paper presented with name(s) of all author(s)	Name of the Workshop/Seminar/Conference	Dates		Venue	Academic Credit
		From	To		
No Record Found					

Verify

Do not Verify

n) Research Seminar at FORE

Title of the Paper Presented	Date of the Seminar	Academic Credit (If any)
No Record Found		

Verify

Do not Verify

o) Other Major Coordination Activity at FORE

Activity	Role	Time Period	Action
			<input type="button" value="Add"/>

p) Other Activities outside FORE

Activity	Role	Time Period	Action
			Add

	Add
--	-----

Reference No.	Name of the Faculty	Designation of Faculty	Name of the Area/CoE (whichever is applicable)	Name of the Grant Source/Client	Title of the Grant Project	Date of Grant Received (DD/MM/YYYY)	Grant Amount Received (In INR)
No Record Found							

Sr.No	Faculty Name	Event No	Sentient Area Organizing the Workshop	Theme of the Event	Venue	Date on Which Session Conducted	Hours of Session Conducted	Number of faculty	Credit
No Record Found									

T) Faculty Share Other Than Salary

Sr.No	Activity Type	Reference No	Details of Activity	Faculty Share (In Rupees)	Remarks
No Record Found					
Total Earning Salary					

Verify

Do not Verify

Above information is true to the best of my knowledge and there is no misrepresentation of facts.

Name of the faculty:

(Advisory role/Interview panel/key note speaker/or any other such activity outside FORE):

FORE Leave Management System 1.0.0

☐

q) Any other relevant detail

☐

r) Grant Received

s) Research Methodology

Verif

Do not Verify

Part A Final Submit

FACULTY APPRAISAL FORM PART-B:

SUMMARY of Faculty Academic Credits Achieved Appraisal

Period: April 2022 to March 2023

Name:

Date As on:

Designation:

		Policy/Norm	Actual Achived
A.	Institutional work	0.5	0.125
B.	Academic Administration		
	Dean (Academics)	5.0	0.000
	Dean (Academic Services)	5.0	0.000
	Dean (Corporate Relations)	5.0	0.000
	Chair(Purchase Committee)	1.0	0.000
	Area Chairs	0.5	0.000
	Professor-in-charge (International Relations)	0.5	0.000
	Chair (CCAC)	0.5	0.000
	Dean (Research)	3.0	0.000
	Professor-in-charge (AACSB)	1.0	0.000
	Chief Editor, Abhigyan	1.0	0.000
	Working Committee Members of Dean(Research)	0.5	0.000
	Working Committee Members of AACSB Accreditation	0.5	0.000
	Associate Editors, Abhigyan	0.5	0.000
		Policy/Norm	Actual Achived
A.	Institutional work	0.5	0.125
B.	Academic Administration		
	Dean (Academics)	5.0	0.000
	Dean (Academic Services)	5.0	0.000
	Dean (Corporate Relations)	5.0	0.000

Chair(Purchase Committee)	1.0	0.000
Area Chairs	0.5	0.000
Professor-in-charge (International Relations)	0.5	0.000
Chair (CCAC)	0.5	0.000
Dean (Research)	3.0	0.000
Professor-in-charge (AACSB)	1.0	0.000
Chief Editor, Abhigyan	1.0	0.000
Working Committee Members of Dean(Research)	0.5	0.000
Working Committee Members of AACSB Accreditation	0.5	0.000
Associate Editors, Abhigyan	0.5	0.000

FACULTY APPRAISAL FORM PART-C:

**PLAN for April 2023 to March 2024(To Be
Filled By The Faculty Member)**

Submission Date:

Name:

Designation:

A. Teaching Plan

B. Publications Planned

C. Book Publication/Monograph/Working Paper/Cases Planned

D. Planned Reasearch

E. Executive Education Programmes (EEPs) Planned as a Program Director

F. Academic Conference/Seminar/Workshop/FDP Planned

G. Seminar Course Planned

H. Internal Panel Discussion Planned

I. Academic Workshop/Seminar/Conference planning to attend for paper presentation

J. Any other major academic activity planned

Above information is true to the best of my knowledge and there is no misrepresentation of facts.

Name of the faculty:

NOTE: Various academic administration and other responsibilities will be assigned by the Institute as per requirements/needs.

FORE School of Management (FSM), New Delhi

PERFORMANCE APPRAISAL FORM FOR FACULTY MEMBERS

APPRAISAL ASSESSMENT YEAR: AY 2021-22

DATE: _____

(Section I, II and III to be completed by the Academic Services Office)

I.	FACULTY MEMBER DETAIL	
	Name	
	Date of Joining	
	Scale with Basic Pay at the of Joining	
	Joined in the Position of	
	Present Position	
	7 th CPC Level & Basic (Current)	
	Academic Area	
	In the Present Position since	

II.	EMPLOYMENT HISTORY AT FSM			
	S. No.	Date of Promotion DD/MM/YYYY)	Position and Academic Area	Scale with Basic Pay

SUMMARY OF ACADEMIC CREDITS AND PUBLICATION DETAILS FOR PREVIOUS FIVE ACADEMIC YEARS INCLUDING APPRAISAL PERIOD (T= Teaching, R= Research, O=Outreach, I=Institutional Work & Academic Administration)									
III.	Academic Year	Academic Credits Expected	Total Academic Credits Earned	Credits				Total no. of Research Papers at FSM in last five years as per FORE Category (A*/A/B/C/D)	No. of Books/Book Chapters Published in FORE listed categories
				T	R	O	I		

Above data for the AY _____ for _____ is as per record available with the Academic Services Offices.

Date: _____

Manager (Academic Services)

Date: _____

Dean (Academic Services)

List of Staff got promoted for the AY 2022-23

1. Mr. Ashutosh (Promoted from Executive (Academic Services) to Senior Executive (Academic Services))

List of Staff got promoted for the AY 2021-22

1. Mr. Ajayananda Dash (Promoted from Assistant Manager (Accounts) to Deputy Manager (Accounts-I))
2. Mr. Anant Charan Nath (Promoted from Accountant to Senior Accountant)
3. Mr. Bhuvan Chand (Promoted from Manager (Accounts) to Senior Manager (Accounts))
4. Mr. Bishnu Narayan Hota (Promoted from Assistant Accounts Officer to Deputy Manager (Accounts-II))
5. Ms. Sree Devi Pillai (Promoted from Nursing Assistant to Nurse)
6. Ms. Ujwala Bardoloi (Promoted from Office Assistant to Office Executive (Administration))
7. Mr. Shailendra Kumar (Promoted from Administrative Officer to Senior Administrative Officer)
8. Mr. Anupam Bhaskar (Promoted from Senior Manager (Admissions) to Assistant General Manager (Admissions))
9. Mr. Neeraj Joshi (Promoted from Technical Assistant (Computer Center) to Executive (Technical Support))
10. Mr. Uday Kumar (Promoted from Manager (Systems) to Senior Manager (Systems))
11. Mr. Lalit Mohan Bhatt (Promoted from Library Assistant to Executive (Library))
12. Dr. Prakash Gouda (Promoted from Dy. Librarian to Senior Deputy Librarian)
13. Mr. Vivek Chakrapani (Promoted from Senior Manager (Placements) to Assistant General Manager (Placements))
14. Ms. Bhanu Sarkar (Promoted from Housekeeper to Senior Housekeeper)

List of Staff got promoted for the AY 2020-21

1. Ms. Sonika Verma (Promoted from Assistant Secretary to FORE Society and Executive Assistant (Executive Board) to Director to Executive Assistant (Executive Board) to Director)

List of faculty got promoted for the AY 2022-23

1. Prof. Nirmalya Bandyopadhyay (Promoted from Associate Professor to Professor in the Area of Marketing)
2. Prof. Pratibha Wasan (Promoted from Associate Professor to Professor in the Area of Finance & Accounting)

List of faculty got promoted during the AY 2021-22

1. Prof. Anil Kumar Singh (Promoted from Associate Professor to Professor in the Area of Strategy)
2. Prof. Faisal Ahmed (Promoted from Associate Professor to Professor in the Area of IB)
3. Prof. Himanshu Joshi (Promoted from Associate Professor to Professor in the Area of Finance & Accounting)
4. Prof. Prachi Bhatt (Promoted from Associate Professor to Professor in the Area of OB & HR)
5. Prof. Shilpi Jain (Promoted from Associate Professor to Professor in the Area of IT)
6. Prof. Vinaytosh Mishra (Promoted from Assistant Professor to Associate Professor in the Area of QT & OM)

List of faculty got promoted during the AY 2019-20

1. Prof. Payal S. Kapoor (Promoted from Assistant Professor to Associate Professor in the Area of Marketing)
2. Prof. Alok Kumar (Promoted from Assistant Professor to Associate Professor in the Area of QT & OM)

LTC Details of Faculty

S. No.	Faculty Name	Designation	Date of Joining (DD/MM/YYYY)	Date of LTC Application (DD/MM/YYYY)	Total No. of dependents (Excluding Employee)	Total No. of members including employee for whom present LTC is proposed to be availed	LTC Final Destination	LTC Block Year	LTC Availing period (DD/MM/YYYY)	Appr oved Yes/ No	Amount Reimb ursed (In INR)
1	Dr. Jitendra Kumar Das	Director	07-10-2010	13-04-2018	1	2	Havelock Island, Andaman	2016-17	21-05-2018 to 25-05-2018	Yes	
2	Anil Kumar Singh	Associate Professor	15-01-2014	17-05-2017	2	3	Leh (J&K)	2016-17	14-06-2018 to 19-06-2018	Yes	
3	Prachi Bhatt	Associate Professor	24-07-2009	19-04-2018	0	1	Leh (J&K)	2017-18	18-06-2018 to 22-06-2018	Yes	
4	Hitesh Arora	Professor	17-03-2008	16-05-2018	2	3	Munnar, Kerala	2016-17	18-06-2018 to 22-06-2018	Yes	
5	Subir Verma	Professor	17-09-2015	22-11-2018	2	3	Havlock Island, Andaman & Nicobar	2017-18	31-12-2018 to 04-01-2019	Yes	
6	Freda Swaminathan	Professor	02-02-2007	15-01-2019	1	2	Port Blair, Andaman & Nicobar Islands	2017-18	11-02-2019 to 15-02-2019	Yes	
7	Rakhi Tripathi	Associate Professor	02-09-2011	11-03-2019	2	3	Goa, India	2017-18	25-03-2019 to 29-03-2019	Yes	
8	Basant Potnuru	Associate Professor	30-07-2015	08-04-2019	3	4	Rayagada, Odisha	2017-18	20-05-2019 to 31-05-2019	Yes	
9	Himanshu Joshi	Associate Professor	18-09-2009	02-05-2019	2	3	Gangtok (Sikkim)	2017-18	17-06-2019 to 21-06-2019	Yes	
10	Alok Kumar	Assistant Professor	24-06-2013	07-05-2019	1	2	Gangtok (Sikkim)	2017-18	17-06-2019 to 21-06-2019	Yes	

11	Rajneesh Chauhan	Professor	02-09-2013	10-05-2019	3	4	Rameswaram (Tamil Nadu)	2017-18	13-06-2019 to 19-06-2019	Yes	
12	Anita Tripathy Lal	Professor	01-06-2007	23-05-2019	4	5	Rourkela (Odisha)	2017-18	03-06-2019 to 14-06-2019	Yes	
13	Sriparna Basu	Professor	03-08-2015	23-05-2019	2	3	Kolkata	2019-20	24-06-2019 to 28-06-2019	Yes	
14	Qazi Asif Zameer	Professor	15-04-2008	23-09-2019	3	4	Udaipur	2018-19	26-10-2019 to 30-10-2019	47872	
15	Anita Tripathy Lal	Professor	01-06-2007	09-12-2019	3	4	Rourkela (Odisha)	2019-20	26-12-2019 to 3-10-2020		
16	Nirmalya Bandyopadhyay	Associate Professor	01-11-2018	08-01-2020	2	3	Andaman (Port Blair)	2018-19	16-03-2020 to 20-03-2020		
17	Gagan Sharma	Assistant Professor	02-01-2019	14-01-2021	1	2	Port Blair	2019-20	08-02-2021 to 12-02-2021	Yes	
18	Somayya Madakam	Assistant Professor	01-03-2018	02-06-2021	1	1	Yassaya Gudem Village	2020-21	05-07-2021 to 09-07-2021	Yes	
19	Payal Srivastava Kapoor	Assistant Professor	01-09-2014	08-11-2021	1	3	Goa	2020-21	07-12-2021 to 11-12-2021	Yes	
20	Sanghamitra Buddhapriya	Professor	21-06-2004	07-12-2021	1	3	Bangalore	2020-21	20-12-2021 to 24-12-2021	Yes	
21	Anita Tripathy Lal	Professor	01-06-2007	09-12-2019	3	4	Ranchi	2021-22	17-01-2022 to 25-01-2022		
22	Reeta Raina	Professor	27-07-2011	11-03-2022	1	1	Pune	2021-22	18-04-2022 to 22-04-2022	Yes	
23	Faisal Ahmed	Associate Professor	01-05-2012	13-05-2022	3	4	Pune	2020-21	06-06-2022 to 10-06-2022	Yes	
24	Hitesh Arora	Professor	18-03-2008	19-05-2022	2	3	Ooty	2020-21	13-06-2022 to 17-06-2022	Yes	
25	Nirmalya Bandyopadhyay	Associate Professor	01-11-2018	14-09-2022	2	1	Kolkata	2022-23	21-11-2022 to 25-11-2022	Yes	
26	Ajay Kumar Pandey	Associate Professor	22-09-2021	11-01-2023	5	5	Andaman (Port Blair)	2021-22	23-01-2023 to 27-01-2023	Yes	
27	Himanshu Joshi	Professor	18-09-2009	02-02-2023	2	3	Kochi	2021-22	06-03-2023 to 10-03-2023	Yes	
28	Samta Jain	Assistant Professor	18-08-2020	03-03-2023	3	4	Srinagar	2022-23	20-03-2023 to 24-03-2023	Yes	
29	Rakhi Tripathi	Associate Professor	02-09-2011	09-03-2023	2	3	Kochi	2021-22	17-03-2023 to 21-03-2023	Yes	

LTC Details of Staff

S. No.	Staff Name	Designation	Date of Joining (DD/MM/YY YY)	Date of LTC Application (DD/MM/Y YY)	Total No. of dependents (Excluding Employee)	Total No. of members including employee for whom present LTC is proposed to be availed	LTC Final Destination	LTC Block Year	LTC Availing period (DD/MM/YYYY)	Appr oved Yes/ No	Amount Reimbu rsed (In INR)
1	Bishnu Narayan Hota	Asstt. Accounts Officer	11-09-2006	13-02-2018	3	4	Dhenkanal	2018-19	28-05-2018 to 08-06-2018	Yes	
2	Vivek Chakrapani	Senior Manager	09-12-2013	01-05-2018	2	3	Kottayam (Kerala)	2017-18	28-05-2018 to 12-06-2018	Yes	
3	Lalit Mohan Bhatt	Library Assistant	03-05-2010	18-05-2018	4	5	Panaji, Goa	2016-17	18-06-2018 to 22-06-2018	Yes	
4	Rajiv Ranjan	Manager Placements	28-10-2016	04-05-2018	1	2	Ranchi	2016-17	25-06-2018 to 29-06-2018	Yes	
5	Uday Kumar	Manager (System)	30-05-2016	22-06-2018	2	3	Gangtok	2016-17	11-06-2018 to 15-06-2018	Yes	
6	Aseem Kumar	General Manager	04-05-2016	18-12-2018	1	2	Havlock Island, Andaman	2018-19	14-01-2019 to 18-01-2019	Yes	
7	Narsingh Mahto	Attendant	01-04-2014	25-01-2019	4	5	Chhapra	2018-19	13-05-2019 to 25-05-2019	Yes	
8	Ujwala Bardoloi	Office Assistant	21-08-2012	30-01-2019	1	1	Guwahati, Assam	2018-19	08-04-2019 to 16-04-2019	Yes	
9	Prakash Pradhan	Plumber	14-08-1997	11-04-2019	2	3	Mandapada, Kendrapara , Orissa	2017-18	22-04-2019 to 10-05-2019	Yes	
10	Sanjoy Bhowal	Office Executive	05-11-1996	16-04-2019	0	1	Srinagar, Madhyamgr am, Kolkata	2019-20	29-04-2019 to 10-05-2019	Yes	
11	Goutam Kumar Patro	Manager (AS)	01-05-2011	22-04-2019	4	2	Shillong, Meghalaya	2017-18	27-05-2019 to 31-05-2019	Yes	

12	Vivek Chakrapani	Senior Manager (Placements)	09-12-2013	06-05-2019	2	3	Kottayam (Kerala) (Hometown)	2019-20	27-05-2019 to 07-06-2019	Yes	
13	Rajesh Kumar Bhardwaj	Librarian	01-02-2011	06-05-2019	3	4	Gang (Sikkim)	2017-18	03-06-2019 to 07-06-2019	Yes	
14	Ajaynanda Dash	Asstt. Accounts Officer	09-08-2010	20-05-2019	3	4	Harichandrapur Shason, Cuttak, Odisha	2018-19	17-06-2019 to 27-06-2019	Yes	
15	Bhuvan Chand	Manager Accounts	18-11-2013	12-06-2019	3	4	Goa	2017-18	27-06-2019 to 01-07-2019	Yes	
16	Shailendra Kumar	Administrative Officer	20-02-2018	12-06-2019	3	4	Goa	2018-19	27-06-2019 to 01-07-2019	Yes	
17	Vinod Kumar	Driver	03-04-1995	07-10-2019	1	2	Himachal Pradesh	2019-20	10-10-2019 to 18-10-2019	Yes	
18	Digamber Parsad	Manager (Academics)	09-08-2018	04-02-2020	4	5	Mumbai	2018-19	30-03-2020 to 03-04-2020		
19	Anant Charan Nath	Accountant	01-04-2013	23-12-2020	4	3	Sahapur, Keonjhor, Odisha	2019-20	11-01-2021 to 22-01-2021	Yes	
20	Bishnu Narayan Hota	Asst. Accounts Officer	11-09-2006	12-01-2021	3	4	Dhenkanal	2020-21	08-03-2021 to 19-03-2021	Yes	
21	Sanjoy Bhowal	Office Executive	05-11-1996	13-01-2021	0	1	Hometown	2021-22	08-03-2021 to 19-03-2021	Yes	
22	Narsingh Mahto	Attendant	01-04-2014	05-03-2021	4	5	Chhapra	2021-22	14-06-2021 to 29-06-2021	Yes	
23	Manish Pathak	Manager (Academics)	15-02-2011	16-03-2021	2	3	Haveli Kharagpur, Munger, Bihar (Hometown)	2019-20	07-06-2021 to 11-06-2021	Yes	
24	Bhanu Sarkar	House Keeper	23-06-1990	15-03-2021	3	4	Guwahati, Assam	2019-20	07-06-2021 to 25-06-2021	Yes	

25	Ajaynanda Dash	Asstt. Accounts Officer	09-08-2010	09-04-2021	3	4	Harichandrapur Shason, Narasinghpur Cuttak, Odisha	2020-21	17-05-2021 to 04-06-2021	Yes	
53	Rajiv Ranjan	Manager Placements	28-10-2016	25-11-2021	1	2	Srinagar, J&K	2020-21	27-12-2021 to 31-12-2021	Yes	
54	Ujwala Bardoloi	Office Assistant	21-08-2012	29-03-2022	0	1	Bangalore	2020-21	23-05-2022 to 27-05-2022	Yes	
55	Rahul	Executive (Academic Services)	19-02-2020	04-04-2022	2	3	Ujjain, Mahakaleshwar	2020-21	16-05-2022 to 20-05-2022	Yes	
56	Vinod Kumar	Driver	03-04-1995	11-05-2022	3	4	Bajnath (H.P.)	2021-22	13-06-2022 to 24-06-2022	Yes	
57	Ajaynanda Dash	Deputy Manager (Accounts-I)	09-08-2010	13-05-2022	3	4	Harichandrapur Shason, Narasinghpur Cuttak, Odisha	2022-23	14-06-2022 to 24-06-2022	Yes	
58	Prakash Gouda	Sr. Deputy Librarian	11-02-2017	02-06-2022	2	2	Jeypore (Odisha)	2020-21	-	Yes	
59	Ram Bahadur	Gardener	01-04-2014	06-06-2022	3	4	Salon, Rai Bareilly	2022-23	04-07-2022 to 08-07-2022	Yes	
60	Uday Kumar	Senior Manager (System)	30-05-2016	07-06-2022	2	3	Goa	2020-21	20-06-2022 to 24-06-2022	Yes	
61	Ashok Kumar Patel	Senior Executive	01-11-1989	05-08-2022	1	2	Goa	2021-22	19-09-2022 to 23-09-2022	Yes	
62	Brijesh Kumar Ramtani	Manager (Placements)	24-10-2016	23-11-2022	3	4	Mumbai	2022-23	26-12-2022 to 30-12-2022	Yes	
63	Ujwala Bardoloi	Office Executive	21-08-2012	06-01-2023	1	1	Guwahati, Assam	2022-23	20-02-2023 to 03-03-2023	Yes	
64	Mukesh Maheshwari	Senior Manager (CCR)	03-01-2019	28-02-2023	3	4	Port Blair (Andaman & Nicobar)	2021-22	03-04-2023 to 07-04-2023	Yes	

FOUNDATION FOR ORGANISATIONAL RESEARCH AND EDUCATION,
NEW DELHI

ADMINISTRATIVE RULES

A. Abbreviations Used

1. FORE : Foundation for Organisational Research and Education, New Delhi
2. FSM : FORE School of Management, New Delhi
3. FAME : FORE Academy of Management and Education, Gurugram
4. FIDTR : FORE Institute of Drone Technology and Research, Gurugram
5. HQ : Headquarter
6. ASO : Academic Services Office
7. IOM : Inter Office Memo
8. CL : Casual Leave
9. EL : Earned Leave
10. MedL : Medical Leave
11. RH : Restricted Holiday
12. ML : Maternity Leave
13. LTC : Leave Travel Concession
14. DA : Dearness Allowance
15. TA : Travel Allowance
16. DA : Daily Allowance
17. EMI : Equated Monthly Installment

B. Applicability

1. 'FORE' means Foundation for Organisational Research and Education, New Delhi.
2. 'FSM' means FORE School of Management, New Delhi, a vertical of FORE.
3. 'FAME' means FORE Academy of Management and Education, Gurugram, a vertical of FORE.
4. 'FIDTR' means FORE Institute of Drone Technology and Research, Gurugram, a vertical of FORE.
5. 'HQ' means Headquarter and is the location of posting of the employee.
6. 'Institute' means FORE, FSM, FAME, FIDTR, or any vertical of FORE that may be created.
7. Terms and conditions specifically mentioned in the appointment letter will supersede these rules as applicable.
8. 'Employee' or 'Employees' word wherever used in these rules will mean (i) full-time appointed as teaching or non-teaching regular employee, as well as, (ii) an appointed employee on a full-time contract on a pay-scale or on a consolidated compensation.
9. Faculty shall mean all teaching employees, regular or 'on contract', on a pay-scale or on a consolidated compensation.
10. Staff shall mean all non-teaching employees, regular or 'on-contract', on a pay-scale or on a consolidated compensation.
11. Regular employees are those who are appointed on a pay-scale with a probation period and on completion of the probation period such employees are considered for

confirmation as regular employee.

12. 'Service', unless specified, means regular employment or full-time contract employment.
13. These rules, unless specified, are applicable to all employees of FORE and its verticals, namely, FSM, FAME, FIDTR, or any new vertical that may be created.
14. FORE or any of its vertical may suitably edit the FORMS contained in this Administrative Rules to suit its specific requirements.
15. Any rule applicable only to employees of a particular vertical of FORE will be specifically stated so. There may be a separate notification for such rules released by concerned vertical of FORE and all such rules shall be released only after approval of Chairman, FORE.
16. These rules, as updated from time to time, will be notified through office notes/circulars for all concerned employees to take note of.

C. General Rules

1. All regular employees will normally follow 5-day week (Monday to Friday) for attending office work. All full-time contract employees will normally follow 6-day week (Monday to Saturday) for attending office work.
2. At the time of joining, the employee must submit self-attested passport size photograph for record.
3. At the time of joining, married employees must submit a joint family photograph of postcard size duly signed and dated by self and the spouse with their ID proof.
4. The above photographs must be replaced once in three years in the month of January.
5. Dependency of parents/children/spouse should be documented at the time of joining. Any changes thereafter must be reported and the supporting documents be duly approved by the competent authority.
6. Permanent hometown address and local address must be documented at the time of joining. Local address must be placed on record within 30 days of joining. Any change in local address must be reported with supporting documents and this be duly approved by the competent authority.
7. Employee must provide details of spouse's employment in the prescribed format at the time of joining and update it as needed.
8. If the last day/date of a contract or probation period or work completion deadline date turns out to be a holiday, then the next working day will be considered as the last day/date or deadline date. In case of resignation or superannuation, the last day of the resignation notice period or the day of working for the superannuating employee will be the working day prior to the last day if it happens to be a holiday.
9. (a) All staff of FORE and its verticals travelling out of station if it is not based on an approved travel plan during non-working days (including weekly offs & holidays) must inform the Academic Services Office at aso@fsm.ac.in prior to undertaking the travel.
(b) All faculty members or trainers of FAME/FIDTR travelling out of station if it is not based on an approved travel plan during non-working days (including weekly offs & holidays) must inform to their heads of institutions through email or through hard copy notes (IOMs). Faculty members of FSM must inform the Director General's office at diroffice@fsm.ac.in
10. Special Rules for Faculty Members of FSM: Faculty members of FORE School of

Management, New Delhi (FSM) are governed, by the following guidelines and rules notified separately by the Director General, FSM:

- (i) Faculty Academic Credit, Incentive, Conference Participation, and Seed Money Rules.
 - (ii) Faculty Recruitment, Retention, and Service Policy.
 - (iii) Executive Education Policy and Rules.
 - (iv) Consulting Project & Professional Services Policy and Rules.
 - (v) Faculty Handbook: Code of Conduct and Guidelines
11. For employees on consolidated compensation, the Basic Pay shall be considered as 60% of the consolidated compensation (excluding any reimbursements or allowances) per month. No DA will be applicable for such cases.
 12. All employees of FORE and its verticals, namely FSM, FAME, FIDTR or of any new vertical that may be created, will be governed by these rules except for the terms of employment as stated in the appointment letters issued to an employee (regular or on full-time contract including those on consolidated compensation or pay-scale) which will supersede these rules as applicable.
 13. During employment with FORE or any of its verticals, employees are to devote whole-time to the service of FORE or its verticals and will not engage directly or indirectly in any trade or business or any other work which may interfere with the proper discharge of their duties and responsibilities. The restrictions contained herein shall not apply to any assignment undertaken with prior permission of the Competent Authority.
 14. Any unauthorized still photography, and/or audio and/or video recording in the institute of any person(s), meeting proceedings, any other activity that puts any other employee(s) of the institute and/or image of the institute, etc., in poor light or is termed objectionable by a Disciplinary Committee of the Institute will be construed a misconduct and may attract appropriate disciplinary action against such employee who makes and/or shares such still photography, and/or audio and/or video recording.

D. Joining, Probation Period and Annual Review

- (a) All staff will be assessed for their performance annually in a calendar year cycle and in line with the Staff Appraisal Policy.
- (b) Appraisal will be done for all new employees at the end of the calendar year of their joining along with other employees as per the Staff Appraisal Policy irrespective of the remaining period in their joining calendar year.
- (c) If an employee joins by June 30, then s/he will be under probation until December 31 of that year and will be assessed for performance for the work period of that year as per procedure followed for other employees.
- (d) If an employee joins after June 30, then s/he will be under probation until December 31 of the next year and will be assessed for performance for the remaining period of the joining year as well as for the next year as per procedure followed for other employees.
- (e) At the time of appointment, a longer probation period may be decided by the Appointing Authority and the probation period so determined shall be appropriately incorporated in the offer of appointment.
- (f) Terms of service as stated above be appropriately stated in the appointment letters issued to new joiners.

E. Leave Rules

(i) General Principles:

- (a) Employee cannot claim any leave as a matter of right.
- (b) In response to work related contingencies, an employee can be called in any time even during weekly offs, or declared holidays and/or beyond normal duty hours, to perform an official activity at a location where her/his presence may be needed for the activity.
- (c) Any leave, already sanctioned, can be cancelled, either fully or partially, by the leave sanctioning authority.
- (d) The leave sanctioning authority may refuse or revoke leave of any kind, but cannot alter the kind of leave due and applied for.
- (e) Leave of one kind taken earlier may be converted into leave of a different kind at a later date at the request of the employee and at the discretion of the authority who granted the leave.
- (f) An employee on leave must not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.
- (g) All leave(s) to be applied online ONLY, unless there is a technical problem, and in that case leave(s) can be applied through IOM (Inter Office Memo) or a Leave FORM that may be available.
- (h) Casual Leave (CL) can be applied online by uptill one date next of availing the respective CL date and Restricted Holiday (RH) leave can be applied online until the same day till 1:00 pm. Further, if one wishes to avail half day CL, then it can be applied online any time of that day.
- (i) Earned Leave (EL) can be applied up to the day of availing leave.
- (j) Cancellation/Modification/Updation of Leave: The following procedure shall be made applicable in respect of cancellation/modification/updation of leave:
 - i) The applied leave could be cancelled/modified/updated by the applicant himself/herself in case the next level recommendation/approval has not been processed.
 - ii) Approved leave can be cancelled/modified/updated only within one month of the commencement date of the approved leave.
 - iii) Approved leave cancellation/modification/updation can be availed only once in a calendar year. Any subsequent cancellation/modification/updation will not be allowed.
 - iv) Cancellation of an approved leave due to an official activity or to complete a committed official work will not be counted towards the limit specified in paras “j(ii)” and “j(iii)” above.
- (k) Absence without Prior Approval: Leave availed without prior sanction of the competent authority, shall be treated as “Absence-Without-Pay”, unless following action is taken at the earliest:
 - i) Communication for proceeding on leave due to urgency has been sent through a person, letter, telephonically, or through other electronic mode to the immediate superior/sanctioning authority.

- ii) Telephonic or any electronic confirmation has been taken from the concerned immediate superior/sanctioning authority.
 - iii) Someone on behalf of the employee sends a message/intimation appropriately to the leave sanctioning authority as quickly as practical, should the employee be unable to communicate due to incapacity.
 - iv) Post-facto request for approval of leave must clearly mention details of prior intimation as in “k(i), k(ii) and/or k(iii)” above.
 - v) If anyone is absent without approved leave for 5 or more working days and none of the action as above has been taken/initiated, then the employee is liable for disciplinary action leading to a major penalty, including termination from service.
- (l) Willful absence from duty after the expiry of leave renders an employee liable to disciplinary action.
 - (m) If the total number of leave (including suffix, prefix and any combination of leave) applied by a faculty member of FSM is greater than or equal to 15 then the respective Area-Chair and Dean (Academics) must recommend the same in the first stage and for approval by the Director General, FSM.

(ii) Casual Leave (CL):

- (a) For meeting unforeseen circumstances, an employee will be granted 12 days Casual Leave (CL) during a calendar year.
- (b) For employees joining or rejoining FORE or any of its verticals, CL shall be credited @ one CL for every completed calendar month.
- (c) The CL should not normally be granted for more than 5 days at any one time, except under special circumstances with the express approval of the competent authority.
- (d) Weekly offs or holidays falling during a period of CL are not to be counted as part of CL.
- (e) CL can be granted for half a day also if first half or second half is clearly mentioned in the leave application.
- (f) CL cannot be clubbed with any other leave (except as per provisions laid down for RH) and cannot be carried forward to the next year on the close of a calendar year.

(iii) Earned Leave (EL):

- (a) Maximum Earned Leave (EL) that can be accumulated or kept in balance will be 300 days.
- (b) Maximum ceiling for encashment of EL shall be 300 days in the entire service.
- (c) An employee will earn 2½ days of EL for each completed month (maximum of 30 days annually) of service.
- (d) A minimum of one calendar day EL can be availed at a time.
- (e) EL credit will be done at a uniform rate of 15 days each on 1st of January and on 1st of July every year.
- (f) If a new employee is appointed, the EL shall be credited on pro-rata basis at the rate

of 2½ days for each completed calendar month of service.

- (g) EL in the first month of service (on joining) or the last month of service (on account of death, retirement, resignation, removal, dismissal or any reason for severance from service) shall be granted/credited at the rate of 0.5 EL for each completed six days in the first or the last month of service, as per the case. In the last month of service total accumulated EL will be rounded off to the next higher whole number if it is in a fraction.
- (h) An employee must avail a minimum of 5 days of EL in a calendar year. A maximum of 25 days of EL in a year can be accumulated.
- (i) Employees may encash EL to their credit subject to the approval of the competent authority once in a year with the condition that a balance of 30 (Thirty) days of EL shall always be kept in the credit of the employee.
- (j) The encashment will be calculated based on a month's Basic Pay + DA components of the last salary drawn. The encashment provision is subject to the discretion and approval of the competent authority.
- (k) For employees on contract and on consolidated compensation, the EL encashment will be calculated @60% of their consolidated compensation per month, considered as the equivalent Basic Pay, excluding any allowance and reimbursement on actuals or as specified in the contract offer.

(iv) Medical Leave (MedL):

- (a) All employees are entitled for Medical Leave (MedL) of up to 12 days per calendar year.
- (b) MedL is entitled only for hospitalization cases on production of discharge summary of the concerned hospital where the employee was admitted.
- (c) MedL accrual for the calendar month will be as under:
 - i. On entering service, MedL accrual will be pro-rated for each completed calendar month from the date of joining. Part of the month on joining and on leaving will not contribute to the MedL accrual.
 - ii. MedL can be combined with EL/CL.
- (d) MedL cannot be accumulated beyond 30 days

(v) Restricted Holiday (RH):

- (a) Restricted Holidays (RH) are the holidays which an employee can avail from the list of Restricted Holidays provided at the beginning of the year.
- (b) RH are limited only for two (2) days per calendar year.
- (c) RH can be prefixed, suffixed or mid-fixed between two spells of any kind of EL or CL.
- (d) RH cannot be accumulated or carried forward to the next calendar year.
- (e) RH entitlement in a calendar year for employees with less than one year of service in a calendar year shall be as follows:

Table-1: RH Entitlement

S. No.	Length of Service	RH Available
i)	Less than 3 months	Nil
ii)	Up to 9 months	One
iii)	More than 9 months	Two

(vi) Maternity Leave (ML):

- (a) Maternity Leave (ML) of 180 days (24 Weeks) is admissible for married female faculty/staff with less than two surviving children. Out of this, not more than eight weeks preceding the date of expected delivery may be availed.
- (b) Maternity benefit by a woman having two or more surviving children shall be twelve weeks of which not more than six weeks may precede the date of expected delivery.
- (c) A woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
[Note: “Commissioning mother” means a biological mother who uses her egg to create an embryo implant in any other woman.]
- (d) The leave is not debited to any leave account and the employee will be granted full pay.
- (e) ML can be taken in conjunction with all types of leave except CL.
- (f) In case of miscarriage/abortion (induced or otherwise) a total 45 days’ leave is admissible in the entire service. This is not applicable in case of having two surviving children. Application should be supported by a certificate from a Registered Medical Practitioner.
- (g) ML counts as service for increments considerations.
- (h) ML is independent of all other leave and does not affect any other leave of that particular year.

F. Leave Travel Concession (LTC) Rules

- (a) LTC can be availed by a regular employee for self, spouse, maximum two children and dependent parents for travelling from Headquarter (HQ) to another place within India or declared Hometown and back.
- (b) LTC entitlement block years (24 months) begin from the 1st January of the joining year. Employees will be entitled for LTC once in a block of two years on pro-rated basis. If an employee is not able to avail LTC during the block of two years then such employee may avail LTC within the next six months after end of her/his current block years.
- (c) For LTC availed by employees leaving their service if falling short on two-block years, then the claim amount will be adjusted on pro-rata basis for the shortfall period from their final settlement.
- (d) The origin of journey for availing LTC must be HQ. It is normally expected that LTC journey will be performed together by the employee with all eligible dependents for availing LTC. However, LTC may be availed for self and eligible dependent for

maximum two separate journeys each way in a block of two years. That is, the LTC travel with destination covered by Railway/Air can be undertaken in two separate groups on two different dates to the same destination.

- (e) The entire LTC journey for the block years must be completed by self and all eligible dependents within 60 days.
- (f) If the declared dependents are staying at a location other than the HQ of the employee then to and fro fare from their place of stay to the LTC destination can be claimed if the dependents do not commence their LTC journey from HQ. However, fare from HQ to LTC destination or fare from dependent location to LTC destination whichever is lower will be paid.
- (g) For availing LTC, a minimum of 5 days Earned Leave must be availed.
- (h) Entitlement and claim of travel class for availing LTC will be as per the travel class entitlement rules as applicable to the employee.
- (i) If the destination is not directly connected by Airport or Railway station journey then from the landing airport/railway station to the place of destination journey may be undertaken by regular service bus only. Travel tickets purchased for public transport must be produced for travel reimbursement. If the destination is not a declared “hometown” then proof of stay at such destination must also be submitted. If staying with a friend/relative then the days of stay and complete address with contact phone number of the friend/relative with their names be submitted along with the LTC approval request.
- (j) If the destination is a State capital not serviced by public Rail or Air link, then the journey to the State capital from the nearest Railway Station or Airport can be performed by road as per road travel entitlement rules. Travel expense receipt, if travelling by taxi, with vehicle number, dates travelled, distance travelled, driver’s name and contact phone number and/or address must be submitted for a reimbursement. Only one such claim for reimbursement can be made in a block of two years.
- (k) Air/Rail ticket must be booked at least 30 days prior to the travel date after LTC leave has been approved. For booking made less than 30 days prior to travel, LTC reimbursement will be deducted on pro-rata basis of the total fare. Air/Rail ticket must be booked by self.
- (l) The request for approval to avail LTC and for drawing advance for LTC must be made in the requisite FORM.
- (m) Availing LTC benefits through spouse’s employment terms will disqualify an employee from availing LTC under this policy/rules. The request for approval to avail LTC must clearly indicate that the employee has not received LTC benefits through spouse’s employment terms. Spouse employment details must be submitted to the ASO.
- (n) Evidence of travel, certification of the amount spent for the purpose and claim for reimbursement must be submitted by the employee within fifteen days of returning from LTC.

G. Dependency

To be declared a Dependent, the following will be considered:

- (a) **Parents:** If income of any one of the surviving parents is less than Rs25,001 p.m. plus

Dearness Allowance (DA) then either or both the parent is/are deemed to be wholly dependent on the employee. Also, such parents must not have been declared dependent or benefits claimed by any other sibling to/from their employers.

- (b) **Daughter:** She is considered dependent until she starts earning or gets married whichever is earlier irrespective of the age limit.
- (c) **Son:** Unmarried son until he starts earning or attains the age of 25 years whichever is earlier will be considered dependent. Also, son is considered dependent if he is suffering from permanent disability of any kind (physical or mental) and not earning/employed and staying with employee.
- (d) In case of any ambiguity, a reference will be made to Government of India norms/rules. Decision of the competent authority in such cases will be binding and final.

H. Medical Reimbursement

In addition to the cashless Group Medical Insurance provided to all regular employees, they will be paid/reimbursed medical allowance/expenses as follows:

- (a) Employees with Basic Pay greater than Rs80,000 per month will get the medical allowance equal to Rs30,000 per annum.
- (b) Employees with Basic Pay greater than Rs40,000 per month and up to Rs80,000 per month will get the medical allowance per year equal to their Basic Pay multiplied by 0.375 (=15/40).
- (c) Employees with Basic Pay up to Rs40,000 per month will get the medical allowance equal to Rs15,000 per annum.
- (d) Medical allowance released will be subject to Income Tax as applicable.
- (e) Medical allowance will be released to employees on monthly basis.
- (f) For mediclaim and medical reimbursement, dependency is restricted to self, spouse and maximum of two children.

I. Rules of Travel Entitlement and Travel/Daily Allowance(TA/DA) Rates for Travel in India/Abroad

Applicability of these rules for all employees will be according to their Basic Pay.

(a) Travel Class Entitlements for Travel by Air/Rail/Road within India:

Category	Basic Pay	Air	Rail	Road
I.	(a) Board Members, FORE (b) Secretary, FORE (c) Director General	Business/Club Class	AC I Class in any Train	AC Taxi/Hired Taxi/AC Bus
II.	(a) Faculty Member, FSM (b) Rs1,00,000 and above	Economy Class	AC1 Class in any Train	Same as above

III.	Rs50,000 to below Rs1,00,000	Economy Class Air Travel can be undertaken if the fastest train journey to destination takes more than 15 hours.	AC2 Tier Class in any Train	Same as above
IV.	Below Rs50,000	--	AC3 Tier/ AC Chair Car in any Train	Autorickshaw/ Own Scooter/ Motorcycle/ Moped/Any Public Bus including AC Bus.

Note:

1. In case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class. Proper signed ticket must be produced along with claim for reimbursement.
2. Any long distance (>150 km one way) official travel by personal car is to be avoided and if considered more convenient then specific 'flagged' approval be taken before undertaking such official travel.
3. To claim local conveyance/bus fare signed bills/tickets must be submitted. For local travel Ola, Uber, etc., taxi services be availed.

(b) Travel Class Entitlements for Travel by Steamer Transport within India:

Category	Basic Pay	For Steamer/Ship
I.	(a) Board Members, FORE (b) Secretary, FORE (c) Director General	Actual fare for class equivalent to Business Class
II.	Rs1,00,000 and above	Actual fare for the category next lower to Business Class
III.	Rs50,000 to below Rs1,00,000	Actual fare for the category next lower to Business Class
IV.	Below Rs50,000	<ul style="list-style-type: none"> ▪ The lowest class, if there are two classes only. ▪ The middle class, if there are three classes. ▪ The third lowest class, if there are four classes.

(c) DA Rates (Rs. per day) for Home Stay/Self Arranged Stay Within India:

In case the traveler makes his/her own arrangement for boarding and lodging, a lump sum DA rate inclusive of all shall be admissible as under:

Category	Basic Pay	Metropolitan Cities* (Rs.)	State Capital Cities (Rs.)	Other Cities (Rs.)
I.	(a) Board Members, FORE (b) Secretary, FORE	2,500	2,000	1,800

	(c) Director General			
II.	Rs1,00,000 and above	1,500	1,100	1,000
III.	Rs50,000 to below Rs1,00,000	1,000	900	800
IV.	Below Rs50,000	800	700	600
* Metropolitan cities are: New Delhi/Mumbai/Kolkata/Chennai/Bengaluru/Hyderabad				

(d) TA/DA Rates (Rs. per day) for Hotel Accommodation Within India:

Category	Basic Pay	Metropolitan Cities (Rs.)		State Capital Cities (Rs.)		Other Cities (Rs.)	
		Hotel (Lodging) (Excl. GST)	DA (Boarding)	Hotel (Lodging) (Excl. GST)	DA (Boarding)	Hotel (Lodging) (Excl. GST)	DA (Boarding)
I.	(a) Board Members, FORE (b) Secretary, FORE (c) Director General	15,000	2,500	12,000	2,000	10,000	1,800
II.	(a) Faculty Member, FSM (b) Rs1,00,000 and above	7,500	1,500	6,000	1,100	4,500	1,000
III.	Rs50,000 to below Rs1,00,000	5,000	1,000	4,000	900	3,500	800
IV.	Below Rs50,000	3,500	800	3,000	700	2,500	600
Note: 1. Hotel receipts are to be submitted along with the TA claim. 2. In case the hotel charge is more than the limit prescribed above, the extra charge will be borne by the individual and will not be reimbursed. 3. Where actual expenditure on boarding and lodging is paid by clients or the Institute, the daily allowance will be paid @ 50% of amount mentioned above.							

(e) Travel Class and Hotel Accommodation Entitlement for Foreign Travel:

- An employee deputed abroad will travel by air in economy class. The Board Members, FORE/Secretary, FORE/Director General may at their discretion travel by Business Class. The Airport tax and visa charges paid in India will be reimbursed in Indian currency.
- TA/DA rates (US\$ per day) for Hotel accommodation abroad:**

Category	Basic Pay	Daily Allowance	Hotel (Lodging)	Local Conveyance
I.	(a) Board Members, FORE (b) Secretary, FORE (c) Director General	150	300	50

II.	(a) Faculty Member, FSM (b) Rs1,00,000 and above	100	175	25
III.	Rs50,000 to below Rs1,00,000	75	125	25
IV.	Below Rs50,000	75	100	25
Note: 1. Local Conveyance exceeding the above limits may be claimed for reimbursement on submission of receipts and may be paid as approved. 2. Signed bills/tickets/boarding pass must be produced.				

(f) General Additional Rules:

- i. Hotel and Travel tickets for attending fixed events, such as, seminars, workshops, conferences, scheduled meetings, etc., must preferably be booked at least 30 days in advance.
- ii. Hotel and Travel tickets for admission, Executive Education training programs, etc., must preferably be booked at least 15 days in advance.
- iii. DA will be admissible only for travel beyond 40 km (one way) from HQ as per the prescribed DA rates.
- iv. No DA will be permissible for local travel on same day return within Delhi-NCR. However, the reimbursement for lunch may be permissible against proper bills as follows:
 - Rs500/- inclusive of GST if Basic Pay is Rs65,000/- and above.
 - Rs300/- inclusive of GST if Basic Pay is below Rs65,000/-.

In absence of proper bill, the claimant can be reimbursed 50% of her/his entitlement, as stated in I(f)(iv) above.

- v. Prior approval of the competent authority must be taken before undertaking the planned journey.
- vi. The tour advance will be given for the number of days for which the tour is approved.
- vii. The scheduled time of departure of plane/train/bus and the actual time of arrival of plane/train/bus will be taken as departure/arrival from headquarters.
- viii. Conveyance/Transport are reimbursable at actual on production of receipt(s).
- ix. If an employee travels by a class lower than the class s/he is entitled to, the travel fare will be restricted to the class actually traveled in. If s/he travels by a higher class than the entitled class, the difference will be borne by the traveler unless specifically approved by the competent authority.
- x. On completion of tour/visit, an expense detail as TA Claim along with signed vouchers/receipts must be submitted within one week of completion of tour by the individual employee.

(g) Daily Allowance Hour Rate during official travel to outstation destination:

Daily Allowance (DA) will be regulated/calculated on the basis of hours of absence/travel from HQ on any calendar day as mentioned below:

- | | | |
|--------------------|---|------|
| i. 0 – 4 hours | : | Nil |
| ii. 4 – 8 hours | : | 50% |
| iii. Above 8 hours | : | 100% |

J. Local Conveyance Reimbursement/Allowance

- (a) If an employee overstays in office on a regular working day by more than two hours to complete an official activity, then s/he will be paid Rs200/- or actual travel expenses, whichever is lower.
- (b) If an employee comes to office on a holiday for more than 5 hrs. to complete an official activity, s/he will be paid Rs400 or actual to/fro travel expenses, whichever is lower.
- (c) Auto fare @ Rs25 for first km and @ Rs8 for the subsequent km or actual fare paid whichever is lower can be claimed for reimbursement if undertaking this local travel for official purpose.
- (d) For using own conveyance for official purpose conveyance @Rs5 per km for two-wheeler use or Rs10 per km for four-wheeler use can be claimed.
- (e) For Local Travel claims as above specific prior approval be taken by their respective reporting officer. These claims are to be approved by the Director General/Dean/Head of the Institute before payment can be released.

K. Overtime Allowance for Official Activity

Overtime Allowance can be claimed only by an employee who is a Driver, Electrician, Gardener (Mali), Painter, Attendants, Plumber, AC Technician/Operator, Dispatch staff, Dispatch Rider, and House Keeper.

The overtime time and upper limit on amount claimed as overtime will be as follows:

- (a) Overtime rate will be Rs40/- per hour.
- (b) Maximum amount that can be claimed by the eligible employees will be Rs2,200 per month. Since there is only one AC Technician/Operator, he will not be bound by this limit.

L. Canteen Subsidy Allowance

- (a) Canteen Subsidy Allowance is to encourage employees to have lunch in the canteen. The Canteen Subsidy Allowance covers lunch, snacks, tea, coffee, soft drink, juice, etc., ordered from the canteen for consumption on campus only as a reimbursement of actual consumption.
- (b) The Canteen Subsidy Allowance will be Rs1,400 per month subject to the following:
 - i. Reimbursement of up to Rs1,400 per month towards lunch at the canteen during 1:00pm to 3:00 pm, and
 - ii. Reimbursement of up to Rs450 per month towards other items.
 - iii. Total of (i) and (ii) above for reimbursement will be limited to Rs1,400 per month.

- (c) Due amount as billed and verified up to a maximum of Rs1,400 per month per employee will be released to the canteen directly and any amount in excess of this is to be paid by the concerned employee directly to the canteen.

M. Short Term Loan (*only for regular employees as per B8(i)*)

- (a) Applications for short term loan to meet certain financial obligations which cannot be met by the employee from his/her own source of income can be made.
- (b) Quantum of loan shall be decided with reference to the (i) Requirement, and (ii) Repaying capacity of the applicant.
- (c) Loan amount will be restricted to Rs1,00,000 for any of the purpose stated above.
- (d) EMI payment amount must not exceed 1/3rd of the net take home salary per month. The loan will be recovered in maximum of 25 equal Installments inclusive of interest. The total loan amount must meet these requirements.
- (e) The loan will carry simple rate of interest of 8%.
- (f) Repayment of loan will start from the next month salary from the month of loan disbursement.
- (g) Only those employees who have completed minimum 3 years of regular service and having a minimum 45 days EL balance credit in her/his account will be eligible for applying for the loan.
- (h) The grant of loan cannot be claimed as a matter of right of an employee.
- (i) Onus of establishing the genuineness of the grounds for which the financial assistance is sought will rest with the applicant.
- (j) Repeat request for loans can be made only after three years of complete repayment of previous loan.
- (k) Application for loan may be rejected by the competent authority without assigning any reason.

N. Gratuity

- (a) Employees including contract employees who have completed at least 5 years of continuous service are eligible for gratuity.
- (b) Gratuity amount due will be calculated as follows:
$$\text{Gratuity} = (\text{last drawn Basic Salary} \times \text{Number of completed years of service}) \times 15/26$$
- (c) The last drawn Basic Salary comprises Basic and Dearness Allowance (DA) and no other part will be included in the salary.
- (d) Completed years of service comprise any year where an employee has rendered services for more than six months.
- (e) In 5th year of service if an employee has rendered services for more than 240 working days, then it will be treated as 5 completed years.

O. Confidentiality Clause

During the course of employment, employees may have access to Confidential Information. All work carried out for or on behalf of FORE or any of its verticals is/are to be treated as

confidential.

All emails from an employee to another employee is confidential. Emails exchanged between one individual to another (or a groups of people within the Institute) must be taken as a confidential communication. Received email from a person when replied to another person, external or internal, must not have the previous email (trail email) appended to it, unless knowingly done. So, every employee must carefully look at the email content they are about to send and remove all appended contents that is not required to be there. Or, at least they be very sure that the appended content is okay.

Any employee will not at any time during his/her tenure of employment or afterwards, disclose to any person any information as to the accounts, finances, software, know-how, etc., without the express approval of the Director General, FORE. Thus, it is expected of all employees to not discuss, communicate to media or publication entities verbally or in writing, or commenting upon or disparage (speak slighting) or disclose any information in any manner directly or indirectly to any forum, or person, or entity.

All notes, memoranda, records and other documents related to the Institute in possession of employee, will remain the property of the Institute and will be handed over to the authorized person of the Institute from time to time as expected or on demand and, in any case upon severance of employment with the Institute.

Any employee found disclosing confidential records or information to any unauthorized person or persons will render herself/himself subject to disciplinary action that may lead up to dismissal from service or any other legal action as deemed fit.

P. Social Media Code of Conduct for Faculty and Staff

Faculty and Staff members working at FORE or any of its verticals need to take a note that they have a sense of moral responsibility towards the Institute and its reputation. They are the brand ambassadors of the Institute and their opinion matters.

Social media platforms like Twitter, Facebook, Google+, LinkedIn, Instagram, and open forums and Blogs are now a common feature of everyday life. Any comment posted by any employee on the social media will undoubtedly have a direct or indirect bearing on the Institute's reputation. Controversial content posted in cyber space can have serious consequences on employees as well as the Institute. So, while using these platforms, all employees must be mindful that the information shared by them goes to the public domain and hence, they should be extremely careful about using social media in any way that might compromise FORE or any of its verticals reputation, and affect their careers.

The following advisory is hereby issued to all employees of FORE and its verticals to adhere to the following guidelines to keep in mind for appropriate social media conduct:

- (a) An employee may choose to have social media accounts, such as, Twitter, Facebook, Google+, LinkedIn, Instagram, and open forums and Blogs. However, on social

platforms, the boundaries of professional and personal information are not always clear. So, it must be borne in mind that in this day and age, keeping the private and personal, and professional identity entirely separate is almost impossible. Just because one does not declare the employer name, it does not mean that a personal post cannot be associated with her/his employer - it's not hard for people to connect the dots.

- (b) Any adverse content that goes against FORE or its verticals, the Constitution of India, or extant laws/rules/guidelines of the central or state government, professional bodies and promotes social disharmony must be avoided. If one is not sure whether certain content is appropriate to share online, then one must not post it. It's better to be safe than sorry.
- (c) Every employee must respect individual privacy rights and have regard for the feelings of others. They must not disclose/post on social media personal details, including pictures of other students/faculty/staff without their prior permission. They must maintain a respectful tone for the faculty, staff and students of the Institute.
- (d) All employees must refrain from posting anything that may give them, or any other employee or the Institute any negative publicity. No offensive statements, pictures, or videos about the Institute/faculty/staff/students be posted on the web/social media.
- (e) Employees are not allowed to post any video or audio clips of the class/part of the class of any faculty without seeking permission of the concerned faculty/competent authority.
- (f) Employees must not post anything on the web that is taken as spreading rumors/disrespect or containing violence and hate against any individual or community.
- (g) Social media is not the place to post about any mismanagement or any dispute one may have with management, faculty member, office, student council, committees or rules and regulations at FORE or any of its verticals. These can be addressed through existing mechanisms at the Institute.
- (h) Employees must not post any offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion, belief, or age.
- (i) As advance-tracking tools can quickly find out the source of the content, employees must be careful about using fake accounts and names. This could land one in a severe legal entanglement.
- (j) Employees are not allowed to use the logo of the Institute in any of their unofficial communications unless approved by the competent authority.
- (k) No employees should claim to speak on behalf of, or represent, the Institute on social media websites without prior permission. An appropriate disclaimer must be used to make it clear that they are posting in their personal capacities, wherever it is necessary. Usage of the Institute brand trademark/service mark/logo without prior written permission is liable for legal action.
- (l) Employees are advised to comply with laws and regulations of the land, and more particularly with laws governing intellectual property rights including copyrights and trademarks. They must not post content or take any action that violates the law or infringes upon anyone or any third party's intellectual property rights. They must obtain proper permission before using intellectual property rights (e.g. copyright or trademark).

- (m) Violation of Social Media Code of Conduct will be taken seriously and may be referred to the disciplinary committee of the Institute for recommending appropriate action against the errant employee.

Reporting Mechanism:

In case of Social Media violations, those wishing to inform the Institute about it, may write to the e-mail address: smviolation@fsm.ac.in by including their Name, Contact E-mail, Phone, Violation Details, Violation URL(s)/Screenshot(s). The identity of the reporting person will be kept confidential.

Q. Disciplinary and Appellate Authority

For all acts of indiscipline and/or acts of impropriety against/by an employee appropriate enquiry will be initiated against such an employee by the Disciplinary Authority.

The Disciplinary Authority has the discretion to order an enquiry against any employee.

Disciplinary Authority is the competent authority who can impose penalties or take any punitive action on an employee of FORE or any of its verticals notwithstanding any prior instruction or any terms in the appointment letter of such an employee. Such penalty and/or punitive action may include withholding of promotions, withholding of increments, suspension from the service, dismissal from the service, etc.

The employee so penalised on disciplinary grounds and/or acts of impropriety can appeal to the Appellate Authority for further reconsideration. In this case, the final decision will be taken by the Appellate Authority who can enhance or reduce the severity of the penalty or the punitive action imposed by the Disciplinary Authority or endorse the penalty imposed by Disciplinary Authority.

For all such cases, Disciplinary Authority is the Director General, FORE and the Appellate Authority is the Chairman, FORE.

FORE/FSM/FAME/FIDTR

TRAVEL REQUEST APPROVAL FORM

DD MM YYYY

FROM: Ms./Mr./Prof. _____ Designation: _____

Expenditure Account Head: _____

TO: DIRECTOR GENERAL/DEAN/HEAD OF THE INSTITUTE

A. Travel Plan (for Ticketing/Booking):

(Normally all Ticketing/Booking will be done by the Institute unless specifically approved otherwise)

Sl. No.	Place and date of Departure	Place and date of Arrival	Travel Mode (Air/Train/Others)	Travel Class	Purpose of Travel

Mode and class of travel mentioned above is within my travel entitlement: YES/NO

B. Please indicate Leave days during the Travel period, if any: YES/NO

- a) If 'YES', please enclose completed Leave Application Form.
- b) Leave days from _____ to _____, for which no TA/DA is applicable.

C. Advance (as applicable):

a)	For Railway Fare	Rs.
b)	Daily Allowance	Rs.
c)	Lodging Charges	Rs.
d)	Local Conveyance	Rs.
e)	Any Other	Rs.
Total		Rs.

Approval is requested for the above Travel and Advance.

Recommended by Office/Section/Activity Head (as applicable): _____

Approved/Not Approved

Signature of Employee

Signature of Director General/
Dean/Head of the Institute

Passed for Payment of Rs. _____

Received Rs. _____ by Cheque/Cash

Checked by

Senior Manager(Accounts)

Date

Signature of Employee

NOTE: The employee may retain a scanned copy of the approval for record.

FORE/FSM/FAME/FIDTR**TRAVEL CLAIM FORM**

DD MM YYYY

FROM: Ms./Mr./Prof. _____ Designation: _____

Expenditure Account Head: _____

TO: DIRECTOR GENERAL/DEAN/HEAD OF THE INSTITUTE

Certified that the journey shown below has been performed as was approved and Accounts are being rendered below for settlement.

A. Details of Actual Journey Performed:

S.No.	Place, time and date of departure	Place, time and date of arrival	Travel Detail (Mode/ Flt No./Train No./Class)	Ticket Purchased by Institute/Self (If 'Self' then indicate the amount)	Purpose of Travel
			TOTAL (Rs):		

Mode and class of travel mentioned above is within my travel entitlement (YES/NO): _____

B. Local Conveyance: Please attach additional sheet, if needed.

S.No.	Date	From	To	Mode of Travel	Amount (Rs.)

(Enclosed original bill/payment receipt duly signed in full by the claimant)

TOTAL (Rs): _____

C. Institute/Client (strike out non applicable part) provided:

BOARDING (YES/NO): _____

LODGING (YES/NO): _____

Daily Allowance for _____ days @ Rs. _____ p.d. Rs. _____

Hotel Stay Bill from _____ to _____ Rs. _____

(Enclosed original bill/payment receipt duly signed in full by the claimant)

D. Any other Rs. _____

Admissible Claim: A: Rs. _____ B: Rs. _____

C: Rs. _____ D: Rs. _____

TOTAL (A+B+C+D) Rs.: _____ Advance Rs.: _____

Net Amount To Pay/Receive Rs: _____

Counter Sign of Office/Section/
Activity Head (As Applicable)

Signature of Employee

Date

Passed for payment of Rs. _____ and net payment/recovery of Rs. _____

Checked By

Senior Manager (Accounts)

Director General/Dean/Head of the Institute

FORE/FSM/FAME/FIDTR
LOCAL TRAVEL CLAIM FORM

(For Official Field visits)

Date: _____

Name of the Employee/Claimant: _____

Designation: _____ Office/Section: _____

A. LOCAL TRAVEL

S. No.	Location		Date	Purpose	Mode of Travel OR Kilometer	Amount (Rs.)
	From	To				
TOTAL (Rs.)						

B. Lunch/Dinner Expenses: Please attach additional sheet, if needed
(Enclose self-attested original bills/receipts)

Date	Description	Bill No.	No. of Person	Amount (Rs.)
TOTAL (Rs.)				

TOTAL (A+B): _____

(In words: Rupees _____ only)

Claimant's Signature: _____

Recommended for Approval.	
Name: Designation:	Signature:
Submitted for Approval to the Director General/Dean/Head of the Institute:	
Approved/Not Approved	Signature:

Payment Voucher

Date: _____

Employee/Claimant: _____

Passed for Rs. _____ (In words: Rupees _____)

IRLA No. _____

Senior Manager (Accounts)

Receiver's Signature

12. My Hometown as in office record is: _____
13. My parent(s) is/are dependent on me and not on anyone other than me (Yes/No): _____
14. My Wife/Husband is employed and is entitled to avail LTC (or an equivalent) by her/his employer (Yes/No): _____
15. That my Husband/Wife/Dependents have not availed LTC (or equivalent) from any other support for the year this LTC Request is made.
16. Amount of advance required (90% of total fare rounded off to next nearest Rs.100): Rs. _____
17. That the information given above and both pages of this form is true to the best of my knowledge.

Signature of Employee: _____

Remarks of Academic Services Office (ASO):

- a) Earned Leave has been sanctioned for the purpose of this LTC (Yes/No): _____
- b) LTC entitlement is within the rules of the Institute (Yes/No): _____
- c) Dependents for which LTC is being claimed are as per records and as documented in the Institute.

Signature of Manager/Senior Manager (Academic Services): _____

Signature of Dean (Academic Services): _____

Remarks of Finance and Accounts Office:

The Net entitlement on account of Leave Travel Concession works out to Rs. _____

(Rupees: _____) as per details below:

- (a) Railway/Air/Bus/Steamer fare Rs. _____
- (b) Road Journey (if applicable) Rs. _____

Note: Ticket must be booked at least one month prior to date of departure for LTC. Photocopy of the ticket must be attached along with this Form for taking permission for availing LTC/Advance. Original ticket and Boarding pass for Air Travel (both self-attested, as applicable) must be submitted along with the claim within 15 days from the date of arrival. The claimant must also certify that the journey has been duly performed.

Checked By

Senior Manager (Accounts)

Dean (AS)
(in case of Staff)

**Director General/
Head of the Institute**
(in case of Faculty)

(Approved by)

(PAGE-2 of 2 LTC FORM)

FORE/FSM/FAME/FIDTR

LEAVE APPLICATION FORM

Name: _____ Designation: _____

Office/Section: _____ Leave from _____ to _____ No. of Days: _____

Type of Leave (CL*/EL/RH/ML/MedL): _____ Purpose of Leave: _____

I may also be permitted to avail the intervening/prefix/suffix holidays on _____
_____ with my leave(s) as per the leave
rules. My address and phone no. while on leave will be: _____

1. All my official commitments during the leave period have been appropriately taken care of.
2. No scheduled PGP class will be impacted because of this leave.
(for faculty members only)

(Signature of Applicant)

Date: _____

Recommended by Reporting Officer: Signature: _____ Name: _____ Date: _____
(for staff only)

*** For half-day CL, please mention First/Second Half Day**

ACADEMIC SERVICES OFFICE

Leave Balance as on Date of Application:

Casual Leave (CL)	Earned Leave (EL)	Restricted Holiday (RH)	Maternity Leave (ML)	Medical Leave (MedL)

Leave balance after this approval days of CL/EL/RH/ML/MedL

Signature of Recorder

**Signature of Manager/Senior
Manager (Academic Services)**

Date: _____

Sanctioned/Not Sanctioned

Signature of the Sanctioning Authority: _____

Name and Designation: _____

FORE/FSM/FAME/FIDTR

EXCEPTIONAL LEAVE APPLICATION FORM

(All fields are mandatory)

Name of Employee: _____

Designation of Employee: _____

Office/Area: _____

Leave from: _____ to _____

No. of Days*: _____

Type of Leave (CL/EL/RH/ML/MedL): _____

Prefix/Intervening/Suffix: _____

Purpose of Leave: _____

All my official commitments during the leave period have been appropriately taken care of.(Yes/No): _____

scheduled PGP class will be impacted because of this leave (Yes/No):

(for faculty members only)

Reason for late submission of my leave application: _____

Address while on Leave: _____

Phone no. while on Leave: _____

(Signature of Applicant)

Date of Application: _____

Recommended by Reporting Officer

Signature: _____ Name: _____ Date: _____

(for staff only)

***Incase of half day CL, please mention First/Second half day**

Sanctioned/Not Sanctioned (Please put a tick mark)

Comments (If Any): _____

Signature of Sanctioning Authority: _____

Name and Designation of Sanctioning Authority: _____

FORE/FSM/FAME/FIDTR

OFF-OFFICE HOURS WORK CLAIM FORM

(Late sitting or working on holidays)

Date: _____

Name of the Employee/Claimant: _____

Designation: _____ Office/Section: _____

Date and Day of the week	Arrival Time at the Institute	Departure Time from the Institute	Total Hours of Duty Performed	Extra Hours of Duty	Details of work during Extra Hours	Mode of Travel OR Kilometer OR Lump sum	Amount (Rs.)
TOTAL (Rs.)							
Total Amount in Words: (Rupees _____ Only)							

Claimant's Signature: _____

Recommended for Approval.

Name:

Designation:

Signature:

Submitted for Approval to the Director General/Dean/Head of the Institute:

Approved/Not Approved

Signature:

Payment Voucher

Date: _____

Employee/Claimant: Ms./Mr. _____

Passed for Rs. _____ (In Words: Rupees _____ Only)

IRLA NO.

Senior Manager (Accounts)

Receiver's Signature

FORE/FSM/FAME/FIDTR

SHORT TERM LOAN APPLICATION FORM

(Only for employees of FSM)

Date: _____

1. Name: _____ Designation: _____ Office/Section: _____
2. Date of Joining: _____
3. Present Salary (Basic): _____
4. Loan Requested for Rs.: _____ (In words Rupees _____)
(Unpaid Loan amount will be recovered from final settlement amount, if required)
5. Purpose of Loan: _____
6. Rate of Interest Applicable: **8%** per annum.
7. Total Service period at FSM: _____ years and _____ months (Minimum 3 years' service required).
8. EL Balance at the time of applying for Loan: _____ (Minimum 45 days EL balance is a must).
9. End Date of repayment of previous loan (if any): _____ (There must be minimum 3 years elapsed time since last loan's final repayment).
10. Repayment of loan will start from the next month salary of the month of loan disbursement.

Recommended By:

Employee Signature

OFFICE	REMARKS (If Any) with Signature
Academic Services Office:	
Finance and Accounts Office:	
Administration Office:	
Approved By DIRECTOR GENERAL/ HEAD OF THE INSTITUTE:	



FORE School of Management (FSM)

ACADEMIC CREDIT NORMS/RULES FOR FACULTY

a) General

1) Academic Activities through which members of faculty can earn credits are classified as below:

I:	Institutional Development
T:	Teaching
R:	Research & Publication
O:	Outreach

2) Part II (Annexure 1 & Annexure 2) of this document, titled “Academic Credit for Various Activities w.e.f. October 01, 2022”, lists the Academic Activities.

3) Academic Year (AY) will coincide with Financial Year (FY)

4) The Faculty Activity is to be reported and accounted on FY basis.

5) There will be no Academic Credit for remunerative activity (except for activity as in para D (5)).

6) Total Academic Credit Requirements

Since AY 2018-19, the minimum total Academic Credit that a Faculty was to strive to achieve was 7.00. From October 01, 2022, the minimum total Academic Credit that a Faculty must strive to achieve stands revised to 6.5. However, the total Academic Credit applicable for the AY 2022-23 shall be averaged out to 6.75, as explained below:

Requirement	Existing Norms (up to September 30, 2022)	Revised Norm (w.e.f. October 01, 2022)	Norm for AY 2022-23
Academic Credits	7.0	6.5	6.75

b) Teaching Credit Requirement

1) Break-up of Teaching Credit Requirements

Requirement	Existing Norms (up to September 30, 2022)	Revised Norms (w.e.f. October 01, 2022)	Norms for AY 2022-23
Minimum Teaching Requirement	3.0	2.0	2.5
Maximum Teaching Requirement	6.0	4.0	5.0
Minimum Teaching Requirement for CoE Head	Nil	Nil	Nil
Maximum Teaching Requirement for CoE Head*	3.0	3.0	3.0

*To encourage Heads of CoEs to focus more on CoEs objectives, teaching requirements of Professors-In-Charge, CoEs have been capped at 3.0 in an AY.

2) PGP Teaching

- a) PGP teaching of 30 hours for one section of 60 students will earn 1.0 (ONE) academic credit.
- b) If an elective course has multiple sections with less than 60 students in each section, then the credit is to be calculated on the basis that out of total teaching effort required for a faculty to teach a course, 0.7 weight should be assigned to teaching and 0.3 to evaluation. For example, if an elective course with 80 students is split into two sections of 40 each then credit shall be computed as below:

$$0.7 (\text{teaching}) + 0.3 (\text{evaluation}) \times [(\text{no. of students})/60]$$

Example:

$$\text{Section A} = 0.7 + 0.3 \times [40 / 60] = 0.7 + 0.3 \times [0.666] = 0.899$$

$$\text{Section B} = 0.7 + 0.3 \times [40 / 60] = 0.7 + 0.3 \times [0.666] = 0.899$$

$$\text{Total Credit for Section A \& B} = 0.899 + 0.899 = 1.799$$

Note: This formula would be applicable-

- i. where a single faculty teaches multiple sections of an elective course or
 - ii. more than one faculty teach multiple sections of an elective course.
- c) However, if number of students in a class/section is more than 60 but fewer than 66 (maximum classroom capacity), academic credit earned will be pro-rated for the evaluation component as per weight defined at 2(b) above and this will work out to
$$1 + 0.3 (5/60) = 1.025$$
 - d) Only for certain specific courses, a full course (earning 1.0 academic credit) may run with fewer than 60 students as decided/ approved in the Faculty Council Meeting and recorded in it's minutes.
 - e) **Course of Independent Study (CIS):** Academic Credit for Course of Independent Study (CIS) within PGP will be 0.25.

3) PGPX Teaching

PGPX teaching shall earn 0.8 credit for a full course of 30 hours' class-room teaching and 0.4 credits for course of 15 hours' of classroom teaching.

4) FPM Teaching

a) Module 1

- i. 30 hours of teaching in FPM courses will earn an academic credit of 0.8.
- ii. Evaluation of full-time FPM Module 1 research courses will be calculated as $0.2 \times N/60$ (N: No. of FPM Scholars).

b) Module 2 & Module 3

- i. 30 hours of classroom teaching to FPM Scholars in standalone mode irrespective of number of students shall earn an academic credit of 0.5.
- ii. Maximum Credits from FPM teaching = 1.
- iii. Minimum Credits from FPM teaching = 0.

5) Miscellaneous

- a) Credits for the Term-3 and Term-6 courses of PGDM Programs and for Term-3 courses of Full-Time PGDM (Executive) Program will be counted in the previous financial year even if it ends in the next financial year. This will be effective from AY 2021-22.
- b) Courses taught in excess of maximum will not be counted towards academic credit.
- c) Courses taught lower than the minimum credit will attract penalty at the rate of visiting faculty

compensation and will be deducted from earnings from Executive Education, Professional Activities, Consulting, Royalties, Publication incentives etc.

c) Research and Publication

1) Norms up to September 30, 2022:

Minimum credit to be earned by a Faculty in an Academic Year from Research and Publications is 0.5. Every faculty has to earn minimum 0.5 academic credit in an AY through publication which is to include at least one research paper in Scopus or Web of Science indexed journals. Alternatively, a faculty is to complete a consulting project generating a faculty surplus for herself/ himself amounting to an amount equivalent to at least one course (30 hours) honorarium for a visiting faculty. If none of these were fulfilled, then it ought to be considered below expected level of performance by the concerned faculty. This is applicable for the period April 01, 2022 up to September 30, 2022.

2) Norms from October 01, 2022:

The Minimum credit to be earned in an AY from research and publication and other professional activities is revised to 2.0. Out of this minimum credit of 2.0, a maximum of 0.5 credit can be earned from non-research activities like executive education, consulting, FDP, professional activity etc.

3) For the AY 2021-22, therefore, the requirements average out as below:

	Existing Norms up to September 30, 2022	New Norms w.e.f. October 01, 2022	Applicable for AY 2022-23
Minimum Publication and Professional Activity Credits	0.5	2.0	1.25

4) Conversion of academic credit to monetary value will apply as needed.

5) Faculty members who exceed total credit requirement of 6.5 by exceeding the minimum credit for publications of 2.0 credits will receive monetary incentive for excess in total credits as per existing rule (only for the excess in publication credits over the minimum).

6) Books and Publications

- Credit for publications is always to be equitably shared with all the authors.
- Credit for an adapted book will be half of the due credit of the original book's first edition. A reprint will not get any academic credit.
- A book or any other kinds of such material printed or published in India will be treated as National Publication and credits will be claimed accordingly. Credit for international publication will be claimed under the existing list of publishers only when the publication is made outside India.
- No academic credit will be given for publishing a book chapter effective April 01, 2022.
- Edited book as one of the outputs of a FORE International Conference published by a FORE listed International book publisher (outside India) will get Academic Credit as per policy for Publication Credit to Faculty. This will be effective from AY 2021-22.
- If a publication has no volume or page numbers then no credit/honorarium shall be payable, but this can be quoted for information purpose. Credit/Honorarium for a published article becomes due once it gets published online and DOI number generated and the same intimated to the publication office.
- In case A and A* publications comprising up to three co-authors, the academic credit for publication will not be proportionally split. In this case, full academic credits will be given to each FORE School of Management (FSM) faculty author(s), i.e., 2.0 academic credits for Category - A articles and 2.5 academic credits for Category - A* article. The monetary incentive, however, will remain unchanged and proportionately split as per the current practice.
- In case A and A* publications comprising more than three co-authors then the academic credit for publication will be half of the full academic credits to each FSM faculty author(s), i.e., 1.0 academic credits for Category - A article and 1.25 academic credits for Category - A* article. The monetary

incentive, however, will remain unchanged and proportionately split as per the current practice.

- 7) In case, an FSM faculty publishes research article(s) co-authored with an FSM student (PGDM or FPM) then academic credit for publication will be awarded to FSM faculty author(s) (academic credit will be equally divided in case of more than one faculty author). But the monetary incentive will remain unchanged and proportionately split as per the current practice.
- 8) All publications must mention due acknowledgement to FORE for infrastructural support and/or for financial support as applicable. Also, Affiliation to FORE School of Management, New Delhi, India needs to be invariably mentioned. If Affiliation is missing, then Faculty gets neither academic credit nor financial incentive. If acknowledgement is missing from the publication then the financial incentive to a faculty, as normally due, will be reduced by 50%.
- 9) FSM faculty members must mention their correct and accurate affiliation to the journals while publishing their papers. Faculty member who want to know more about this must contact Dean (AS)/Publication Office. Failing to adhere to the approved style for affiliation, the amount of honorarium approved to be released may be adversely impacted at the discretion of Dean (AS) or Director General.
- 10) To encourage faculty members to write chapters in books published by FSM, and edit such books which are the outcome of the Virtual Summer Internship, FORE International Conferences, and International FDP's, academic credit of 0.25 will be granted for writing one chapter in an FSM book with a maximum of two chapters in a particular book. For editing an FSM book, an academic credit of 0.5 will be granted. The same shall be applicable from June 02, 2022.
- 11) Academic Credit & Publication Incentives towards various faculty publications are as follows:

Category of Publication*	Academic Credits		Monetary Incentive	
	Up to September 30, 2022	From October 01, 2022	Up to September 30, 2022	From October 01, 2022
A*	2.5	2.5	Rs. 10,00,000	Rs. 15,00,000
A	2.0	2.0	Rs.3,00,000	Rs.5,00,000
B	1.0	1.5	Rs.50,000	Rs.1,00,000
C	0.5	1.0	Rs.35,000	Rs.50,000
D1	NA	0	NA	Rs.35,000
D2	NA	0	NA	Rs.25,000
*Category of Publication as defined and approved by FSM.				

12) Research with External Agencies/Academicians/Research Scholars

NIRF gives credit to research publications to all the authors and to all the institutions to which the authors are affiliated to. Thus, an institution will earn same publication credit if multiple authors are from the same institution, or only one author from the institute with other authors from other institutions. Therefore, faculty members are encouraged to:

- a) Do collaborative research with external agencies/academicians/research scholars.
- b) Invite external experts to become external research supervisors to our FPM scholars.
- c) To assume the role of external research supervisors to the Ph.D./FPM scholars of other universities/institutions.

d) Outreach

- 1) **International Conference:** Only conferences held outside India shall be considered International conference.

2) Faculty Development Program (FDP)

- a) Faculty Development Program (FDP) is an important part of branding and outreach. A minimum of six hours of FDP per faculty in a Sentient Area must be floated by each Sentient Area every year with a focus to make such FDPs a success.
- b) An FDP programme comprising 6 teaching hours (4 sessions of 1.5 hours each), shall be treated as equivalent to academic credit of 0.25 and academic credit earned shall be prorated according to the duration of teaching hours.
- c) Executive Education Office (EEO) will generate suitable MIS for the Area Chairs and the Director General. The same shall be applicable from 1st April 2022.

3) Seminar Course/ Internal Panel Discussion

- a) Credit for organizing Seminar Course/ Internal Panel Discussion will be on the pattern of Orientation Programme which is conducted for the first year PGDM students in terms of hours of activities. For example, a two-hour panel discussion involving two faculty members will get one-hour credit to each faculty as would be given for a one-hour class in Orientation Programme, i.e., the faculty will avail seminar credit points at a rate of 0.016 per hour up to a maximum of 6 hrs (0.096 credit points) in an academic year.
- b) Every faculty has to conduct at least one Seminar Course activity for students in an academic year on a topic which is contemporary and relevant for students but not covered in the regular courses offered. There is no maximum limit for conducting Seminar Course/Internal Panel Discussion.
- c) A full day (8hrs & more) Industrial visit undertaken will have a credit point value of 0.064 (equivalent to 4.00 hours of Seminar Course/Internal Panel Discussion).

4) Seed Money Project/ FORE Research Project Outcome Presentation

The presentation of Seed Money Project/FORE Research Project Outcome can be made only once in a conference irrespective of it being a National or International conference, but there can be more than one publication.

5) Raising Grants/Funds from External Organisations for carrying out development activities

Faculty may raise grants/funds from external organizations, national or international, for carrying out developmental projects, research etc. Raising of funds and grants from external organizations, for the aforementioned purpose, shall also earn credits. Faculty who raises funds or grants in this manner shall be eligible to earn 1.0 credit if the amount so raised is equivalent to amount of honorarium (without conveyance) at prevalent rate payable to Visiting Faculty for taking four courses of 1.0 credit each. That is, at current rate, faculty shall earn 1.0 credit if the grant or fund so raised is equal to INR 5.04 L (INR 1.26 L x 4). The credit so earned shall be calculated on pro-rata basis in line with the equivalence mentioned above. Credit for these activities shall be capped at 2.0 per faculty per FY. Dean (AS) shall be the custodian of all such activities.

6) Research Methodology Workshops for FPM Scholars

- a) To strengthen the understanding of emerging research methods amongst the FPM Scholars, faculty members may conduct research methodology workshop of 3 hours each (maximum of 9 hours per faculty). For each workshop of 3 hours, concerned faculty shall earn an academic credit of 0.10. This shall be applicable from June 03, 2022.
- b) In case sessions are conducted by a guest faculty, standard remuneration for visiting faculty for teaching PGP courses will be applicable.

7) Review of Papers for Abhigyan

Academic credit of 0.048 shall be awarded to FSM faculty members for the peer review of papers submitted to Abhigyan for publication. The academic credit of 0.048 will be per article basis (it is

assumed that a faculty assumed that a faculty will have to spend at least 3 hours for effective reviewing of an article including 1st level and 2nd level review).

e) Miscellaneous Credit Related Provisions

1. Any shortfall in the total academic credit earned by a faculty will be recovered monetarily, without touching the salary, that is, no recovery will be made from the salary due to a faculty. Amount of such recovery shall be determined by reckoning shortfall of 1.0 credit to be equivalent to honorarium (without conveyance) payable to a Visiting Faculty for a 1.0 credit course. That is, if a faculty earns 5.5 credits against minimum annual requirement of 6.5 in an Academic Year, then the monetary value of this shortfall shall be equal to the honorarium (without conveyance) at current rate, payable to a Visiting Faculty for teaching a 1.0 credit course (INR 1.26 at current rate). The pro-rated amount shall be recovered out of the honorarium earned/payable to a faculty on account of consulting, executive education, professional/ advisory services, publication honorarium or any other academic activities, etc., as well as the royalty from publications received by the faculty during the Financial Year. All due taxes, as applicable, will be levied/ charged/ adjusted accordingly. If the honorarium earned by or payable to the faculty does not cover the shortfall in credit such cases shall be taken up separately for a further view.
2. Academic Credit earned by a faculty will be assessed in a cycle of one-year. At the end of this one-year cycle of a faculty member all financial implications of shortfall or surplus, as per policy/ rules, will be settled. If a faculty earns more than 6.75 credits (for AY 2022-23) and 6.50 credits (AY 2023-24 onwards) in a one-year block then for the extra credits earned from the publication (excess of 1.25 credit for AY 2022-23 and 2.0 from AY 2023-24 onwards) that contributes to the excess credits above 6.75 credits (for AY 2022-23) and 6.50 credits (AY 2023-24 onwards) in a one-year block will be eligible to be encashed at the Visiting Faculty honorarium rate (without conveyance). This will be applicable w.e.f. April 01, 2022.
3. Faculty Appraisal will revert back to the one-year block from the existing two-year block starting from April 01, 2022.
4. Academic credit earned for academic administration work by Activity Heads is to be offset with the credit from teaching, i.e., teaching fewer courses.
5. Academic credit earned for academic administration work by Dean (Academic), Dean (Corporate Relations), Dean (Academic Services) and Dean (Research) will be offset with the credit requirement for teaching/research.
6. Excess credit earned by the Deans during the period of Deanship can be accumulated and the same can be rolled over to the next academic year subsequent to the completion of Deanship.
7. From the AY 2021-22, Academic credit requirement for a new faculty who joins the institute mid-year shall be determined on a pro-rata basis i.e. on the basis of number of months remaining in the AY from the date of joining.
8. Any shared activity for Academic Credit will be shared proportionately by each Faculty.
9. Faculty share of the surplus from Consulting / Professional services/ EEO organized MDPs may be converted, in full or in part, as per provisions of “Consulting Project and Professional Services Policy and Rules” which came into effect from 1st April, 2022.

Annexure 1

Academic Credit for various activities w.e.f. October 01, 2022

Faculty Activity List		Activity Category*	Credit
A.	Institutional work	I	0.5
	Academic Administration		
	Dean (Academics) / Dean (Academic Services) / Dean (Corporate Relations)	I	5.0
	Dean (Research)	I	3.0
	Professor-in-charge (AACSB) / Chief Editor, Abhigyan	I	1.0
B.	Working Committee Members of Dean (Research) / AACSB Accreditation	I	0.5
	Chair (Purchase Committee)	I	1.0
	Area Chairs	I	0.5
	Professor-in-Charge (International Relations)	I	0.5
	Chair (CCAC) / Associate Editors, Abhigyan	I	0.5
	Teaching	T	
	30 hours of Class for <i>PGDM/PGDM-IB/PGDM-FM/PGDM-BDA</i> : One course	T	1.0
	30 hours of Class for <i>Full-Time PGDM (Executive)</i> : One course	T	0.8
	15 hours of Class for <i>Full-Time PGDM (Executive)</i> : Half course	T	0.4
C.	FPM:	T	0.8
	i. Module 1: 30 hours of teaching FPM courses, an academic credit of 0.8 will be given		
	ii. Evaluation of Full-Time FPM Module 1 Research courses will be calculated as $0.2*N/60$ (N = No. of FPM Scholars)	T	$0.2*N/60$
	iii. (iii) Module 2 & Module 3: 30 hours of classroom teaching to FPM Scholars in standalone mode irrespective of number of students, an academic credit of 0.5 will be given	T	0.5
	60 hours of non-remunerative session in EEPs	T	1.0
	60 hours of non-remunerative orientation sessions	T	1.0
	Publications	R	
	i. Journal	R	
	Category-A*	R	2.5
	Category-A	R	2.0
	Category-B (1.0 credit to be given till September 30, 2022)	R	1.5
	Category-C (0.5 credit to be given till September 30, 2022)	R	1.0
	Category-D1 & D2 (0.25 credit to be given for Category-D till September 30, 2022)	R	0.0
D.	ii. Books (First Edition)	R	
	By a named National Publisher	R	1.75
	By a named International Publisher (Including the output of FORE International Conference as the edited book by International Publisher)	R	2.5
	iii. (a) One Chapter in FSM published books (maximum 2 chapters in a particular book)	R	0.25
	(b) Editing of an FSM published book	R	0.5
	iv. Cases (1.0 credit if published in approved Case Clearing Houses till 30 September, 2022)	R	0.0
	v. Presentation of a Seed Money Project (SMP)/FORE Research Project (FRP) outcome as a paper in an International Conference	R	0.5
	Conference/Seminar/Workshop/FDP/Seminar Course/Internal Panel Discussions	O	
	i. Conference	O	
	National/International Conference of One day	O	0.5
	National/International Conference of minimum Two days	O	1.0
E.	ii. Seminar/Workshop/FDP	O	
	One day (4 sessions of 1.5 teaching hours each i.e. a total of 6 hours of teaching)	O	0.25
	Minimum Two days	O	0.5
	iii. Research Workshop of 3 hours duration for FPM Scholars (maximum duration of workshop allowed is 9 hours per faculty)	O	0.10
	iv. Seminar Course/Internal Panel Discussion	O	
	1 hour [The maximum academic credit on account of seminar credit points can earn upto a maximum of 6 hrs (0.096 credit points) in an academic year]	O	0.016
F.	Consulting Project, EEO Organised MDPs and Professional Services**: The conversion of faculty surplus to academic credits shall be governed by provisions of, "Consulting Project and Professional Services Policy and Rules"	O	**
G.	Peer Review of Papers submitted to Abhigyan	O	0.048
H.	Development (Grant/Fund raising) Activity: Credit per Rs. 5.04 lakh share from fund received from raising Grant during the FY. In a FY, the maximum academic credit on account of this activity a faculty can earn is 2.0	O	1.0

* Activity Category: T-Teaching, R-Research, O-Outreach, I-Institutional Development and Academic Administration
Academic Year is same as Financial Year for Academic Credit Calculation

Annexure 2

Classification of the Journal Categories:

Please look up the journal in following six databases,

1. Clarivate Analytics : <http://mjl.clarivate.com>
2. Scimago : <https://www.scimagojr.com/journalsearch.php>
3. Eigenfactor : <http://www.eigenfactor.org/projects/journalRank/journalsearch.php>
4. ABDC : <http://www.abdc.edu.au/master-journal-list.php>
5. ABS : <https://charteredabs.org/academic-journal-guide-2018>
6. Scopus : <https://www.scopus.com/sources>

Then apply the following criteria:

Category A*

Up to September 30, 2022

In order to qualify for A* category, the journal should satisfy

- (i) At least one out of conditions 1 and 2.

And

- (ii) At least three out of conditions 1 to 5.

Condition 1: ABDC rating of A*

Condition 2: ABS rating of 4

Condition 3: Top Q1 (First Quartile) in any category of Clarivate Analytics (formerly known as Thomson Reuters)

Condition 4: Top Q1 (First Quartile) in any category of Scimago

Condition 5: Top 10 percentile in any category of Eigenfactor

From October 01, 2022 Onwards

In order to qualify for A* category, the journal must satisfy

- (i) At least two out of following condition-1 to condition-4.

AND

- (ii) Must be indexed in Clarivate Analytics (Web of Science) or Scopus

Condition-1: ABDC rating of A*

Condition-2: ABS rating of 4

Condition-3: Listed in FT 50 Journal list.

Condition-4: Top Q1 (First Quartile) in any category of Scimago

Category A

Up to September 30, 2022

In order to qualify for A category, the journal must satisfy

- (i) At least one out of condition-1 and condition-2

AND

- (ii) At least three conditions out of 1 to 5

Condition-1: ABDC Rating of A or A*

Condition-2: ABS rating of 3 or 4

Condition-3: Top Q2 (Second Quartile) in any category of Clarivate Analytics

Condition-4: Top Q2 (Second Quartile) in any category of Scimago

Condition-5: Top 35 percentile in any category of Eigenfactor

Or

(iii) Any Article Published in Harvard Business Review (HBR)

From October 01, 2022 Onwards

In order to qualify for A category, the journal must satisfy (i) or (ii) below:

- (i) At least one out of following condition-1 and condition-2,
AND
Must be indexed in Clarivate Analytics (Web of Science) OR Scopus
Condition-1: ABDC Rating of A or A*
Condition-2: ABS rating of 3 or 4

(ii) Any article published in Harvard Business Review (HBR)

Category B

Up to September 30, 2022

In order to qualify for Category B, the journal must satisfy at least one of the following conditions:

Condition-1: Journal exists in Clarivate Analytics (formerly known as Thomson Reuters)

Condition-2: Journal has ABS rating of at least 1.

Condition-3: Journal of ABDC rating of at least B.

Or Any case published in Richard Ivey Publishing or The Case Centre.

From October 01, 2022 Onwards

In order to qualify for B category, the journal must satisfy

- (i) At least one of following condition-1 or condition-2
AND
- (ii) Must be indexed in Clarivate Analytics (Web of Science) OR Scopus
Condition-1: ABDC Rating of B or above
Condition-2: ABS rating of 1 or above

Category C

Up to September 30, 2022

The journals should be listed in SCOPUS database

From October 01, 2022 Onwards

In order to qualify for Category C, the journal must satisfy at least one of the following conditions:

- Condition-1: Journal exists in Clarivate Analytics,
OR
Condition-2: The journal must be listed in SCOPUS database.

Category D

Up to September 30, 2022

In order to qualify for Category D, the journal should satisfy at least one of the following condition:

- 1) Journal exists in Scimago database
- 2) Category C and above of ABDC journal quality list
- 3) Abhigyan – FORE
- 4) Metamorphosis, IIM – Lucknow
- 5) IIMS Journal of Management Science – sage Publications – IIM Shillong
- 6) Review of Markets Integration – Sage Publications
- 7) Journal of Indian Society of Agricultural Statistics
- 8) Prajnan – National Institute of Bank Management, Pune
- 9) Dharana Bhavan's International Journal of Business – IIM Bangalore
- 10) Indian Journal of Research in Capital Markets
- 11) Vinimaya – National Institute of Bank Management, Pune

From October 01, 2022 Onwards

Publications of Articles in Journals, and Cases which are not indexed in Clarivate Analytics OR Web of Science.

Category D1: In order to qualify for Category D1, the journal must satisfy (i) or (ii) below.

- (i) At least one of the following condition-1 or condition-2.
Condition-1: Category C and above of the ABDC journal quality list.
Condition-2: Journal has ABS rating of 1 or above.

OR

- (ii) Any case published in Ivey Publishing or any one of the approved Case Clearing Houses.

Category D2: Publications in any one of the following:

1. Journal listed in Scimago database
2. Journal listed in UGC Care List - I
3. Journal Abhigyan – FORE

Note: The Open Access Journals will be treated equivalent to Print Version Journals as listed in the FORE Category List of Journals.

Annexure -3

List of additional Publishers for Academic Credit Consideration:

TABLE - 1: List of International Book Publishers (Published outside India)	
S. No.	Name of the Publisher
1.	Academic Press
2.	Butterworth-Heinemann (Elsevier)
3.	Cambridge University Press
4.	Cengage
5.	Elsevier
6.	Wiley
7.	McGraw Hill
8.	Worth Publishers
9.	Taylor and Francis
10.	Bloomsbury
11.	Prentice Hall
12.	Pearson
13.	Macmillan
14.	SAGE
15.	Oxford University Press (OUP)
16.	Palgrave
17.	Wharton Publishing
18.	Harvard Publishing
19.	Springer
20.	Emerald

TABLE - 2: List of National Book Publishers	
Sl. No.	Name of the Publisher
1.	Orient Paperbacks
2.	Tata McGraw Hill Education Private Limited, New Delhi
3.	Academic Foundation, New Delhi
4.	Taxman Publications

TABLE - 3: List of Case Clearing Houses	
Sl. No.	Name of the Case Clearing House
1.	IVEY Publishing
2.	The Intercollegiate Case Clearing House (ICCH)
3.	The Case Centre
4.	Asian Case Research Journal (ACRJ)
5.	Asian Case Research Centre (ACRC)
6.	North American Case Research Association (NACRA)

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