



**G L Bajaj Institute of Management and
Research.PGDM Institute
Plot No. 02, Knowledge Park III, Greater Noida**

SYSTEM MANUAL

(w.e.f. July, 2020)

VISION

To be an institute of global repute imparting knowledge, skill set, confidence and values for being self-reliant and pleasantly employable.

MISSION

- To create sustainable learning ecosystem to build cognitive potential.
- To inculcate quality leadership, corporate understanding and global competence.
- To inculcate entrepreneurial skills & startup attributes for the spirit of self reliance.

RULES OF ADMINISTRATION

1.0 EXTENT, DATE OF APPLICATION, AUTHORITIES TO INTERPRET AND MODIFY THE RULES.

- 1.1 The rules given hereunder may be called the GL Bajaj Institute of Management and Research, Greater Noida Administrative Rules 2020
- 1.2 The rules contained in this System Manual shall be applicable to all employees of the institute, including those appointed prior to the adoption of these rules by the Governing Body of the Institute.
- 1.3 The Governing Body of the GL Bajaj Institute of Management and Technology, Greater Noida shall have the authority to modify, amend, add and delete any of these rules.

2.0 CLASSIFICATION OF THE MEMBERS OF THE STAFF OF THE INSTITUTE:

Except in case of employees paid from contingencies, the members of staff of the institute shall be classified as follows:

- 2.0 Academic and Administrative staff, comprising:
 - 2.0.0 Director

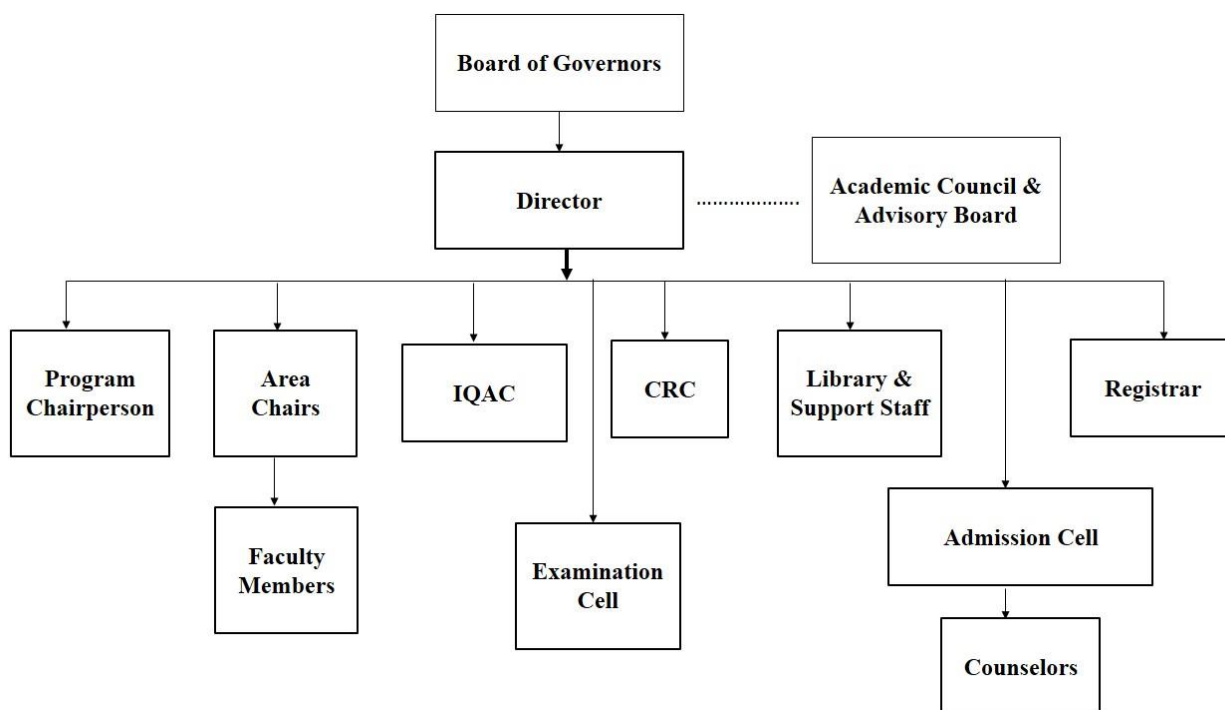
2.0 Academic Staff, comprising:

- 2.0.1 Professor
- 2.0.2 Associate Professor
- 2.0.3 Assistant Professor
- 2.0.4 Visiting Faculty

- 2.1 Administrative Officers, comprising:

- 2.1.1 Registrar
- 2.1.2 Head CRC
- 2.1.3 DGM CRC
- 2.1.4 Staff Officer
- 2.1.5 Administrative Officer
- 2.1.6 Librarian
- 2.1.7 IT Administrator

- 2.2 Other Staff, Comprising:
- 2.2.1 Peons
 - 2.2.2 Assistants
 - 2.2.3 Guard
 - 2.2.4 Malies
 - 2.2.5 Sweeper
 - 2.2.6 Other posts, if any, created by the Governing Body from time to time.



Organizational Chart

3.0 DUTIES AND RESPONSIBILITIES OF ACADEMIC STAFF AND ADMINISTRATIVE OFFICERS:

3.1 Professor:

- 3.1.1 Class room and laboratory instruction, assessment of students guiding under-graduate / post-graduate student projects together with providing leadership in the conduct of course work in the relevant field of specialization.
- 3.1.2 Suggesting Curriculum Development including design and development of new programmes and providing leadership to the activity of learner-resource development and modernisation of laboratories.
- 3.1.3 Interaction with industry and institution, leading to consultancy projects and extension activities and contributing to planning and organisation of continuing education programmes.

- 3.1.4 Research and research guidance.
- 3.1.5 Student counseling and career guidance.
- 3.1.6 Participation in policy planning as well as monitoring and evaluation of institutional activities including promotional activities.
- 3.1.7 Participation in administration and planning both at Departmental and institutional levels.
- 3.1.8 Contribution to resource mobilization effort of the Institution.
- 3.1.9 Any other responsibility specifically assigned by the Director / Management of the Institute.

3.2 Associate Professor:

- 3.2.1 Class room and laboratory instruction, guiding under-graduate / postgraduate student projects, participation examination work and assessment of students.
- 3.2.2 Participation in curriculum development work including innovations in instructional work, development instructional aids and learner resource material.
- 3.2.3 Development of laboratories.
- 3.2.4 Research and Research guidance.
- 3.2.5 Interaction with industry, participation in industrial training of students and contributions to consultancy projects and extension services.
- 3.2.6 Interaction with students, involvement in co-curricular activities of students, students counseling and career guidance.
- 3.2.7 Participation in continuing education activities.
- 3.2.8 Participation in the administrative, planning and developmental activities at the departmental level and assisting at Institutional level.
- 3.2.9 Self – development involving acquisition of higher academic qualifications, research publications, and participation in professional conferences and attending continuing education programme.
- 3.2.10 Any other responsibility specifically assigned by the Director / Management of the Institute.

3.3 Assistant Professor:

- 3.3.1 Class room instruction involving systematic organization of course material and presenting it, stress on concepts and applications, tutorial assignments, promotion of students participation, use of effective techniques including media, complete coverage of syllabus, class room discipline, promotion of self –learning and library reference work.
- 3.3.2 Laboratory instruction comprising selection of experiments; schedules of laboratory work; instructional manuals; working condition of the equipment; instruction, assistance and guidance; laboratory reports and their evaluation; completion of all experiments and interaction with students.
- 3.3.3 Guiding under-graduate student projects involving help in selection of projects and defining its objectives; assistance in identification of different

activities, resource needs and time schedules; involvement in securing the resources; continuous guidance in completing the projects and finalization of the project reports.

- 3.3.4 Examination work and assessment of students consisting of conduct of class tests; setting question papers with proper coverage, choice of appropriate instruments, and ensuring standards; evaluation, ensuring proper range, distribution and average of awards; participation in examination work like preparation of examination schedule, invigilation, tabulation, and finalization of awards.
- 3.3.5 Participation in curriculum development work like development of structure for new programmes; formulation of new syllabi and preparation of new assignments, charts, models, transparencies, laboratory instructional manuals and lecture handouts.
- 3.3.6 Participation in laboratory development involving planning of a new laboratory or extension of existing laboratory; preparation of proposals for modernization of laboratory; preparation of proposals for modernization of laboratory; modification of existing experimental set-ups and setting up of new experiments.

- 3.3.7 Interaction with industry involving working in industry for short periods, assisting in consultancy projects, supervision of practical training of students during vacation and organizing industrial visits.
- 3.3.8 Interaction with students involving supervision of hostels, sports, games, NCC, NSS and other co-curricular activities; student counseling and career guidance.
- 3.3.9 Assisting the internal administration in activities like preparation of time-tables, formulation of examination schemes, tabulation and finalization of sessional awards and attendance, charge of laboratory, supervision of the work of laboratory supporting staff, purchases and preparation of developmental proposals.
- 3.3.10 Self – development involving acquisition of higher academic qualification, personal research; publications; participation in professional conferences, workshops and seminars; attending continuing education programmes and involvement in the activities of professional organisations.
- 3.4 Head CRC:
 - 3.4.1 Development and continuous updating of data banks on:
 - 3.4.1.1 Industries and other employing agencies with details of their professional activities, recruitment procedures, officers responsible for recruitment, nature of posts, recruitment qualifications, staff development practices and salary structures.
 - 3.4.1.2 Organisation which offer training facilities, their professional activities, procedures and policies for inducting trainees, training programmes and officers responsible for training.
 - 3.4.1.3 Alumni holding responsible position in industry and other organisation.
 - 3.4.1.4 Experts available in industry and other professional organizations together with details of their specialization and experience.
 - 3.4.2 Continuous collection of information of technical posts advertised and recruitment tests notified and dissemination of this information to the students.
 - 3.4.3 Dissemination of information regarding the avenues available for in- plant training for the benefit of students and faculty.
 - 3.4.4 Planning and conduct of career development programmes with assistance of the academic departments and external experts.
 - 3.4.5 Continuous interaction with the Board of Apprenticeship Training, Madras or any other training organization and assisting the final year students in securing apprenticeship placement.
 - 3.4.6 Organizing entrepreneurship training programmes in collaboration with the academic departments.
 - 3.4.7 Organizing extension and special lecturers by professionals in co-operation with the academic departments.
 - 3.4.8 Organizing and supervising in-plant training of pre-final year B.Tech. students with active participation of faculty.
 - 3.4.9 Organizing professional training for faculty members in consultation with departments.
 - 3.4.10 Organizing campus interviews for placement of students.

- 3.4.11 Collection and dissemination of information regarding Master Degree programmes in Foreign and Indian Institutions and their procedures for admissions.
- 3.5 Registrar:
 - 3.5.1 He will directly report to the Director and will be assisting him in all matters related to the college administration.
 - 3.5.2 He will assist the Director in compilation of different statistical data required to prepare the reports to be submitted to the Government and other authorities.
 - 3.5.3 He shall assist the Director in the work related to the meeting of the Governing Body, Selection Committee, etc. like preparation of agenda, notes and minutes as well as in the implementation of the decisions of all such bodies.
- 3.6 Administrative Officer:
 - 3.6.1 He will report to the Registrar and will be assisting him in all matters related to the college day to day administration.
- 3.7 Librarian:
 - 3.7.1 General administration of the Library of the Institute under the general supervision of the Director.
 - 3.7.2 Preparation of the annual budget of the Library as directed by the Director and makes it ready every year by 31st December.
 - 3.7.3 Securing the suggestions of the Academic Departments regarding the books, periodicals and video tapes to be procured for the Library, obtain the approval of the Director and take action to acquire the selected library resources.
 - 3.7.4 Organizing and supervising the cataloguing and indexing the library books, periodicals and video tapes.
 - 3.7.5 Planning and arrangement for the repairs of the Library resources.
 - 3.7.6 Organizing and managing the safety and upkeep of the library books, periodicals, video tapes, furniture and other assets.
 - 3.7.7 Assisting the Director of the Institute in planning and development of the Library.
 - 3.7.8 Assisting the Director in the effort to generate the resources for the Library.
 - 3.7.9 Any other responsibility specifically entrusted by the Director / Management of the Institution.

3.8 IT Administrator:

- 3.8.1 Assisting the faculty members in selection laboratory assignments, preparation of schedule laboratory work, preparation of instruction manual conduct of internal tests, examinations.
- 3.8.2 Participation in the instructional and students guidance work in the computers.
- 3.8.3 To keep all the systems, software and peripherals in proper working condition for the class work and to assist the Head of the Department on all matters related to maintenance of the equipment in the computercenter.
- 3.8.4 Safety and upkeep of the various manuals, reference material and other data kept in the computer center as well as the various items of equipment, software, furniture and fittings of the computer center.
- 3.8.5 Participation in the planning of development and extension of the computer centre, preparation of proposals for all types of development, correspondence for purchase of IT equipments and spares, receipt, testing and installation of new IT equipment.
- 3.8.6 Participation in the computerization of the college administrative office.
- 3.8.7 Any other responsibility specifically entrusted by the Director / Management of the Institution

4.0 Purchase Process:

- 4.1 Purchasing of products and/or the service needed for the service realization process are planned and approved by management. The supplier selection is on the basis of a well-defined Purchase Procedure. Records of supplier evaluation and selection are maintained. A continual assessment of supplier performance evaluation is done and shortcomings are highlighted for supplier's actions, generally over email/office order communications. Requirements are assessed well in advance & approval/sanctions are obtained from the competent authority.
- 4.2 Petty cash purchases: Purchases of day to day items up to Rs. 1 Lakh per month are allowed through Petty cash. Director is authorized to approve for such purchases.
- 4.3 Control on suppliers/service providers are dependent upon their effect on the final deliverables and shall include as appropriate:
 - a) Inspection / verification of incoming materials / services by Store In-charge.
 - b) Inspection & supervision of works, ensuring conformity to Specifications, During execution of project.
 - c) Identification of defects / non-conformities & rectification thereof. Monitoring the progress of works & corrective and preventive actions.
 - d) Verification of measurements & bills.

Note: The performance of suppliers / service providers/ contractors is appraised, based on established criteria, ensuring their continued suitability. Records of such appraisals and any actions arising from them, is maintained.

4.4 **PURCHASING INFORMATION**

The purchase orders / work orders or other relevant documents for purchase of materials and procurement of services describe the materials / services to be procured (where ever appropriate):

- Specification of the material / description of services to be hired including requirements for approval of materials, products, procedures, processes, equipment, as required.
- Requirements for qualification of personnel, wherever required
- Requirements for Inspection of supplies at vendor's end / consignee end.
- Delivery Schedules.
- QMS requirements, including approval of process, equipment, quality assurance scheme/plan, standard to be followed.

Purchase orders/ applicable purchase documents/ contract agreements/work orders are checked, reviewed for adequacy, correctness before issue at defined level. Relevant information on operational control requirement is provided to suppliers/contractors/sub-contractors who provide products/services that are associated with any significant environmental aspect or unacceptable H&S hazard/risk.

Verification of purchased product:

Verification/inspection of purchased products/outsourced services is done as per established procedures to ensure their conformity to requirements based on means such as:

- Stage/final Inspection at supplier premises.
- Inspection of supplies on receipt by indenting departments.
- Verification of records/reports

5.0 Institutional Budget Formulation, Finalization and Approval:

Institutional Budget for the whole academic session is prepared based on the tentative expenditures from Program Chairperson, Registrar, Event Coordinators, Club coordinators, IT Administrator and Librarian etc. A consolidated Budget is prepared based on the figures given by above authorities and submitted to Director for approval of Board of Governors (BOG). The tentative Budget is finalized and approved by the BOG in meeting held before start of the academic session.

6.0 Communication Process

The institute follows a free flow Policy for Communication. This means that employees at all levels can communicate with each other without any hesitation.

6.1 There is not any strict hierarchical system, however Department level approvals & proposals should be deposited with the department Head who would then take them further to the appropriate office, which could be Director.

6.2 Student communication should reach either to the class coordinator or to the Program Chair Person who was responsible for directly answering to the query. In case of any serious issue, the same can be escalated to

the appropriate authority.

- 6.3 Examination related query should be directed to the examination controller.
- 6.4 All the communication related to admission, eligibility, qualification, fee etc. should be directed to the Registrar Office where Registrar will answer all the queries of the students.
- 6.5 All the staff and faculty and students should use only the e-methods of communication. E-mail should be a mode of formal communication and some informal communication beyond the perview of regular office activity may also be done through Whatsapp.

7.0 Approvals for Events, Activities & Students' Programs

- 7.1 Approval of the Student programs will generally be met at the Area Chairperson level or coordinated IQAC level or Club Area chair level or Club coordinator level.
- 7.2 The proposed program to the Area Chair Person to the Program Chair Person who would give an approval to the students.
- 7.3 Each Club Coordinator or Area Chair can approve the proposal less than Rs. 20000. In any approval where expenditure is more than rupees Rs. 20000, Concern Faculty Member will take proper approval from the Director of the Institution.
- 7.4 All the payments should be made in cheque to the outside Parties unless otherwise insisted for legitimate reasons by the external Guest/Faculty.

8.0 Management of Stocks

- 8.1 Stock will be managed at the Institutional level for the running requirement of stationary and other items. Faculty/Staff can approach the Store Incharge for their requisition. Only if the cost of the inventory is more than Rs. 5000, approval from the Director would be required. However, the Store Incharge should seek the signatures of Director to keep the Director Office & Registrar Office in loop.
- 8.2 Each incoming stock should be properly managed in a Register as a separate unit. Each issue should be done based on the documents provided for issue requisition at all levels in the Institution. The Store Incharge should ensure that all items should be stocked in such a manner that it should not fall below 20% of the average Stock.

9.0 Petty Cash

- 9.1 An amount of Rs. 100000/- in petty cash is being sanctioned by the Institution. Registrar Office will maintain Petty Cash for day to day expenses. On the approval of Director, an amount of petty cash may be disposed through cheque.
- 9.2 Purchases of day to day items up to Rs. 1 Lakh per month are allowed through Petty cash. Director is authorized to approve for such purchases. Stationary, Tea & Snacks, Milk, Flask etc. will also be born from the petty cash.
- 9.3 Housekeeping material expenses should also be done through Petty Cash.

Annexure

G. L. Bajaj Institute of Management and Research.PGDM Institute

Plot No. 2, Knowledge Park III, Greater Noida

Requisition Slip

Name:

Date:

Department

Sl. No.	Item Name	Quantity	Remark
1			
2			
3			
4			
5			
6			

Indenter

Store Incharge

Director