



# **H. & G. H. Mansukhani Institute of Management**

## **MANUAL OF PROCESSES**

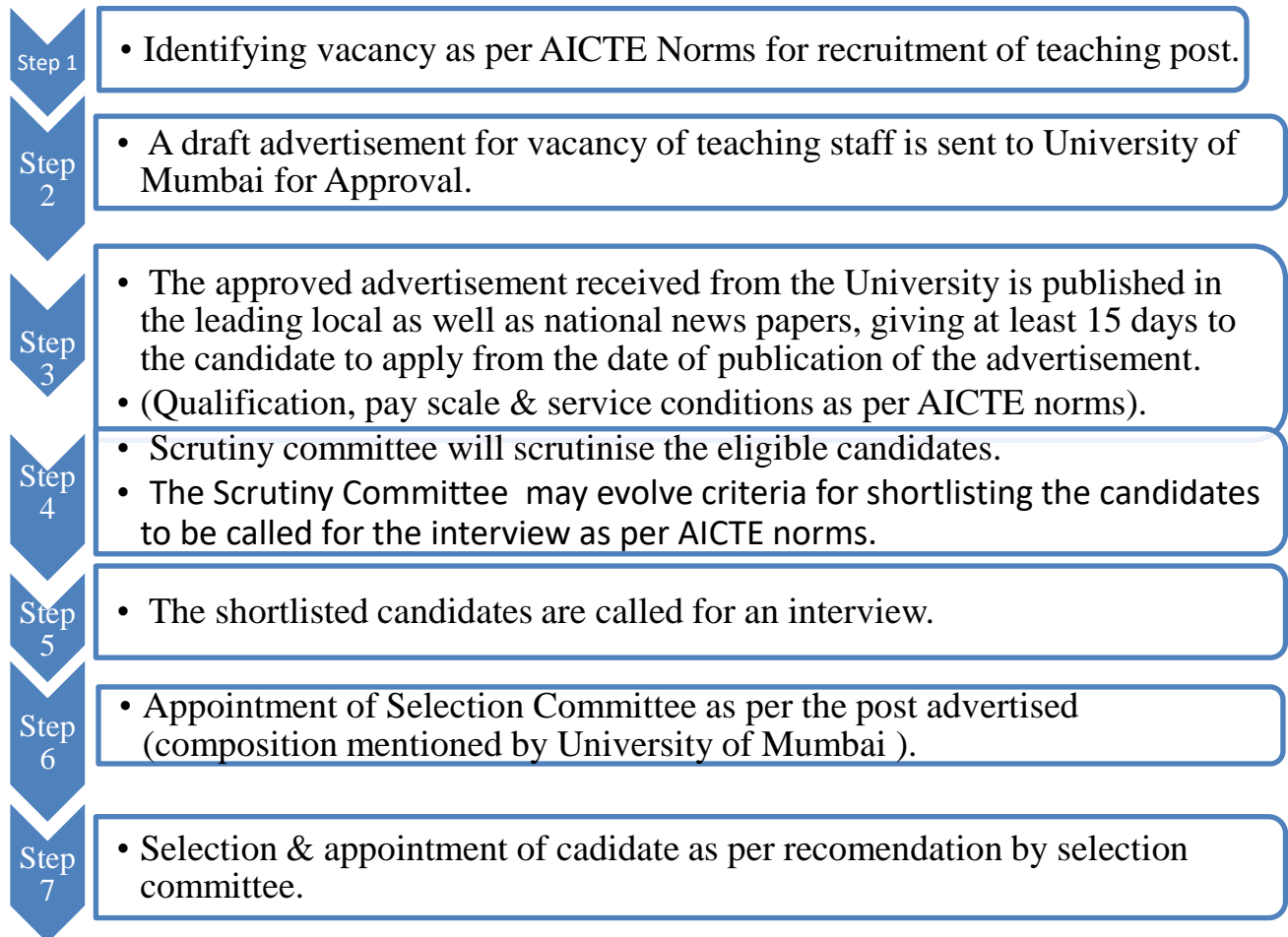
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# 1. Appointment Process

## **FACULTY RECRUITMENT PROCESS – AS PER AICTE NORMS & UNIVERSITY OF MUMBAI NORMS:**

Director, Professor, Associate Professor & Assistant Professor





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## 2. Leave Process

1. All the leave rules are followed as per Mumbai University compendium for teaching staff & Maharashtra civil service rules for non-teaching staff.
2. Staff has to apply in the prescribed Leave application format & fill up the complete details & submit in the inward department.
3. Leave balance is filled by the OS and forwarded to the Director with remarks.
4. Leave is sanctioned/ not sanctioned by the Director depending on the leave position of the employee asking for leave.
5. While sanctioning the leave, it is made sure that no specific event is already fixed on that day & also if in emergency/necessity, the availability of alternative staff is assured.



### **3. Salary Attendance Process**

Step-1: Monthly requisition of salary prepared & sent to HSNC Board (Management) by 25th of every month.

Step 2: Blank Salary Attendance given to Office Superintendent by Accounts Department on 25th of every month.

Step 3: Salary Attendance is filled by Office Superintendent & then submitted to the Director for approval.

Step 4: Sanctioned Salary Attendance sheet is given to Accounts Department by Office Superintendent.

Step-5: Salary is prepared by the Accounts Department along with disbursement letter and gets it signed from office superintendent.

Step-6: Accounts Department will get salary & salary disbursement letter signed from Director.

Step-7: Accounts Department will send the salary & salary disbursement letter to HSNC Board (Management) for approval and General Manager Finance for transfer of funds.

Step-8: Accounts Department sends the salary disbursement letter & emails the salary to the Bank for disbursement of salary, generally till 5<sup>th</sup> of every month.



## 4. Institute work on Holiday Process

### I. Students & Lectures

#### **Purpose:**

- Guest lectures,
- Visiting faculty's lectures.
- Practice & preparation time for curricular & co-curricular activities,
- Use of library during exam period.

#### **Procedure:**

- a. Requisition slip (mentioning details of purpose) is filled by the CR /authorized student of the related subject.
  - b. It is sanctioned by the subject coordinator.
  - c. Duty is allotted to the supporting staff, as per rotation by O.S/senior most clerk.
  - d. If, as per rotation number, supporting staff is not available for any reason, the duty is allotted to the person who is next in the rotation & his rotation turn will be adjusted by the supporting staff, who was not available initially.
- The slips are maintained in a file in the office.

### II. Staff working on holidays:

#### **Procedure:**

- a. Requisition slip (mention purpose, date, time & any special requirement) is filled by the staff, which is required to come on holiday for work.
- b. The slip is counter signed by the person who has allotted the work  
Duty is allotted to the class IV staff as per rotation. Rotational duty details are mentioned in point no. c & d above.



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Premise Permission Slip

Work on Sunday, weekly off & public holidays.

**Procedure:**

- Premise Permission Slip (mentioning details of purpose, date & time) is filled by the applicant.
- It is sanctioned by the Director.
- The slip is handed over to supporting staff who will be allotted the duty.
- After completion of duty, slip is submitted in the admin office by the supporting staff who was on duty.
- The slips are maintained in a file in the office.



## 5. Inward & Outward Process

### ➤ INWARD PROCESS

Step-1	Receive papers for inward and collecting in the folder
Step-2	Stamping on papers and doing entry in the inward register as well as noting on inward papers
Step-3	Sending inward folder to Director's office through supporting staff after taking his signature in the inward register.  Also, Director's acknowledgement on inward register is taken.
Step-4	Inward folder is received from the Director's office, after approval  Then, signed by Inward Clerk on Director's Inward Register, as an acknowledgement.
Step-5	Further, Inward folder is sent to O.S. for bills processing & relevant remarks.  Inward folder is received from O.S. after processing of papers.  Sign in the O.S. inward register by inward clerk.
Step-6	Distribution of processed papers to the relevant staff.  Signature of receiver is taken against each distributed paper, by Inward department.





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### ➤ **OUTWARD PROCESS**

Step1	<p>The concern department prepares the letters for external communication. This communication is issued for following purpose</p> <ul style="list-style-type: none"><li>i) Appointment letters to visiting faculties</li><li>ii) Invitation letters to guest lecturers</li><li>iii) University, DTE, AICTE Correspondence</li><li>iv) HSNC Board correspondence</li><li>v) Any other letter issued to external person or body.</li></ul>
Step 2	<p>The letter issued to external bodies or persons are signed by concern department and then signed by Director of Institute.</p>
Step 3	<p>All the external communication letters issued are given an outward number.</p>
Step 4	<p>One photocopy in maintained in the outward file.</p>



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## 6. Stationery Process

1. A requisition form needs to be filled for the stationery required by staff members.
2. The stationery is issued if the stock is available.
3. If the required item is not available then order is placed by preparing a purchase order copy.
4. The items received should be accompanied by challans & bills.
5. The bill is in warded & then sent to the Director for sanctioning.
6. The remarks are inserted by the Director and action is taken by the concerned office staff.
7. The bill is forwarded to accounts department for payment.



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## 7. House Keeping Process

1. Maintenance application form is filled by the peon.
2. The form is in warded & order is placed for the said items.
3. The Material is supplied by the suppliers with the bill. The bill is in warded in the office and sanctioned by the Director.
4. The bill is processed by the OS.
5. The items are entered by Mr. Manoj A. in the stock register.
6. The required slip is attached & Payment is processed.



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## 8. Petty Cash Process

1. Petty cash is basically for Institute's Day to day petty expenses such as, Conveyances Expenses, Hospitality expenses, Repairs & maintenance expenses, telephone expenses, Spiral Binding, and other miscellaneous expenses –as and when required for smooth functioning of the Institute.
2. Initially Rs.10000/- will be disbursed to the custodians of petty cash, Dr. Poonam Jeswani and Mr. Manoj Asrani.
3. As the limit for amount to be maintained in cash will reach Rs. 2000/- custodians of petty cash will ask the accounts department for further advance of petty cash for replenishment.
4. By producing a hard copy of tally statement under petty cash ledger, along with debit vouchers & payment bills of the expenses incurred (for disbursement of petty cash).
5. Advance given to staff & expenses are cleared after receiving the payment bills, and then debit voucher is prepared by the custodians of petty cash, verified by the O.S & approved by the Director.
6. This system is to be maintained for full financial year.
7. All petty cash vouchers / Debit vouchers, petty cash ledger statements are quarterly audited by the auditor.



## 9. Advance & Reimbursement Process

### **1. For Teaching Staff and Librarian**

#### **I. Attending a workshop/ Seminar/FDP:**

1. If a teacher attends a workshop/ seminar/ Faculty Development programme then he/she can claim reimbursement from the institute provided permission is taken from the Director of the institute.

2. The reimbursement will be provided for:

- a. Receipt of fees paid for the workshop/ seminar/ FDP.

3. The following documents need to submit for claiming the re-imburement:

- i. Receipt of the conference/ seminar/ workshop/ FDP.
- ii. Train tickets/bus tickets and bills for auto/taxi fare where applicable.

4. The reimbursement should be applied within 7 days of attending such conference/ seminar/ FDP.

#### **II. Meeting with authorities/ Board Meetings:**

If a faculty is required to visit certain authorities for institute work or attend the governing body meetings/ CDC meetings of the Board then following expenses will be re-imbursed:

- a. Travelling expenses through train, bus, auto and taxi.
- b. Lunch/ snacks expenses

#### **III. Career Counseling activities:**

1. Any expense incurred for travelling to a college/ coaching class for a career counseling session will be reimbursed by the institute.



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2. For the same purpose the faculty need to provide relevant petrol bills in case of travel through personal vehicle, train tickets for train travel and auto/ taxi bill if travelled through rickshaw/ auto and bus ticket if travelled through bus.
3. The faculty needs to inform the Director before visiting the institute's /institutes/ classes.

### **IV. Events:**

1. The faculty needs to give a letter to the institute for expenses estimated for a particular event.
2. Once such letter is received by the inward department, it will be approved by the Director.
3. If the faculty spends an extra amount for the event, then he/ she needs to submit the bills related to the amount spent.
4. All the necessary bills need to be submitted to the accounts department within 7 days of completion of the event.

### **2. For Non- teaching/ Administrative Staff:**

#### 1. Workshops/Seminars Attended:

If any non-teaching staff attends a workshop/ seminar/ Board programme then he/she can claim reimbursement from the institute provided permission is taken from the Director of the institute

#### 2. The reimbursement will be provided for:

- b. Receipt of fees paid for the workshop/ seminar.
  - c. Travelling expenses incurred through train and auto/ taxi/bus.
3. The following documents need to submit for claiming the re-imbursement:
    - i. Receipt of the conference/ seminar/ workshop.
    - ii. Train tickets/ bus tickets and bills for auto/ taxi fare where applicable.



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4. The reimbursement should be applied within 7 days of attending such conference/ seminar.

- **Meeting with authorities/Board Meetings.**

1. If any administrative staff is required to visit certain authorities for institute work like Mumbai University, FRA then he/she can claim the reimbursement of travelling expenses incurred for train/ auto/ taxi fare.

2. Lunch expenses incurred during such visits will also be re-imbursed.

3. Any visit made by the non-teaching staff or attend the governing body meetings/ CDC meetings of the Board then following expenses will be re-imbursed

a. Travelling expenses through train, bus, auto and taxi.

b. Lunch/ snacks expenses

### **Advance/Reimbursement Policy for Support Staff:**

#### **I. For Visits to authorities:**

1. If any support staff visits various authorities like Mumbai University/ FRA then he/ she will be reimbursed with the travelling expenses.

2. The staff needs to submit the following proofs like:

a. Auto/ taxi bill for auto/ taxi travel

b. Train ticket for train travel,

c. Bus ticket for bus travel.

3. Any travelling expenses for visit to telephone/ light office for payment of bills will be reimbursed.



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## 10. Auditorium Booking Process

1. First the personal entity that needs to book the hall will enquire about its availability on that date.
2. After confirmation, letter for hall booking will be given by the concern party.
3. All the terms & condition are clarified to the booking party.
4. The person needs to fill the hall booking form.
5. Once the event/ programme completes the keys of the auditorium needs to be handed over to Mr. Manoj A. / Accounts In charge (Mr. Navin K).
6. The charges for hall booking are Rs. 4000/- for 3 hours.





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## 11. Duty Chart Process

Duty Charts process is as following:

1. Each area in the institution is allocated to a Supporting Staff.
2. A non-teaching staff supervises the allocated area daily and then it is checked by a teaching staff on weekly basis.
3. Charts are prepared for each area based on the duty allocated to each Peon.
4. These charts are checked and endorsed by non-teaching staff daily & teaching staff on weekly basis.



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## **12. Cheque Payment Process**

Step 1: Inward of bill by the counter party.

Step 2: Inward Department will get bill processed from the concerned department.

Step 3: After verification of the bill by the Director, bill is sent to Accounts Department for payment.

Step 4: Accounts Department looks for availability of funds for the payment, if funds are not availed in monthly funds requisition, then as per urgency of payment funds requisition to be sent to HSNC Board (Management).

Step 5: Cheque prepared against okayed bill.

Step-6: Accounts Departments will get payment voucher signed from Office Superintendent.

Step-7: Accounts Department will get Cheque & Payment Voucher signed from Director and note down the number of cheques signed from the Director.

Step-8: Accounts Department will send the lot of cheques (Generally cheques are prepared in lots) to HSNC Board (Management), for second signature on cheque.

Step-9: Accounts Department checks whether all the cheques are duly signed & whether same number of cheques have returned after signature.

Step-10: Finally, Accounts Department intimates the counter party about the cheque being ready. Party may personally collect the cheque or Accounts Department gets the cheque to him/her.



## **13. Honorarium payment to visiting faculties**

Step 1: Accounts Department prints and makes available remuneration forms of Visiting faculties in the office.

Step-2: Visiting faculty submits the duly filled & signed remuneration form to the Account department along with the topics covered and attendance sheet on monthly basis, generally subject wise.

Step 3: Accounts department get verified the remuneration bill from the coordinator (Internal Faculty) of that specialization/year.

Step-4: Accounts department computes the remuneration and get it again verified from the coordinator of that specialization/year.

Step 5: Post that the accounts department sends the remuneration bill to the Office Superintendent for checking.

Step-6: Office Superintendent sends the remuneration bill in Inward for Director's Sign.

Step-7: After Director's signature, Inward Department sends the bill to accounts department for payment.

Step-8: Accounts department prepares the cheque.

Step-9: Accounts Departments will get payment voucher signed from Office superintendent.

Step-10: Accounts Department will get Cheque & Payment Voucher signed from Director and note down the number of cheques signed from the Director.

Step-11: Accounts Department will send the lot of cheques (Generally cheques are prepared in lots) to HSNC Board (Management), for second signature on cheque.

Step-12: Accounts Department checks the all cheques are duly signed & number of cheques gone for signature came back after sign.

Step-13: Finally, Accounts Department intimate the visiting faculty for readiness of cheque. Visiting faculty may personally collects the cheque or Accounts Department delivers the cheque to him.



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## **14. FYMMS Fees Collection**

Step 1: Collection of Forms by Accounts Department duly signed by Admission Committee and Director Madam.

Step 2: Acceptance of fees by D.D./Cheque/Cash, if paid by cheque/ cash undertaking get filled from the student.

Step 3: If fees paid in Installments, Installment form get filled from student.

Step 4: Entry of fees receipt made in Tally application & Excel sheet.

Step 5: Issuance of fees receipt to the student.

Step 6: Deposit of fees collected in Bank account on daily basis by Accounts Department.

Step 7: Follow up by the Accounts Department from Students paying fees in Installment.

Step 8: Step no.4 to 6 repeated for fees collection in Installments.



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## **15. SYMMS Fees Collection**

Step 1: Collection of Forms by Accounts Department duly signed by Admission Committee.

Step 2: Acceptance of fees by D.D./Cheque/Cash, if paid by cheque/ cash undertaking get filled from the student.

Step 3: If fees paid in Installments, Installment form gets filled from student.

Step 4: Entry of fees receipt made in Tally application & Excel sheet.

Step 5: Issuance of fees receipt to the student.

Step 6: Deposit of fees collected in Bank account on daily basis by Accounts Department.

Step 7: Follow up by the Accounts Department from Students paying fees in Installment.

Step 8: Step no.4 to 6 repeated for fees collection in installments.