



VISHWESHWAR EDUCATION SOCIETY'S

INDIRA INSTITUTE OF MANAGEMENT

Approved by AICTE New Delhi, Government of Maharashtra & Affiliated to University of Mumbai.

Plot No 2, Sector 9, Sanpade, Navi Mumbai 400 705. Tel No: 91-22-27753226

Email: info@indiraiibm.edu.in

SERVICE RULES HANDBOOK

Table of Contents for Service Rules

Sr. No	Description	Page No.
1.	Human Resources Policy	3
2.	Recruitment and Selection of Faculty	4
3.	Job Duties and Responsibilities	5
4.	General Code of Conduct	7
5.	Dress Code	9
6.	Faculty Development	10
7.	Retention Policy	12
8.	Leave Policy	13
9.	Performance Criteria	18
10.	Review of the Policy	19

IIBM Service Rules

Introduction

The Service Rules provide entire guidelines regarding utilization of Human Resources. It will be beneficial to the staff members to have an insight into the transparency of the systems and procedures followed in this Institution, thus facilitating them to work with more renewed enthusiasm.

Service Rules adopted by Indira Institute of Management [IIBM] depicts the terms of service for all the levels of employees in the institution. IIBM has a detailed HR Manual that brief the service rules. HR Manual consists of the procedures about Manpower Planning, Recruitment and Selection of Faculty, Job Duties and Responsibilities, General Code of Conduct, Faculty Development, Recognition of service, Rewards / Benefits, Retention Policy, Leave Policy and Performance Criteria.

1. HUMAN RESOURCES POLICY [HRP]

For a sustainable viable growth, institutional effectiveness and employee satisfaction, it is imperative to have a sound set of human resource policies which are dynamic and accommodative in creating conducive working environment, where staff can work and benefit in conformance to the Vision and Mission of the institution. IIBM encourages and recognizes its staff to think, express and share their views in facilitating decisions and operations through collective contribution which is a noble approach. The institution recognizes the fact that the culture, values, loyalty, motivation, involvement and development are the indications of glory for both the institution and the employees.

The Governing Council of Indira Institute of Management [IIBM] formulates policy statements periodically and communicates the same to the staff members through the head of the Institution. Human Resources Policy includes teaching, non-teaching, technical and administration staff. Human Resource Policy is for internal use and the information is authenticated at the time of its publication until a revised one is circulated.

1. RECRUITMENT & SELECTION OF FACULTY

The Recruitment and Selection of Faculty procedure will be as prescribed by University of Mumbai from time to time.

The institute has a well-defined faculty recruitment process and is always in search for good talent for the posts of Professor, Associate Professor and Assistant Professor. The vacancy details will be published in leading newspapers/website and notice board.

The shortlisting process has qualifying parameters Covering Academic and Industry experience as prescribed by AICTE and University of Mumbai

Selection Committee for the Posts of Professor, Associate Professor and Assistant Professor:

- Two Nominees of the Vice-Chancellor or Acting Vice-Chancellor of the Mumbai University of whom one should be a subject expert.
- Two subject experts not connected with the college to be nominated by the Chairperson of the Governing Body of the college out of panel of five names recommended by the Vice-Chancellor or Acting Vice-Chancellor from the list of subject expert approved by the relevant statutory body of the Mumbai University concerned.
- An academician representing SC/ST/OBC/Minority/Women/Disabled categories shall be nominated by the Vice-Chancellor of the Mumbai University, if any of candidates representing these categories is the applicant and the post is of the aforesaid reserve category.
- The shortlisted candidates make a presentation and interview with the Selection committee constituted by University of Mumbai – wherein the teaching ability, subject knowledge and research capabilities of the applicants are assessed.

After the Committee's recommendation, shortlisted candidates are requested to give a demo lecture. Based on the demo lecture, the faculty is selected and an offer letter is released to the candidate and they to complete the joining formalities.

1. JOB DUTIES AND RESPONSIBILITIES

The Job Duties and Responsibilities of the teaching staff are prescribed as under:

- Classroom Teaching
- Outcome Based Education (OBE) practices
- Project Guidance
- Curriculum development
- Students assessment and evaluation
- Participation in co-curricular and extracurricular activities
- Students Mentoring
- Organizing / Participating in National Seminars, Guest Lectures, Study Tours, FDPs, Workshops, Chakravyuh, Synergy, MDPs, Certificate Courses and other activities
- Publication of Research Papers and Books
- Research & Consultancy
- Patents
- Upgrading by pursuing higher studies and keeping abreast with the developments in his / her own field.
- Conduct of examinations
- Examination duty
- Paper assessment & Marks submission
- Moderation
- To maintain session plan and enter details of topic coverage for each lecture
- To maintain attendance sheets and enter attendance record
- And shall perform the duties as assigned by the management from time to time.

Research and Consultancy:

- Guiding MMS Students for their Summer Internship projects and also three final research projects consisting of General, Functional/Specialization and Social Relevance as prescribed by University of Mumbai
- Approved Ph.D. guides shall guide research scholars of IIBM Research Centre affiliated to University of Mumbai
- Selection of research scholars for research centre as per the sanctioned intake, allocating guides for the research scholars as finalized by RAC committee of research centre, Guiding research scholars for finalizing their research proposals for topic approvals, Conducting Course work for research scholars, assisting in chapters' preparation, publication of research papers, synopsis preparation and documentation for thesis submission
- Submitting proposals for Minor Research Projects funded by University of Mumbai.
- Submitting research proposals for Research Projects funded by AIMS and other bodies.
- Active participation in promoting industry institution interaction.

Extension Services:

- Interaction with industries / service institutions, promote community service and sports activities amongst students.
- Help, devote, Vocational services in the neighborhood, contribute towards promoting/ providing non-formal education, promote entrepreneurship and job creation.

1. GENERAL CODE OF CONDUCT

- Every employee at work in IIBM are hereby notified that he/she shall register his attendance in the biometric machine and / or sign in the Attendance Register maintained in the Administrative office.
- The staff should practice punctuality at the workplace.
- It is mandatory for the staff to obtain permission from the Director for late coming or leaving early.
- Habitual absence or late attendance entails action. Faculty has to be present in their respective departments at least 10 minutes prior to the first lecture of the day.

Working Hours

All employees are required to work for 6 days a

week. The working hours for each category

is given below:

CATEGORY	FROM	TO	LUNCH BREAK	WEEKLY OFF
Teaching Staff	9.15 a.m.	5.00 p.m.	12.40 p.m. – 1.10 p.m.	Sunday & all public holidays as approved by the Management
Administrative Staff	9.15 a.m.	5.00 p.m.	12.30 p.m. – 1.00 p.m.	Sunday & all public holidays as approved by the Management
Technical Staff	9.15 a.m.	5.00 p.m.	12.40 p.m. – 1.10 p.m..	Sunday & all public holidays as approved by the Management
Maintenance Staff	8.00 a.m.	4.00 p.m.	12.30 p.m. – 1.00 p.m.	Sunday & all public holidays as approved by the Management

Note: The lunch breaks for non-teaching staff are staggered depending upon the work assigned.

- Staff shall be required to attend to any emergency duties outside their regular hours of work and on Sundays and holidays, if required, and if the exigencies of work demands so, such instructions shall be complied with. For such work they are entitled to Compensatory Off at the Management's discretion. In case of any MDP/FDP/ Certificate course, the teaching and non-teaching have to be present on Sunday's in the institute as per the schedule if required. During the admission period, non-teaching staff need to be present to complete the administrative work for the same.
- Staff members who are unable to report to work due to exceptional / unforeseen circumstances must communicate the same to MMS Programme Coordinator/ Administrative Head/HODs and the Head of Institution before 9.00 a.m.
- The teaching staff and non-teaching staff have to fill the form of Outdoor Work/ Absence due to Emergency Work and obtain permission of Director in case of leaving early for any outdoor work or personal work due to emergency.

2. DRESS CODE

The professional atmosphere of IIBM is enhanced by a formal dress code. We acknowledge and respect that how one chooses to dress is a matter of personal taste, but teaching staff are required to present a professional image by dressing in a way that is not insensitive to others' feelings. This involves always maintaining proper and well recognised standards for grooming and apparel that convey a professional appearance. The goal of the policy is to establish a professional work atmosphere free from distractions. The members of Teaching Staff are advised to observe the dress code on all working days of the Institute. As it is the policy decision of the Management there is no option but to observe the dress code.

The formal Dress Code for members of teaching faculty is prescribed as

under :

Gents

- I. Formal shirt, tie, trouser and formal shoes
OR
- II. Safari and formal shoes
OR
- III. Business Suit and formal shoes
- IV. On special occasions, dress code consisting of suit and formal shoes is compulsory.
- V. Identity Card
- VI. Clean shave

Ladies

- I. Saree
OR
- II. Salwar Kameez/Churidar Kurta
OR
- III. Business Suit and formal shoes
OR
- IV. Formal shirt, trouser and formal shoes
- V. Identity Card

The following dresses and footwear are strictly prohibited.

- a. Casual outfits, Jeans etc
- b. Floaters and sports shoes

1. FACULTY DEVELOPMENT

The institute believes that faculty plays a key role in student development and thus the following policy is framed with the objective of fostering the development and continuance of excellence amongst the faculty.

- a) The Institute will organize Faculty Development Programs. Workshops and Conferences for the development of Faculty Every Year.
- b) The Institute also encourages faculty to participate in FDPs, Workshops. Conferences/Seminar organized by other institutions & universities. The Institute will Provides Duty Leave, Reimbursement of registration fees and one side travel expenses to the faculty members.
- c) Institute will give Rs. 5000 as an additional incentive to faculty members and students for publishing paper in a Scopus/ Web of Science indexed Journals.
- d) Each Faculty members of the Institute are encouraged to register for online FDP's on SWAYAM and NPTEL Portal. Institute will reimburse the cost of certificate examination on qualification of the exam.
- e) Faculty members of the institute are encouraged for upgradation of skills by motivating them for higher education, Pursuing Ph.D., NET, SET etc.
- f) The faculty members qualifying Ph.D. are provided with 2 increments in the salary after submission of Ph.D. notification of the awarding University.
- g) Institute will provide Study leave for faculty members pursuing Ph.D. but will have to give a bond of 5 years
- h) The classes are scheduled in such a way to allow sufficient time for the faculty members to carry out administrative tasks and/or pursue their research.
- i) Institute will provide all the required support facilities (Computers, Printers, Statistical Software's) to the faculty members for their research purpose.

1. RETENTION POLICY

Recruitment of an excellent and diverse faculty is important for the institution. Retaining of an excellent and diverse faculty is imperative not only for maintaining a level of stability and structure within a department but also for economic reasons. Recruitment of new faculty takes faculty and administrative time and money – loss of faculty means a major drawback in overall faculty productivity. Retention is closely tied to a supportive environment for growth and professional development of the staff.

The retention policies practiced by IIBM prevents valuable teaching staff and non-teaching staff from leaving their jobs. IIBM has taken measures to encourage staff to serve the institute for the maximum period of time. The experienced faculty has been rewarded with promotions. The institute has identified the staff who are highly dedicated to the job and created an environment to participate in key decision making. The retention policies of the institute can be summarised as follows :

- Participation of the staff in key decision making
- Additional responsibilities for the dedicated staff to encourage job enrichment.
- Job autonomy for the staff to handle any responsibility
- Job stability for the hardworking and dedicated faculty members
- Faculty members have been given an opportunity to reach higher positions in the institute. They have been encouraged to apply for PG teacher. PG teacher recognition in Management studies will provide further scope for applying for Ph.D. guideship for the institute's research centre affiliated to University of Mumbai
- Promotions to the dedicated staff
- Encouraging faculty to publish research papers, organize seminars/workshops/FDPs/ MDPs/Cultural events etc.
- Appreciation letters and cash rewards to staff for their outstanding contribution of the staff.
- Special increments for handling the additional responsibilities assigned by the management.

1. LEAVE POLICY

IIBM abides with the statutory norms wherein public holidays, festival holidays, annual leaves as per the leave policy adopted by Vishweshwar Education Trust.

Procedure for applying leave:

- Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work demands so.
- Leaves of any kind, can be taken only after obtaining prior sanction by the competent authority. Even for CLs and SLs, intimation by telephone, SMS or E-mail is to be given to the Director/Head of the Department/Institution, if prior sanction cannot be obtained for justifying reasons.
- Leave accounts of all staff members are maintained by the office administration.
- Director of the institute is the competent authority to grant all kinds of leaves to all the teaching and non-teaching staff. Director may delegate this power to heads/ in- charges for administrative convenience.
- All staff members both teaching and non-teaching, particularly those in responsible positions are expected to use leaves based on needs and not with intent to use up all the leaves provided in the rules. The total number of leaves taken in an academic year will be considered in the performance appraisal at the end of the year.

TYPES OF LEAVE

The employees are entitled for the following types of leave:

- Casual Leave (teaching staff & non-teaching staff)
- Sick or Medical Leave (teaching staff & non-teaching staff)

- Vacation Leave (teaching staff only)
- Earned Leave (non-teaching staff only)
- Maternity Leave (teaching staff & non-teaching staff)
- Duty Leave (teaching staff & non-teaching staff)
- Benefits to (teaching staff & non-teaching staff)
- Leave Without Pay (for teaching staff & non-teaching staff)

CASUAL LEAVE (CL)

- All the teaching and non-teaching staff of the institute are entitled for 8 days of paid Casual Leave (CL) in a calendar year.
- Casual Leave is not a privilege. Prior sanction is essential. Leave should be applied at least three days in advance. In case of emergency situations, the leave can be applied immediately on reporting for duty.
- In calculating the total CL, Sundays and other authorized holidays will be taken into account. In case a staff is out of station, he must state so in the leave application and give the address of his destination.
- Casual Leave cannot be combined with any other type of leave except Compensatory Off. Without prior permission, CL can't be either suffixed or prefixed with holidays / weekly off days.

SICK OR MEDICAL LEAVE (SL)

- All the teaching and non-teaching staff of the institute are entitled for 10 days of paid Sick Leave (SL) in a calendar year. Staff availing three days of SL should produce a Medical Certificate (MC) from a Registered Medical Practitioner on the day of resuming duty.

However, Unused SLs at the end of a calendar year are carried forward to the next calendar year.

VACATION LEAVE (VL) for Teaching Staff

- All the full time faculty members in the institute are eligible for vacation leave in a calendar year as per University of Mumbai guidelines.
- In addition to the above, the teaching staff are entitled to avail five days of vacation for Ganapati festival as prescribed by University of Mumbai.
- Unused vacation leaves can't be carried forward to the next academic year.
- Intervening non-working Saturdays, Sundays and Government public holidays will be added to the vacation leave.
- Vacation Leave cannot be combined with Casual Leave or ML.
- However, teaching staff are required to attend official duty during vacation as per the directions of the Head of the Institution in case of any contingency administrative or department work

EARNED LEAVE (EL) for Non-Teaching Staff

- All Non-Teaching staff, on completion of one year of service, are entitled for Earned Leave (EL) for 30 days in a year. Earned Leave is normally allowed during vacation periods.
- EL will be credited to the account of the staff at the end of each leave year and can be availed only in the succeeding year.
- EL can be considered for reasons like medical emergencies to the staff, sudden death in the family, marriage, etc.,
- Encashment of EL is permitted (keeping 300 days in balance).
- Holidays and weekly-off days intervening in the EL period will also be treated as Earned Leave.

- EL cannot be combined with any other leave.
- No extension of EL will normally be granted.

MATERNITY LEAVE (ML)

- A full time eligible female teaching staff are entitled to avail maternity leave up to three months. This leave is granted only once during the service at the institute.
- Maternity leave applicants should submit their medical certificates from certified medical practitioners after joining the institute from maternity leave.

DUTY LEAVE (DL)

- All the teaching and non-teaching staff of the institute are entitled to take duty leave with prior permission from the Head of the Institution.
- The teaching staff has to obtain prior permission to attend Examination related work at University of Mumbai/ Conferences / Seminars / Meetings at State / National / International Level. The teaching staff shall be allowed to take duty leave for a Local Inquiry Committee (LIC) visit to various institutes as appointed by University of Mumbai.

Teaching staff shall be allowed to attend Conferences / Seminars / Meetings for which the Management shall bear the expenses of Registration or Conference fees, travelling and daily allowances / accommodation and boarding charges subject to the approval. Duty leave shall be sanctioned to the Ph.D. guides from institute research centre to attend the final viva of their research scholars in Mumbai University.

Teaching Staff should submit their DL forms with the due approval of the HOD and the Head of the Institution before going on duty leave. If for any valid reason they could not do so; shall submit the same on the day they return. Head(s) of the Departments going on duty shall take the approval of the Head of the Institution.

- In case of Director/MMS Programme Coordinator/ HOD, DL has to be submitted in advance and approved by the Management.
- The non-teaching staff of the institute are entitled to take duty leave for administrative work related to submitting documents/certificates in University of Mumbai and other regulatory bodies.
- The Head of the Institution shall have the right to cancel the DL sanctioned earlier for any emergency work in the Institution.

BENEFITS TO TEACHING STAFF AND NON-TEACHING STAFF

- Gratuity rules to teaching staff and non-teaching staff

LEAVE WITHOUT PAY (LWP)

If any teaching/non-teaching staff member applies and avails leave in excess of the prescribed limit, it shall be deemed to be taken as Leave Without Pay (LWP).

1. PERFORMANCE CRITERIA

The following criteria are to be fulfilled for the requirements for increments / promotions, as per the Institution norms for the subsequent years:

- Supervision of Doctoral scholars, as per UGC norms & Guidelines of University of Mumbai.
- Three research papers should be published in a calendar year. Out of which two research papers should be either in UGC-Care or Scopus, third research paper should be compulsorily in Scopus.
- Research Scholars from the research centre should publish minimum two research papers with their respective guides as a Co-author either in UGC-Care or Scopus.
- To organize one funded National (or) International Conference once in an academic year.
- Research papers to be presented / accepted for presentation in a National (or) International Conference with at least one of them being of a reputed Conference during the course of the assessment year.
- Publication of a Book (or) an article in Newsletter (or) Magazine during the course of the assessment year.
- Faculty members have to submit proposals for funded research / consultancy projects to generate funds through consultancy funded research projects and / or training (from Government, Public and Private sector) as Principal Investigator or Co- Investigator.
- Shall actively engage and promote the Centre of Excellence in your Department / School, as relevant to your domain of expertise.
- Collaborative research and consultancy with industries.

- To strengthen MOUs, exchange of ideas through various programmes, conference, etc.,
- To conduct research awareness workshops.
- Monthly review meeting and lectures by the research group compulsory.
- To arrange minimum one guest lecture / seminar class for each subject handled by you in each semester and to organize one Industrial visit for students (Individually / jointly) per year.
- Faculty interaction with Professors in foreign Universities in your domain for joint publications, joint research, to organize International conferences, etc.,

Non-Teaching Staff Performance Appraisal System:

- The performance criteria for the non-teaching staff are defined in their respective appointment orders.
- The staff performance will be evaluated by the HOD, Director and the Performance Appraisal Review Committee.

Confirmation clause

- If the performance is satisfactory, the employee will be confirmed in the service of the Institution after completion of the probationary period.
- In case of extension of probation for reasons whatsoever, the probation period will be extended accordingly.

3. REVIEW OF THE POLICY

This policy shall be reviewed as and when required on the guidelines as prescribed by University of Mumbai and other regulators.